



**CLANGO**

---

**EMPLOYEE HANDBOOK**

Updated 2019

## WELCOME TO CLANGO

Dear Employee,

Welcome to Clango, Inc! We are excited to have you as part of our team. You were hired because we believe you can contribute to the achievement of our corporate goals and to our continued success.

This employee handbook contains the key policies, goals, benefits, and expectations of Clango, and other information you will need as part of our team. Additionally, this handbook provides direction for the effective management and fair treatment of all employees. At Clango we strive to recognize the contributions of all employees.

Welcome aboard! We look forward to working with you.

Sincerely,



---

Duane Graham

President

Clango, Inc.

## Table of Contents

WELCOME TO CLANGO .....	2
DISCLAIMER.....	5
EQUAL OPPORTUNITY POLICY .....	6
Complaint Procedure .....	7
Non-Retaliation Policy .....	7
AMERICANS WITH DISABILITIES ACT.....	8
IMMIGRATION LAW COMPLIANCE .....	8
EMPLOYMENT AT WILL .....	8
STANDARDS OF CONDUCT .....	9
EMPLOYEE CLASSIFICATION .....	9
Exempt and Non-Exempt Employees.....	10
Overtime .....	10
Deductions from salary of exempt employees .....	10
CONFIDENTIALITY & PROPRIETY AGREEMENT .....	11
OUTSIDE EMPLOYMENT.....	11
BACKGROUND CHECKS .....	12
NON-SOLICITATION POLICY .....	13
COMPUTER, PHONE, FAX & GENERAL OFFICE EQUIPMENT USAGE.....	13
Social Media .....	13
INCLEMENT WEATHER & EMERGENCIES .....	14
NON-SMOKING POLICY .....	14
ANTI-SUBSTANCE ABUSE .....	14
PERSONNEL RECORDS.....	15
HIPAA Medical Privacy .....	15
VIOLENCE IN THE WORKPLACE .....	15
DRESS CODE .....	16
ATTENDANCE .....	16
TIMESHEETS & CHARGE CODES .....	17
PERFORMANCE EVALUATIONS .....	17
PAYROLL & WAGE GARNISHMENTS.....	17
Wage Garnishments.....	18
EXPENSE REPORTS .....	18
BENEFITS .....	18
HOLIDAY POLICY.....	19

<b>PAID TIME OFF</b> .....	19
LEAVE WITHOUT PAY .....	20
Bereavement Leave .....	21
<b>WORKING FROM HOME</b> .....	21
Initial Eligibility .....	22
Ongoing Expectations of Employees in WFH Arrangements .....	22
Workspace Requirements.....	23
Company Responsibilities .....	24
<b>MILITARY SERVICE</b> .....	24
<b>JURY DUTY</b> .....	25
<b>VEHICLE SAFETY: DRIVING POLICY</b> .....	25
Driving While Distracted Prohibited .....	26
<b>EMPLOYEE REFERRAL PROGRAM</b> .....	27
<b>WORKERS' COMPENSATION</b> .....	27
<b>OPEN DOOR POLICY</b> .....	27
<b>RESIGNATION/TERMINATION</b> .....	28
<b>CONTINUATION OF BENEFITS (COBRA)</b> .....	28
<b>EMPLOYEE ACKNOWLEDGEMENT</b> .....	29

## **DISCLAIMER**

Clango, Inc. (also referred to as “Clango” or “The Company”) has prepared this employee handbook (the “Handbook”) as a guideline for our employment practices. The Handbook gives general information about Clango policies and specific rules of conduct that each employee is expected to follow. The Handbook is not intended to provide fixed rules for dealing with all issues that arise in the workplace; rather, it sets forth general guidelines, subject to modification or departure by Clango as circumstances may require. Employees are expected to read and be familiar with the contents of this Handbook. On the last page of the Handbook is a place for you to sign and date, indicating to Clango that you have read the Handbook and understand its contents. The Handbook is not a contract between you and Clango, and signing it does not make it one, nor does this Handbook create enforceable rights on the part of employees.

Due to the ever-changing conditions of Clango, the contents of the Handbook may be changed at anytime at the discretion of Clango, with or without notice to employees. Furthermore, the Handbook does not limit the right of Clango to discharge any employee at any time with or without cause, and with or without notice, and Clango reserves the right to direct and discipline its work force and to take whatever action it deems necessary in its sole judgment to operate its business in a professional manner. Only the President of Clango is authorized to promise any employee employment for a defined period, or to promise any specific disciplinary procedures, and any such promise must be in writing and signed by the President.

This Handbook supersedes any prior written statements, including handbooks, manuals and offer letters, as well as any oral statements, which may be contrary to the statements in this Handbook. If you have any questions or concerns we urge you to use The Company’s open door policy and speak to your supervisor or a member of upper management.

## **EQUAL OPPORTUNITY POLICY**

It is Clango's policy to grant equal employment opportunity to all qualified persons without regard to race, color, gender, religion, age, national origin, veteran status, marital status, sexual orientation, physical or mental disability or any other characteristic protected by applicable law, provided the employee can perform the essential functions of the job. It is the intent and desire of Clango that equal opportunities are provided in employment, promotion, wages, benefits and all other privileges, terms, and conditions of employment.

Professionals advance as they demonstrate competence and satisfy requirements for the next level of professional responsibility, according to Clango's needs for a more highly skilled staff.

Clango is also committed to a workplace free of discrimination and harassment based on race, color, gender, religion, age, national origin, veteran status, marital status, sexual orientation, physical or mental disability or any other characteristic protected by applicable law. Offensive and inappropriate behavior will not be tolerated against any employee. This policy covers vendors, customers and guests that enter our workplace, as well as all employees. Harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person and undermines the integrity of the employment relationship. Harassment can take many forms. Some examples of impermissible behavior include making fun of an individual's religious beliefs, using racially biased epithets, referring to foreign-born individuals using derogatory stereotypes, or making jokes implying that a person's age makes him/her less capable than younger workers. Other examples of prohibited harassment include engaging in threatening, intimidating, or hostile acts based on a legally protected characteristic or displaying or circulating in the workplace written or graphic material that degrades or shows hostility or aversion toward an individual or group based on a legally protected characteristic.

This policy covers conduct at the workplace and in the performance of work at client sites, but also extends to work-related non-workplace settings, such as business trips, business-related social events, and the like.

Sexual harassment also is illegal and contrary to the policy of Clango. Offensive and inappropriate conduct may include, but not be limited to:

- Offensive physical actions, written or spoken, and graphic communication that may include verbal abuse of a sexual nature, suggestive comments about an individual's dress or body, sexual flirtations, touching, advances or propositions or sexually degrading words to describe an individual.
- Any type of physical contact when the action is unwelcome by the recipient.
- Expectations, requests, demands or pressure for sexual favors.
- Engaging in derogatory stereotypes about members of a particular gender.
- Slurs, jokes, posters, cartoons, and gestures that are offensive including displaying, storing or transmitting pornographic or sexually oriented materials using Clango equipment or facilities.

Any such offensive and inappropriate conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status. Employment decisions or status may include wages, performance reviews, promotions, work assignments and projects, training, benefits, employment with Clango, or similar issues.
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance.
- A third party is offended by the sexual conduct or communications of others.

## **Complaint Procedure**

Employees must report incidents of unlawful discrimination or harassment to their immediate supervisor, Human Resources Representative or to the President of Clango. All reports of improper conduct will be treated as confidential to the extent practicable, and will be investigated promptly. (It is important for employees to understand that any harassment or discrimination from any supervisor/manager, co-workers or clients will not be tolerated.) After investigation, Clango will advise the employee of the results and whether disciplinary action will be taken. Any employee, supervisor or client who is found to have engaged in unlawful harassment, regardless of whether the conduct constitutes a misuse of a position of authority, will be subject to appropriate disciplinary action, up to and including termination. Clango prohibits any kind of retaliatory act against an individual who has complained about discrimination in good faith or assisted in the investigation of a discrimination complaint in good faith. Supervisory employees who are aware of discriminatory conduct and fail to report it will be subject to disciplinary action up to and including termination. If an employee is determined to have submitted a complaint that is based on information the employee knows to be false or that is not based on a good faith, reasonable belief in the report's truth and accuracy, that employee will be subject to appropriate disciplinary action, up to and including termination of employment.

## **Non-Retaliation Policy**

Clango will not retaliate in any way against an individual who reports an incident of unlawful discrimination or harassment. Retaliation is itself a violation of this policy. Employees should promptly bring any concerns about potential retaliation, either at, or outside of the workplace, to the President or Human Resources immediately, or, if they are uncomfortable in so doing, to other members of Clango's management team. Clango will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident(s), and will keep the complaint and investigation confidential to the extent practicable. If wrongdoing is discovered, Clango will take appropriate corrective and disciplinary action, up to and including termination.

Retaliatory acts include any materially adverse action taken because an individual has made a complaint under this Policy, assisted another in making such a complaint, participated in an investigation of a complaint, or engaged in other protected activity, if such action would be likely to dissuade a reasonable employee from making such a complaint.

## **AMERICANS WITH DISABILITIES ACT**

Clango will abide by the Americans with Disabilities Act of 1990, as amended, and all other applicable federal, state, and local laws. Company policy prohibits discrimination in employment practices against individuals with disabilities, who, with or without reasonable accommodations, can perform the functions of the position held or sought. Clango provides reasonable accommodation to qualified employees with disabilities (as defined under the ADA and ADAAA) and employees with disabilities caused or contributed to by pregnancy, unless doing so would cause an undue hardship on the operation of the Company, or the individual poses a threat to the health and safety of himself/herself or others and a reasonable accommodation cannot eliminate the risk.

Requests for reasonable accommodation should be made to our Human Resources Department directly. All requests will be reviewed promptly. Depending on the circumstances, our Human Resources Representative may ask for medical documentation supporting the accommodation request.

Requests for accommodation, and information provided in support of such requests, will be treated as confidential to the extent required by law; however, Human Resources may need to consult with the employee's manager or supervisor, particularly where the accommodation requested by the employee involves performance of the job.

## **IMMIGRATION LAW COMPLIANCE**

Clango complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and aliens who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9 during the first three (3) business days of work.

Rehired employees also must complete the form if they have not previously filed an I-9 with the Company, if their previous I-9 is more than three (3) years old, or if the previous I-9 is no longer valid.

## **EMPLOYMENT AT WILL**

This Handbook does not constitute an express or implied contract of employment. Your employment at Clango is "at-will." As an at-will employee, you may resign from your job at any time and for any reason, or for no reason. In turn, Clango may terminate your employment whenever and for whatever lawful reason, or for no reason, with or without notice. Clango reserves the right to change any terms or conditions of employment at any time. It is the policy of Clango not to have employment contracts and any exception to this policy must be made in writing and must be signed by the President of Clango.



## STANDARDS OF CONDUCT

Clango strives to provide a work environment that fosters productive behavior and positive interaction among our employees. It is therefore expected that employees will conduct themselves in a professional and respectable manner at all times when interacting with clients, vendors, or other employees and represent Clango with these same attributes when on Clango business or attending outside meetings.

Occurrences of any of the following activities, as well as violations of any Clango rules or policies, will subject employees to appropriate disciplinary action, up to and including termination. This list is not all-inclusive:

- Poor job performance
- Fighting or assault
- Unauthorized possession of firearms on Clango premises or while on Clango business
- Destruction of Property
- Excessive absenteeism or tardiness
- Insubordination
- Abusive behavior
- Unauthorized use of Clango or client property
- Divulgence of confidential information
- Theft or Embezzlement, including, but not limited to, purposely falsifying an expense report
- Conviction for the illegal use, sale, or possession of drugs or other serious crime
- Falsification of application for employment or other Clango records, including omission of pertinent data
- Working under the influence of alcohol or illegal drugs
- Other conduct detrimental to the operations or reputation of Clango.

The presentation of this list does not change the “at-will” nature of an employee’s employment in any way.

## EMPLOYEE CLASSIFICATION

Every individual working at Clango is classified as one of the following:

**Regular Full-time Employee:** A position in which the employee regularly works at least 40 hours per week. (For benefits purposes, the full-time classification may be different.)

**Regular Part-time Employee:** A position in which the employee regularly works at least 20 hours per week.

**Temporary Employee:** A position in which the employee is hired for an explicit purpose, limited assignment or on a seasonal basis not to exceed six months.

## **Exempt and Non-Exempt Employees**

Each Clango position is categorized as either “exempt” or “non-exempt,” which refers to an employee’s status with respect to coverage of the minimum wage, overtime, and/or all other provisions of the federal Fair Labor Standards Act (“FLSA”), as amended). These categories are broadly defined as follows:

“Exempt employees” generally are those employees that engage in what the FLSA defines as executive, professional, administrative or computer professional activities, receive a salary, and are not eligible for or are “exempt” from the legal requirements for overtime pay. Exempt employees meet strict classification standards published in the official regulations of the U.S. Department of Labor, Wage and Hour Division.

“Non-exempt employees” are all those employees who are not exempt from receiving overtime pay. Non-exempt employees are entitled to pay at a rate of one and one-half times their normal hourly rate if they work more than 40 hours in a work week (defined as Monday at 12:01 AM to Sunday at 11:59 PM).

Non-exempt employees must complete and submit to their supervisors a weekly time report specifying their start time, time taken for lunch or personal reasons (if the lunch is at least 30 minutes), and end time for each work day completed. Failure to accurately record hours worked may result in disciplinary action.

Five workdays of 8.0 hours worked each total 40 hours per week. Overtime pay only applies to hours actually worked in excess of 40 per week. Therefore, a non-exempt employee who did not actually work for part of a week (because of medical leave, a paid holiday, jury duty, annual leave, etc.) will not receive pay at overtime rates until hours actually worked exceed 40.

## **Overtime**

Non-exempt employees, who work in excess of forty (40) hours a week, not including lunch breaks, will be paid overtime at the rate of time-and-one-half. According to federal law, paid holidays, sick or annual leave and absences are not considered hours worked for the purpose of computing overtime.

If an employee’s position is classified as nonexempt, that employee may not work overtime without the express advance authorization of his or her supervisor. An employee who works overtime without express advance approval will be subject to appropriate disciplinary action, up to and including termination.

Any non-exempt employee who believes that he or she has not been correctly compensated for overtime pay must notify his or her supervisor immediately so that any appropriate corrections can be made.

## **Deductions from salary of exempt employees**

Deductions from the salary of an exempt employee will only be made in accordance with the applicable law. For example:

- Deductions may be made when the employee misses work for one or more full days for personal reasons, or for sickness or disability where the employee does not yet qualify for paid leave or has exhausted all available paid leave.
- Deductions may be made for unpaid disciplinary suspensions of one or more full days for violating workplace conduct rules.
- Deductions may be made in any amount as a penalty for the employee's violation of a safety rule of major significance.
- The exempt employee will be paid his/her full salary for any week in which the employee is absent for jury duty, attendance as a witness or temporary military leave (minus any amounts received by the employee as jury fees, witness fees, or military pay for that week), provided that the employee performs work for Clango during that week.
- The exempt employee need not be paid his/her salary for any workweek where the employee performed no work, and the exempt employee's salary may be prorated if the employee starts or ends employment with Clango part-way through a workweek.

Any exempt employee who believes that his/her salary has been subject to deductions not specifically authorized above must inform his/her supervisor immediately so that any erroneous deduction can be rectified promptly.

## **CONFIDENTIALITY & PROPRIETY AGREEMENT**

Clango requires all employees to sign a confidentiality agreement as a condition of employment, due to the fact that Clango employees are privy to information which is confidential and/or intended for Clango use only. All Clango employees are required to maintain Clango confidential information (as defined in the Clango Confidentiality Agreement) in strict confidence and not to use this information for their benefit or the benefit of a third party. These obligations continue after separation from Clango for whatever reason. This policy benefits you, as an employee, by protecting the interests of Clango in the safeguard of confidential, unique and valuable information from competitors or others.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to immediately consult with your reporting manager. Failure to comply with this policy will result in appropriate disciplinary action, up to and including termination.

## **OUTSIDE EMPLOYMENT**

Employees are required to disclose immediately any outside employment that may conflict with, or have the appearance of a conflict with, their regular employment with Clango. All disclosures must be revealed to a member of Clango management and must be in writing. If Clango determines that an employee's outside work interferes with performance or the ability to meet company and client expectations, the employee may be asked to terminate the outside employment if the employee wishes to remain employed by Clango.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on Clango business areas and/or on the employee's work performance. All full time employees are

subject to Clango's expectation of 40 hours per week billable time to the client regardless of any outside work requirements.

## **BACKGROUND CHECKS**

At Clango, background checks may be conducted on any job applicant, regardless of the position applied for. Current employees working in sensitive positions may also be selected for background checks. Sensitive positions include those involving customer contact, asset security and financial responsibilities. The Company will use a third party agency to conduct the background checks. The type of information to be collected by this agency may include, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, etc. For job applicants, this process is conducted to verify the accuracy of the information provided by the applicant, as well as to determine the applicant's suitability for the position.

Clango will ensure that all background checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964.

In keeping with applicable laws, the Company will implement the following steps as part of each background check process:

- Certify to the consumer-reporting agency that The Company is in compliance with the FCRA and will not misuse the information it receives (applicable to Credit Reports).
- Inform the applicant or employee, on a separate form, regarding our intent to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes.
- Obtain written authorization from the applicant or employee.
- Inform the applicant or employee of his/ her right to request additional information on the nature of the report and the means through which such information may be obtained.
- Inform the applicant or employee that the report may include information about the individual's character, general reputation, personal characteristics, etc.
- Provide the individual with a summary of his or her rights under the FCRA (for a Credit Report).
- If the results of the background and/or credit check contain negative information, Clango will...
  - inform the applicant or employee if the Company intends to take adverse action,
  - provide the applicant or employee with a Statement of Consumer Rights from the FTC before adverse action (for a Credit Report),
  - provide the applicant or employee the opportunity to review a copy of the background check report, and
  - advise the applicant or employee of their rights to dispute inaccurate information. Applicants and employees will be granted no more than five days to contest the information.

Clango reserves the right to modify this policy at any time without notice.

## **NON-SOLICITATION POLICY**

In order to avoid any disruption of Clango's operations, Clango employees may not solicit for any purpose while on Clango's property in work areas at any time. Employees also may not solicit during work time. This includes the distribution of any sort of goods, materials, or literature. Similarly, non-Clango employees may not be present on Clango property at any time for purposes of solicitation or the distribution of any sort of goods, materials or literature.

## **COMPUTER, PHONE, FAX & GENERAL OFFICE EQUIPMENT USAGE**

Access to Clango computer and other electronic equipment and communication systems, including laptops located at a client site, is provided to employees for business use only and may not be used for personal use under any circumstances. Employees are prohibited from installing any programs on a Clango or client's computer without the direction and permission of the client and/or Clango management. The copying of programs installed on company or client computers is not allowed unless you are specifically directed to do so by a member of Clango management.

In addition, employees located at a client site are requested to discourage any personal calls, incoming or outgoing, with the exception of emergency calls. No long distance calls are to be made on client phones which are not strictly business related. This same policy is in effect for fax machines and any other equipment which are strictly for the purpose of the client's business.

Should an employee be unclear about the usage of computer equipment, phone usage, or fax usage at a client or other Clango site, the employee should contact Clango management immediately for clarification. All office equipment (fax machines, computers, e-mail, copy machines, printers, phones, etc.) at the corporate offices is used for Clango work use only.

No one may use Clango's communication systems for the purpose of sending, accessing, receiving, or storing material that is offensive to others, sexually oriented, obscene, threatening, harassing, or for any other purpose that is illegal, against Clango's policy or contrary to Clango's interests. Clango reserves the right to monitor Internet use, including sites accessed, and to access and monitor email and voicemail. All data, including, but not limited to e-mails, that are composed, transmitted, stored or received via Clango computer or communications systems is the sole property of Clango. Employees should NOT expect that their use of the Internet – including but not limited to the sites you visit and the amount of time they spend online, or their communications, including, but not limited to email and voicemail will be private.

## **Social Media**

Clango takes no position on your decision to participate in social networking activities (e.g., Facebook, Twitter, LinkedIn, blogs, etc.); however, it is the Company's right and duty to protect itself from unauthorized disclosure of information. Unless specifically instructed, employees are not authorized to speak on behalf of Clango. Employees may not publicly discuss customers, products, suppliers, services, or other employees' sensitive employee information, whether confidential or not, outside company-authorized communications. Employees are expected to protect the privacy of Clango, our employees and customers. Do not disclose personal employee or nonemployee information, or any other proprietary and nonpublic information to which you (as an employee)

have access. Such information includes but is not limited to customer and supplier information, trade secrets, financial information and strategic business plans.

Any violation of these Policies may result in appropriate disciplinary action up to and including termination.

## **INCLEMENT WEATHER & EMERGENCIES**

Clango will make every effort to maintain normal operations during severe weather or other emergencies in support of our clients through telecommuting. Each employee is expected to be at his or her respective work site unless it has been announced through normal reporting channels, such as the radio or television, that the facility to which you should report is closed. Should this occur, you must check with appropriate Clango management prior to completing any work assignments from your home office.

If the work site is open but you are unable to come to work because of severe weather or other emergency, you should notify your client manager or Clango management as soon as possible. If you are unable to come to work, you may use your accrued leave for those periods of time. If the work site is closed and your manager cannot obtain client permission for you to do client work from your home office, you should check with Clango management to determine if there is appropriate Clango work that can be accomplished from your home office to avoid taking annual leave.

## **NON-SMOKING POLICY**

Smoking is prohibited in all Clango business locations. Clango has determined that the creation of a smoke-free work environment is in the best interest of all of its employees. Therefore, employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.

## **ANTI-SUBSTANCE ABUSE**

Clango takes seriously the problem of drug and alcohol abuse, and is committed to provide a substance abuse-free work place for its employees. No employee is allowed to manufacture, consume, possess, sell or purchase any alcoholic beverage at any Clango company site or client site. No employee may manufacture use, possess, sell, transfer or purchase any illegal drug or other controlled substance which may alter an individual's mental or physical capacity at any Clango company site or client site, or while on Clango business. The exceptions are substances which have been prescribed to that employee, which are being used in the manner indicated. Clango will not tolerate employees who report for duty while impaired by use of alcohol or drugs. Any violation of this Policy will result in appropriate disciplinary action, up to and including termination.

During Clango-sponsored business or social events or while conducting Clango business off premises, the use of alcohol may be allowed and/or provided. Since Clango is being represented, such use is to be handled responsibly and high professional standards are to be maintained. Alcohol

use that could jeopardize the safety of other employees, the public or Clango's relations with its clients or the public will result in appropriate disciplinary action, up to and including termination.

Any employee who is convicted under, or pleads guilty to, a violation of a criminal drug statute for a violation occurring in the workplace or on Clango business must notify Clango within five days of the conviction. Conviction means a finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or state criminal drug statutes.

Clango reserves the right not to retain anyone that has been convicted of or pleads guilty to any offense. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

All employees should report evidence of alcohol or drug abuse to Clango management immediately. In cases where the use of drugs and/or alcohol poses an imminent threat to the safety of persons or property, an observing employee must immediately report the violation. Failure to do so will result in appropriate disciplinary action, up to and including termination for a non-reporting employee. Employees who violate the Anti-Substance Abuse Policy will be subject to disciplinary action, up to and including termination. Clango also reserves the right to report violations of the law to the appropriate law enforcement agencies.

## **PERSONNEL RECORDS**

It is important that the personnel records of Clango be accurate at all times. In order to avoid issues such as delayed benefit eligibility or returned, W-2s, Clango employees are required to promptly notify Human Resources of any change in name, home address, telephone number, marital status, dependent information, emergency contact or any other pertinent information. Please send an updated Personnel Change Notice to the Human Resources Representative.

## **HIPAA Medical Privacy**

Clango is not a covered entity as defined by HIPAA; however, we do maintain health care and related plans that are subject to HIPAA requirements. Thus, HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by The Company.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission.

Clango will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

Please address any questions regarding policy provisions to The CEO or Human Resources.

## **VIOLENCE IN THE WORKPLACE**

Clango is committed to providing a safe and healthy work environment for employees, customers, and visitors. As a result violence in the workplace will not be tolerated.



Any employee who displays any violence (including threats of violence) in the workplace will be subject to appropriate disciplinary action up to and including termination. Employees are required to report any potential or actual violent incident immediately to the employee's supervisor and/or Human Resources.

## **DRESS CODE**

As an employee of Clango, we expect you to present a clean and professional appearance when you represent us. Employees who are at a client site are expected to dress in acceptable attire for that client environment.

It is just as essential to your professional appearance that you act in a professional manner and extend the highest courtesy to clients, co-workers, visitors or vendors. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality. If protective equipment is needed at your job site, you must comply with all OSHA and client regulations.

## **ATTENDANCE**

Employees are expected to arrive at work in time to begin Clango business promptly at their scheduled start time.

Employees who do not report for work on time, or who miss all or part of a day's work place an extra burden on their fellow employees, as well as our clients and the customers. Repeated unapproved absenteeism and/or excessive lateness will lead to appropriate disciplinary action, up to and including termination.

If an employee finds it necessary to be absent from work, he or she is required to adhere to the following procedures.

- First, the employee must personally contact his or her supervisor at least 30 minutes prior to the employee's start time with a full explanation for the absence and an estimated time for the employee's return to work. If the employee is uncomfortable calling his or her supervisor because of a personal health problem, the employee may instead call Human Resources.
- Unless other arrangements have been made through an employee's supervisor, the employee is required to call in each day during the employee's absence. Failure to call on any day will be considered a serious breach of this policy.
- Employees may be asked by their supervisor to submit a doctor's note to Human Resources to verify any, medical condition and/or fitness to return to work in accordance with Clango's Paid Time Off Policy.

An employee who is absent from work without prior authorization for three (3) consecutive work days and fails to follow the notification procedure set out in this policy will be deemed to have abandoned his/her position and to have resigned.



## **TIMESHEETS & CHARGE CODES**

Timesheets are due in Clango headquarters on the 16th and on the day following the last day of the month, by 10:00 am. Timesheets must be completely and accurately filled out and reflect a true statement of an employee's time charges to projects or activities on which he or she has worked. The manager for each project on which the employee has worked will approve and sign each employee's timesheet. Employees charging to multiple projects will obtain approval from the manager to whose project most hours are charged. No employee is authorized to approve his or her own timesheet.

Clango's time charging policy is that all hours worked will be charged on the calendar day in which they are worked. This means that if an employee works three hours on a given day, then the timesheet will reflect three hours, or, conversely, if an employee works eleven hours on a given day, then the timesheet will reflect eleven hours. This policy does not allow for "making up" hours. That is, an employee may not work a three hour day and charge eight hours with the intention of making up the five hours later in the time period. Vacation days, sick days, holidays and leave absences such as jury duty and military training, must be specifically noted on the timesheet for days on which they occur.

From time to time in many of our client environments, more than forty hours per week are required to achieve client objectives. It is Clango's policy to charge our clients for every hour worked on their behalf, in most cases subject to their prior approval before exceeding forty hours in any given week. Clango employees are expected to obtain supervisory approval for hours in excess of forty and to ensure that the client is charged fairly for each hour worked. It is not fair to The Company, you or the client to work hours that are not charged. It also compromises the bidding and proposing process and distorts client perceptions on the real costs of providing support services. Inappropriate or inaccurate charging of time to a client will lead to appropriate disciplinary action up to and including termination, with respect to both the employee completing the time sheet and the approving manager.

## **PERFORMANCE EVALUATIONS**

Within three months of employment, new employee's may be given performance expectations which detail the requirements and expectations of the position for which the employee was hired. Performance evaluations may be conducted yearly based on your hire date. All performance evaluations are based on merit, achievement, and job performance at your position. Salary increases will be based upon this evaluation, as well as past performance improvement, dependability, attitude, cooperation, any necessary disciplinary action, adherence to all employment policies, company performance and market conditions. Your manager and/or Clango management will review the performance evaluation forms and discuss your salary during your scheduled review. When you are promoted to a higher level position, you may be eligible for a salary increase as warranted for that position.

## **PAYROLL & WAGE GARNISHMENTS**

Clango employees are currently paid twice a month (the 5th and 20th). The current closing period for payroll is the last day of the month and the 15th of the month.

Clango provides and encourages direct deposit of paychecks. With this option, each paycheck will be automatically deposited to your checking or savings account (or divided between two or more accounts). You are encouraged to sign up for electronic receipt of your pay stubs to reduce paper mailings.

As required by law, Clango will deduct Federal Social Security and Federal and State income tax from your payroll check each pay period. Other deductions may include voluntary contributions at the agreement of the employee and Clango.

## **Wage Garnishments**

If Clango is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that Clango is legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

## **EXPENSE REPORTS**

There may be times whereby you will incur costs associated with the performance of your job that are reimbursable. Examples of these reimbursable costs are: travel per the client's request, technical publications, or new software approved by Clango. These expenses are reimbursable by Clango if they were pre-approved by the appropriate member of management. Expense reports related to travel should be submitted to the Accounting Department within 5 days of the trip end date. Expenses that are not submitted within 14 calendar days of the commencement of the trip may be denied payment. As Clango may have to bill a third party for the expenses, it is imperative that the information on all expense reports be accurate, within company guidelines, and timely. Any false submission of an expense report will be grounds for appropriate disciplinary action, up to and including termination.

## **BENEFITS**

Currently, Clango offers benefits to eligible employees. Specifically, Clango currently makes medical insurance, dental insurance and life insurance available to eligible employees and their eligible family members.

The low cost of these benefits is an important part of each eligible employee's compensation package. Eligible employees include all regular full time employees of Clango. Specific details on coverage and benefits are outlined in the individual health care and dental care booklets provided to you during employee orientation. You will also receive authorization forms for all benefits at orientation.

It is at the discretion of Clango to offer these benefits and they are subject to change when deemed necessary, in Clango's sole discretion, with or without notice.

## HOLIDAY POLICY

Clango currently observes the following 10 Federal holidays: New Year's Day  
Dr. Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

Clango reserves its right to revise its Holiday schedule at any time, with or without notice. Regular full time employees are paid eight hours for each recognized holiday. To receive holiday pay, an employee must work or be on paid-leave status on the last scheduled workday before, and the next scheduled workday after, the holiday. Should a holiday fall on a Saturday, Clango will be closed the day before the holiday on Friday. Should a holiday fall on a Sunday, Clango will be closed on Monday.

### **For Employees working in the District of Columbia Only:**

In addition, employees who work in the District of Columbia may take a day of leave on April 16, the District of Columbia Emancipation Day. Employees must use a day of PTO for the day if they decide to take the day off and have such leave available. If an employee has no accrued PTO available, they may take unpaid leave for this day. An employee must notify his or her supervisor of his or her intention to take the District of Columbia Emancipation Day off at least 10 calendar days in advance. Clango may deny an employee's request to take the District of Columbia Emancipation Day off if the leave would disrupt Clango's business and make service delivery unusually difficult.

## PAID TIME OFF

Clango's policy is to allow each regular full time employee to accrue up to a maximum of 120 hours of PTO per calendar year. PTO may be used for vacation, personal time, sick leave, caring for select family members, maternity/ paternity leave<sup>1</sup> or any purpose required by applicable laws<sup>2</sup>. PTO is accrued at the rate of 5 hours per pay period for regular full time employees beginning the first day of employment. After 5 years of service, full time employees will be eligible to accrue a maximum of 160 hours of PTO (6.67 hours per pay period).

Regular part-time employees will accrue PTO on a pro-rated basis. Temporary and non-regular part-time employees who work in the District of Columbia will accrue PTO in accordance with the District of Columbia "Accrued Sick and Safe Leave Act" at a rate of one hour of paid leave for every 43 hours worked. With prior approval from the direct supervisor or senior management, employees may take up to forty (40) hours of PTO in excess of accruals (advanced PTO). Clango

---

<sup>1</sup> Please discuss your Maternity/Paternity leave plans with your supervisor and Human Resources at your earliest opportunity.

<sup>2</sup> Clango, Inc. abides by the Maryland Sick and Safe Leave Act. PTO may be used for any purpose outlined in this law. Please contact Human Resources for more information.

reserves the right to withhold the value of advanced PTO from the final paycheck if an employee separates with a negative PTO balance.

PTO requests must generally be scheduled and approved in writing two (2) weeks in advance, except in cases of emergency and/or unexpected illness or injury of employee. Unless impossible due to sudden/severe illness or injury, employees are required to follow the notification process outlined in Clango's Attendance Policy. Clango reserves the right to deny or cancel a non-emergency PTO request should work flow, department or position requirements dictate. Clango also reserves the right to direct the use of PTO based on the needs of the Company.

Clango reserves its right to request a physician's note in connection with PTO taken in connection with illness or injury. If an employee is absent for three or more consecutive days, due to his or her own illness or injury, Clango may require a physician's statement that the employee is fit to return to work.

Clango encourages its employees to use their PTO. No more than forty hours of PTO may be carried over from one calendar year to the next. Clango will not pay out employees for any leave that is accrued but unused. You must use, or you will lose, any accrued PTO in excess of 40 hours that you have banked at the end of a calendar year. Generally, accrued but unused PTO, (not to exceed 40 hours (from the previous calendar year) plus the accrued leave in the current calendar year) will be paid upon an employee's separation from Clango. Upon separation, PTO payouts and accounting will be handled in accordance with applicable laws and regulation. Unless operative laws or regulations specify a different approach, employees who separate from Clango with less than three months of service will not be paid out any accrued, but unused PTO upon separation.

## **LEAVE WITHOUT PAY**

Leave without pay is for those employees who have exhausted their accrued annual leave and have an emergency situation in which they need to be away from work. Whenever possible, leave without pay must be approved ahead of time by Clango's management. Leave without pay will only be authorized in cases of emergency or other unforeseen circumstances as determined by management, or when required by law or regulation.

### **Maryland Employees Only – MD Parental Leave Act**

Clango follows the guidelines of the MD Parental Leave Act (PLA). The PLA provides that eligible employees are entitled to six workweeks of unpaid parental leave during any 12-month period for the birth of the employee's child, or the placement of a child with the employee for adoption or foster care. To be eligible for leave under the PLA, an employee must have been employed for at least 12 months and have worked 1,250 hours prior to the start of the leave. The Company expects thirty (30) days notice before employees use this leave whenever possible.

Please contact Human Resources for more information about the Maryland PLA.

### **DC Employees Only:**

Clango complies with the District of Columbia Parental Leave Act of 1994 which provides a parent with a total of 24 hours of leave during any 12-month period to attend or participate in a school-

related event for her or his child. An employee who takes leave pursuant to this policy will not lose any employment benefit or seniority accrued before or during the date of such leave.

A parent is defined as the natural or adoptive parent, legal custodian, or guardian of a minor child up to age 18.

An employee should request leave at least 10 calendar days in advance, unless, in the case of a school event, the need to attend the school-related event cannot be reasonably foreseen. Clango may deny the use of parental leave if it would cause a disruption to our business.

Parental leave to attend a child's school event will be unpaid, unless the employee receives supervisory approval to use accrued annual or administrative leave.

## **BEREAVEMENT LEAVE**

Full-time employees may be excused for paid funeral leave if approved by the immediate supervisor. For immediate family members including father, mother, stepparent, spouse, sibling/step-sibling, child/step child and in-laws, up to 3 days of paid bereavement leave may be requested. Generally, for other family members, 1 paid day of leave may be approved. Employees who need additional time off for bereavement may request to use PTO.

## **WORKING FROM HOME**

Working From Home (WFH) is a privilege The Company offers to promote flexible customer service, quality time outside of work, and our Company's ongoing success. In a WFH arrangement, employees may perform their duties at their homes, away from a Company or Customer-provided workplace. It is important to note that the performance expectations do not change because of a WFH arrangement; rather, in return for the increased flexibility of our WFH arrangement, The Company expects employees to perform at a consistently high level.

The purpose of this policy is to...

- formally allow WFH arrangements for Clango employees,
- establish consistency in WFH arrangements through clear guidelines, and
- to ensure The Company has a flexible framework to address unique situations whenever possible.

Employees who use WFH arrangements should adhere to the guidelines written in this policy. In addition, Company policies outlined in the Employee Handbook and/or communicated by the management of The Company continue to apply during WFH arrangements. Employees who do not adhere to these guidelines and/or Company policy may, at the sole discretion of The Company, have their WFH privileges revoked. Also, The Company may alter or terminate any and all WFH arrangements at any time, with or without notice.

Please be aware - an approved WFH arrangement does not change your classification or conditions of employment.

### **Initial Eligibility**

All employees are eligible to request a WFH arrangement. The Company will consider the following in making determinations about WFH arrangements:

- Specific client and/or project requirements (some may prohibit WFH arrangements).
- Employee must have a documented history of job performance that meets or exceeds performance expectations
- Employee cannot be on a Performance Improvement Plan (PIP) at any time while on a WFH arrangement.
- Employee has no pending or recent (past three months) disciplinary actions.
- Employee demonstrates dependability and responsibility by meeting attendance standards, following through on projects and work assignments and maintaining confidentiality.
- Employee meets or exceeds The Company's standards for quality.
- Employee communicates information fully and timely with leadership, coworkers, support staff and customers.
- Employee sets appropriate priorities; is able to work productively with minimal direct supervision.
  - Work should be of a nature where face-to-face interaction is (or can be) minimal and may be performed away from the office without diminishing the quality of customer service.
- Contact with customers is predictable or able to be scheduled such that the employee does not have to be in the office to work (e.g., employee does not see walk-in customers).
  - Employee must possess the appropriate equipment and connectivity to allow the job to be performed away from the Company's provided worksite.
  - Employee must make and maintain dependent care arrangements to permit concentration on work assignments at home.
- Please note – WFH arrangements are not to be used as a substitute for child and/or family care arrangements.
- If you are requesting a WFH arrangement based on your own medical condition or that of a family member, your request should be evaluated pursuant to other organization guidelines (e.g., PTO, Short-Term Disability, etc.).. In some cases these guidelines are more favorable to employees. For more information, contact your HR representative.
  - Employee must be in compliance with all applicable IT, Security, Privacy and Confidentiality policies and procedures.

### **Ongoing Expectations of Employees in WFH Arrangements**

To remain eligible for a WFH arrangement, employees and characteristics of their specific job must continue to meet the initial eligibility criteria. *Employees on a WFH arrangement are expected to be available during The Company's normal business hours.* In addition, employees must adhere to the following;

- Be accessible by phone, email and Teams.

- Maintain fully documented comments in Deltek and Quantum.
- Mark periods of unavailability on the WFH Calendar.
- Return calls and emails within 1/2 hour.
- Participate in scheduled meetings and conference calls.
- Perform work from the home office; use of public Wi-Fi and public work spaces is not in scope for a WFH arrangement.
- Use PTO for instances of fewer than 8 hours of WFH availability in a day.
- Refrain from working on non-company activities during working hours and using The Company's property.

Employees using a WFH arrangement may have their performance reviewed on a more frequent basis, at the sole discretion of The Company. Employees should expect the WFH arrangement to be part of the performance review conversation.

### **Workspace Requirements**

The employee is responsible for establishing and maintaining an adequate workspace, and for providing a work environment free of interruptions and distractions that would affect work performance. The Company may conduct a physical inspection of the employee's workspace upon giving 24-hour verbal notice to the employee. In case of injury, theft, loss, or tort liability related to a WFH arrangement, the employee must allow agents of the organization to investigate and/or inspect the workspace. The employee shall maintain the workspace in a safe condition, free from hazards and other dangers to the employee and company property.

In general, the organization will not reimburse employees for the purchase of special equipment or software to support WFH arrangements. The employee will be responsible for all costs associated with remodeling, electrical modifications, or other improvements to the home office workspace.

No employees engaged in WFH arrangements will be allowed to hold business meetings with clients or customers, the public or other (non-employee) professional colleagues at the WFH workplace if such location is in the employee's home. Co-workers may be allowed to meet with the employee in their home office on organization business if the meeting is acceptable to the employee and approved in advance by the employee's supervisor. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others.

Be aware that The Company is not responsible for insuring the employee's personal equipment in his or her home. If the employee is using his or her own equipment and it breaks while performing work for The Company, the employee retains liability for his/ her equipment.

To support a WFH arrangement; the following technology is to be provided by the employee:

- Internet access (capable of supporting VPN and RDP connections); use of public internet (e.g., internet café, local library, etc.) is not permitted in a WFH arrangement).
- active antivirus protection on devices used to perform work.
- A phone number (with private voice mail) known to the supervisor and coworkers.



The required technology may change as technology changes, or based on the requirements of The Company and its customers.

### **Company Responsibilities**

- Establish and manage parameters and policies regarding WFH arrangements.
- Provide VPN and help desk support services.
- Review individual WFH arrangements (with performance reviews and on an as-needed basis).
- Review work product and work artifacts.
- Monitor comments in tracking systems.
- Review time tracking systems/ administer PTO.
- Reimburse approved expenses related to the WFH arrangement.
  - o Generally, expenses such as travel, home computer supplies and basic office supplies are not reimbursed by The Company.
  - o Expenses directly related to customer work (e.g., printed presentations, bound documents, etc.) should be pre-approved and supported by receipts.

### **MILITARY SERVICE**

Clango is committed to the letter and spirit of the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). Employees will be granted leave to perform military service (whether voluntary or involuntary) if each of the following conditions is met:

- The military service is to be performed in a uniformed service. The uniformed services include the following: the full-time and reserve components of the United States Army, Navy, Marine Corps, Air Force, and Coast Guard; the Army and Air National Guard; the full-time and reserve components of the commissioned corps of the Public Health Service; and any other category of persons designated as “uniformed service” by the President in time of war or national emergency.
- Military service includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and absences from work for an examination in order to determine fitness for the foregoing types of duty.
- Written or oral advance notice of the military service is provided to Clango by the employee or an appropriate officer of the branch of the uniformed service in which the employee will be serving. However, no notice is required if doing so is impossible or unreasonable because of military necessity or other legitimate reasons.

Clango grants time off from work for employees in the military reserve training program and for employees called to active service. After six months of consecutive employment with The Company, regular full-time employees who are members of the National Guard or any of the reserve branches of our Armed Forces will receive the difference between military pay and their normal Clango base pay for the first two week period he or she is away serving reserve duty or on active duty (maximum of two weeks). After that, unpaid leave will be awarded. If you have been employed for less than six months, leave without pay will be granted for the time away for military service. Notwithstanding



anything in this Policy, all exempt employees will be paid in full (minus amounts paid by the government for military service) for any week in which they perform work for Clango.

If you have accrued PTO you will be allowed to use it in connection with military service. You must notify your supervisor and the accounting department should you want to use your accrued PTO.

Your continuation of health coverage and eligibility for reinstatement after military leave is completed shall be determined in accordance with applicable federal and state laws.

Please contact the President of Clango if you have any questions regarding military leave.

## **JURY DUTY**

Clango supports employees called to fulfill their civic duty to serve jury duty. Employees must provide Clango management with a copy of any jury summons as soon as possible upon receiving the summons. Your regular salary will be reduced by the amount you receive from the court for each day served, up to five days.

Adequate proof of service must be provided to both an employee's supervisor and the accounting department in order for the employee to receive his or her salary differential during an absence for jury duty. When an employee returns to work from serving on jury duty, the employee should provide Clango management with verification from the court of the number of days served, and the amount paid per day. If an employee is released from jury duty with at least four hours remaining in his or her workday, that employee must return to work for the remainder of the day. Notwithstanding anything in this Policy, all exempt employees will be paid in full (minus amounts paid by the court for service) for any week in which they perform work for Clango.

Should extraordinary circumstances exist at the time of an employee's call to jury duty which would make his or her absence severely detrimental to the operation of The Company, Clango reserves the right to contact the court to request that your service be postponed.

## **VEHICLE SAFETY: DRIVING POLICY**

From time to time, The Company reimburses employees for business use of personal and rented vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time.

1. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position.
3. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the

- security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.
4. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
  5. Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
  6. Employees are not permitted, under any circumstances, to operate a vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

### **Driving While Distracted Prohibited**

Distracted drivers fail to recognize potential hazards in the road and react more slowly to traffic conditions, thus decreasing their “margin of safety.” There are several activities that can result in distracted driving, including, but not limited to, talking to passengers, eating, adjusting the radio or climate control, using a cell phone or other mobile device, and personal grooming. Please remember that the employee’s primary responsibility is to focus on the road and drive safely.

While driving, employees are urged to refrain from using electronic devices. Electronic devices include cell phones and other electronic mobile devices, radios, laptops, music players and any other electronic device that distracts the employee from driving. The policy also applies to sending and receiving emails, text messages, and any other forms of communication by electronic means. If an employee must make or take a work-related call while driving, s/he is urged to use extreme caution. Employees must use hands-free cell phones to take business calls while driving. Such calls should be kept short and, where possible, employees should locate a lawfully designated area to park to continue the call. Personal calls while driving on Company time are prohibited. If an employee needs to make or take a personal call while driving, s/he must locate a lawfully designated area to park and make or take the call.

Employees must learn and adhere to all federal, state, and local laws and regulations regarding the use of electronic devices while driving. Employees who are charged with traffic violations or who are involved in accidents resulting from the use of electronic devices while driving will be solely responsible for all liabilities that result from such actions.

In addition to the distractions described above, in order to avoid the dangers associated with drowsy driving (by the employee and other drivers), employees should (1) be especially aware of behavior and the behavior of others on the road during the late night, early morning, and mid-afternoon hours, when drowsy driving accidents are most likely to occur; (2) Get a full night's sleep before driving; (3) If the employee becomes drowsy while driving, stop; and (4) Stop at regular intervals when driving long distances.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## **EMPLOYEE REFERRAL PROGRAM**

Clango rewards employees (non-management) for recruiting new employees into The Company by giving them a cash award in connection with the successful hire of a recommended employee. The amount of the reward will depend upon the type of position and the difficulty of finding good candidates. This cash reward is paid in the first payroll following the sixth month of the new employee's actual start date. This cash reward will only be awarded if both the new employee and the referring employee are employed by Clango at that time (six months after the new employee's start date).

It is the belief of Clango management that our employees are our most important asset. Clango reserves the right to change the employee referral plan at any time and will notify employees of such a change.

## **WORKERS' COMPENSATION**

Employees who are injured on the job are covered by Worker's Compensation Insurance. It is your responsibility to immediately notify your manager and/or Clango management of any injuries sustained while on the job, regardless of the severity of the injury. Failure to immediately notify your manager of your injury may result in the loss of benefits that might otherwise be available to you. We encourage injured employees to seek immediate medical attention related to the treatment of an injury sustained on the job.

The Worker's Compensation plan is administered by a separate insurance company for Clango. You will be contacted by a representative of the administering company to answer any questions regarding your injury. Additional information on Workers' Compensation Insurance is available through the Clango headquarters.

## **OPEN DOOR POLICY**

Clango promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their manager any problems so appropriate action may be taken. If the manager cannot be of assistance, senior management is available for consultation and guidance. Clango is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.

Clango has developed this policy to address complaints and disputes that may arise over working relationships, working conditions, work content, employment practices or differences in interpretation of policies. Employees may follow the guidance provided below.

Discussion of the problem with an immediate manager is always encouraged as a first step. The majority of disputes, complaints, or misunderstandings can be resolved at this point. Employees should bring their problem to the attention of their immediate manager in a timely manner in order to resolve them as quickly as possible. These issues should not, under any circumstances, be discussed with a client. Should the issue involve a client; the matter will be handled by a member of Clango management. There may be situations that employees feel they cannot discuss with their immediate supervisor. In these instances, employees are encouraged to request a meeting with a member of Clango's senior management team.

## **RESIGNATION/TERMINATION**

Resignation is a voluntary act initiated by an employee to terminate employment with Clango. Clango requests at least two (2) weeks notice of anticipated resignation (four weeks for management-level positions) from The Company so that we may give our client ample notice and have time to recruit for a replacement. Clango may, at its discretion, waive the two week notice requirement.

If an employee does not provide advance notice as requested, and the notice requirement has not been waived, the employee may be considered ineligible for rehire.

Upon termination from Clango, whether voluntary or involuntary, employees are required to return all Clango equipment, including software, keys, and any other Clango property. All employees will be required to meet with a member of Clango management prior to the last day of work to ensure proper securing of all company property.

## **CONTINUATION OF BENEFITS (COBRA)**

Upon your termination from Clango for any reason other than gross misconduct, an employee may elect to continue group medical and/or dental coverage at group rates (plus 2%) as long as the employee pays the required monthly premium. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with you at the time of your termination by a Clango representative. You may, of course, request information on this subject at any time prior to actual termination. Upon termination, (whether voluntary or involuntary unless terminated for gross misconduct) information will be sent from the insurance carrier to the home address on record to explain in detail your COBRA rights and how to apply for a continuation of insurance. For this purpose it is important we have accurate records of your home address.

## EMPLOYEE ACKNOWLEDGEMENT

This employee handbook (“the Handbook”) has been prepared for your information and understanding of the policies, philosophies, practices and benefits of Clango, Inc. Please read it carefully. Upon completion of your review of this handbook, please sign the statement below.

I, \_\_\_\_\_, have received and read a copy of the Clango Employee Handbook which outlines the goals, policies, benefits and expectations of Clango, as well as my responsibilities as an employee. I understand that this Handbook supersedes any prior written statements, including handbooks and offer letters, as well as any oral statements, which may be contrary to the statements in this manual. I also understand and agree that:

- My employment is governed by the contents of this Handbook and it is my responsibility to familiarize myself with, understand, and comply with the Handbook.
- This Handbook is not an employment contract or an agreement guaranteeing employment for any specific period of time, and any employee may voluntarily leave Clango at any time. Likewise, Clango may terminate the employment of any individual at any time for any lawful reason, or for no reason, with or without prior notice.
- Only the President of Clango has the authority to enter into an agreement with me for a specified period of time and any such agreement must be in writing and signed by the President of Clango.
- Clango has the right to modify or withdraw the policies described in the Handbook at any time without notice, in its sole discretion.
- I will preserve and protect the confidentiality of all Confidential Information and will follow all provisions of Clango’s Confidentiality policy.
- I will only use Clango’s electronic, computer and telephonic communications systems in accordance with the policies contained in this Handbook. I understand and acknowledge that I have no reasonable expectation of privacy in communications received, composed, stored or sent on these systems.
- In accordance with applicable law, I consent to provide any and all documentation requested by Clango, Inc. and/or its agents to validate my use of Sick and Safe Leave (PTO).
- From time to time I may become indebted to Clango, through advances of funds, salary advances, use of Clango credit cards, or otherwise, and I hereby authorize Clango to deduct any outstanding amounts owed from my final paycheck(s), including my wages, bonuses or other compensation.

---

Employee Signature

Date Signed