

**Employee  
Handbook  
Of  
Tekgence Inc.  
2023 - 2024**

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## Section 1 - Certification

### Tekgence Major Certifications

Women's Business Enterprise National Council (WBENC)

National Women's Business Council (NWBC)

Small Business Administration (SBA)

Professional Diversity Network

Great Place to Work®

INC 5000

## Section 2 – Code Of Conduct

### **1:1 Tekgence Inc Code of Conduct**

Tekgence Inc has its own code of conduct which describes basic standards and values for Tekgence and their employees. Tekgence core principles, includes:

**1:1:1 Ethical and Responsible Business Activities**–Tekgence respects international standards and acts in a highly ethical manner, in accordance with the social responsibility expected of a global company. These are our fundamental principles of behaviors necessary for Tekgence to gain trust from society, enhance our corporate values, and safeguard our own sustainable development. We engage in our day-to-day business activities always in accordance with our fundamental principles.

**1:1:2 Diversity, Equity & Inclusion**–Tekgence believes DEI (Diversity, Equity, and Inclusion) is essential, because promoting and realizing DEI will bring about innovation in the world and lead to the sustainable growth and development of society. DEI is an environment in which people with diverse personalities, backgrounds, perspectives, and values respect each other (Diversity), work under fair opportunities and conditions according to their circumstances (Equity), and each person makes the most of themselves to work in cooperation with each other (Inclusion). We respect all people (such as clients, business partners and Employees) with diverse personalities, backgrounds, perspectives, and values. Tekgence will endeavor to foster a society where Employees can utilize their respective talents, share their wisdom, and thrive through cooperating with all people.

**1:1:3 Global Environmental Issues**–Tekgence endeavors to do its part with respect to global environmental issues for the benefit of all people and future generations through the Group's businesses and corporate initiatives. We aim not only to become carbon neutral throughout the Tekgence value chain, but also to achieve carbon neutral status for our clients and society at large by means of green innovation that utilizes IT. We will create a sustainable environment by working together with various stakeholders for achieving goals including circular economy and nature conservation.

### **1:1:4 Responsible Value Chain**

Tekgence acts and strives, together with our clients and business partners, to address various social issues related to human rights, labor, environment, and corrupt practices that may occur not only within the Group but also, on our value chain. We endeavor to contribute to realizing a sustainable society sufficiently. communicating with our clients and business partners and building a responsible value chain by evaluating the impact on society of the products and services we procure and the solutions we provide.

## Section 3 - Hiring

### **3:1 Commitment to Equal Opportunity**

Tekgence Inc. Equal Employment Opportunity and Affirmative Action Policy is to apply to all employees and applicants.

#### **Policy**

It is the Company's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, sex, color, creed, religion, national origin, age, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations of federal, state and city entities. This policy applies to all the terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.

The Company is committed to Equal Employment Opportunity and as part of our Affirmative Action Plan we shall:

- Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status or sexual orientation in accordance with all applicable laws, directives and regulations of federal, state and city entities.
- Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment.
- Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, Company-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, or sexual orientation in accordance with all applicable laws, directives and regulations federal, state and city authorities.
- Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities.
- Take action to prevent harassment including sexual harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.

The Company will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential to become qualified employees through our Affirmative Action Program.

Management performance in this program will be evaluated, as is performance in other company goals.

The Officers and/or HR Manager have been assigned responsibility for the implementation and administration of the Affirmative Action Program. He / She also has been designated to develop and administer the Affirmative Action Program and ensure that the intent and practice of this policy is carried out.

### **3:2 Recruitment**

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions in our Company. We encourage our employees to share with us their ideas as to what more we can do to find and recruit talented and motivated individuals. We conduct all recruiting in a fair and nondiscriminatory manner. In addition to looking outside the Company for new hires, we also look within. After all, we already know the value and quality of our current employees. We post all internal job openings on the Bulletin Board. If you see a posting for a job that interests you, we encourage you to apply for it by following our Internal Application Procedure.

## Section 4 - New Employee Information

### 4:1 New Employee Orientation

Within a day or two of starting work, you will be scheduled for a new employee orientation meeting. During this meeting, you will receive important information about our Company's policies and procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms and benefits paperwork.

Please feel free to ask any questions you might have about the Company during the orientation meeting. If additional questions come up after the meeting, you can ask your supervisor or Office Manager.

### 4:2 Proof of Work Eligibility

Within three business days of your first day of work, you must complete Federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. The federal government requires us to do this. If you have worked for this Company previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid. HR Manager will give you an I-9 Form and tell you what documentation you must present to us.

### 4:3 Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

## Section 5 - Employee Classifications

### 5:1 Temporary Employees

Periodically, it becomes necessary for us to hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload, or emergency. Individuals whom we hire for such work are temporary employees. They are not eligible to participate in any of our Company benefit programs, nor can they earn or accrue any leave, such as vacation leave or sick leave. The only way a temporary employee's status can change is through a written notification signed by an Officer of the Company.

Like all employees who work for this Company, temporary employees work on an at-will basis. This means that both they and this Company are free to terminate their employment at any time for any reason that is not illegal—even if they have not completed the temporary project for which they have been hired.

### 5:2 Part-Time and Full-Time Employees

Depending on the number of hours per week you are regularly scheduled to work, you are either a part-time or a full-time employee. It is necessary that you understand which of these classifications you fit into, because it will be important in determining whether you are entitled to benefits and leave. (See Section 9 of this Handbook for information about who is entitled to benefits and leave.) Part-time employees are those who are regularly scheduled to work fewer than 35 hours per week are part-time employees. Full time employees are those who are regularly scheduled to work at least 35 hours per week are full-time employees.

## Section 6 - Hours

### 6:1 Hours of Work

Our Company's regular hours of business are from 9:00 AM to 6:00PM, - Monday through Friday, with a hour off time for lunch. Your supervisor will let you know your work schedule, including the time when you will be expected to start, and finish work each day. Work hours at client sites may vary. Whenever an employee is assigned to a client site, s/he is expected to work during the regular business hours of operation at the client site.

### 6:2 Flexible Scheduling

We understand that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, we offer our employees the opportunity to work a flexible schedule. When there are situations that an employee needs to work onsite from another client location, the employee needs to follow the regular business hours of the client. If you would like to change your work schedule — for example, to come in and leave a couple of hours earlier or to work more hours on some days and fewer on others—please talk to your supervisor. The Company will try to accommodate your request, to the extent practical. Because not all jobs are suitable to flexible scheduling, and because we must ensure that our staffing needs are met, we cannot guarantee that the Company will grant your request.

### 6:4 Timesheets

Timesheets are the basis for recording hours worked and are the Company's primary source of documenting the number of hours to invoice clients. As such, timesheets are important documents which must be completed accurately and submitted in a timely fashion. On occasion, employees might need to work beyond their regular scheduled hours and all extra hours must be pre-approved by the employee's supervisor. All employees and subcontractors are responsible for preparing their timesheets and obtaining approval from their supervisor for hours worked. The supervisor's approval must be in the form of an actual signature or an online approval on the timesheet, certifying that the hours recorded are the hours worked. On a case-to-case basis, at times, the approval can be obtained via email confirmation. If a client supervisor is unavailable by the due date for submitting a timesheet, the unsigned timesheet should be submitted on time and should indicate that approval was unobtainable. A signed copy must be submitted as soon as possible. If a signed copy is not submitted prior to the next submission date, the employee. May be required to pick up their paycheck from the local office manager.

### 6:5 Remote Working Arrangement Policy

#### Policy Statement:

Tekgence, Inc. are committed to creating a work environment where the needs of our customers, employees, and the Company are balanced. This may include working from Tekgence office, working from a client location, or working from home or some other remote location on a temporary or permanent basis. A Remote Working Arrangement must be approved in accordance with the terms of this policy.

#### Eligibility:

This policy applies to Regular and Temporary full-time and part-time employees. Contractors and trainees are excluded from this policy. Transitional Employees are eligible while on Temporary Remote Status and until approved by the business to return to an office location. To be eligible for a Remote Working Arrangement, an employee must be in good standing. A Remote Working Arrangement may continue if it is appropriate for both the employee's role

and the Company, and a position may be de-designated a Remote Working Arrangement at any time at the Company's sole discretion.

## Section 7 – Pay Policies

### 7:1 Pay Periods

Unless otherwise required by law, employees are paid bi-weekly and monthly as per the delivery manager agreed. If the pay date falls on a weekend or holiday, the paycheck will be issued on the immediately succeeding business day. Payroll advances are not available.

### 7:2 Salary Information Discussions

Information regarding an employee's salary and the Company's compensation programs is proprietary and confidential. Any discussions regarding compensation should be limited to individual Consultants and appropriate Company staff including immediate supervisor, Sales, Recruiting, Finance, Human Resources and management personnel at the sole discretion of the Company. Any other discussion regarding compensation is prohibited. This includes sharing salary information with other Company employees, Consultants from other firms, or any employees of clients including peers and management. Any person violating this policy will be subject to appropriate disciplinary and corrective action, up to and including termination of employment.

## Section 8 – Employee Benefits

### 8:1 Employee Health Care Benefits Plans

As part of our commitment to our employees and their well-being, Tekgence Inc. provides employees with a variety of benefit plans: Please contact HR for more information.

## Section 9 - Reports

### 9:1 Accuracy of Reports

The Company will comply with all applicable reporting requirements and regulations wherever the Company does business. All Employees and leaders are responsible for the accuracy of the records, time sheets, and reports they work on, submit, or approve. Accurate information is essential to the Company's ability to meet legal and regulatory obligations and to compete effectively. The records and books of account of the Company shall meet the highest standards and accurately reflect the true nature of the transactions they record.

No undisclosed or unrecorded account or fund shall be established for any reason. Employees may not create any false or misleading documents or accounting, financial, or electronic records for any purpose, and no one may direct Employees to do so. For example, expense reports must accurately document expenses actually incurred in accordance



with Company policies. Employees must not obtain or create “false” invoices or other misleading documents or records, or invent or use fictitious entities, sales, purchases, timesheets, services, loans or other financial arrangements for any purpose. All invoices issued to customers must accurately reflect the product sold or service rendered. Invoices must be based upon the true and agreed upon sales price and terms of sale, even when a customer may request something different.

Similarly, Employees who report their work time are responsible for accurately reporting time worked on the Company’s authorized time keeping system and within the time periods specified in the Company’s procedures and policies.

If there are any questions, or if an Employee feels they are being asked to create a document or an electronic record in a less than complete, honest, and accurate manner, the Employee must immediately report this to their leader, the Corporate Legal Department, the Compliance Team, Internal Audit.

## Section 10 - Technology Use and Privacy

The Company provides various Technology Resources (defined below) to authorized Employees to assist them in performing their job duties for the Company. Each Employee has the responsibility to use the Company’s Technology Resources in a manner that increases productivity, enhances the Company’s public image, and is respectful of other Employees. Failure to follow Company policies and procedures regarding Technology Resources may lead to limitation or removal of access to these Resources, as well as to disciplinary measures, up to and including termination of employment.

### 10:1 Technology Resources

Technology Resources include all electronic devices, software, technical documentation, technical data, and means of electronic communication, including but not limited to: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives, flash drives, and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including networks, systems, and software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; pagers; PDAs and other handheld devices; and voicemail systems.

### 10:2 Authorization

Access to the Company’s Technology Resources is within the sole discretion of the Company. Generally, Employees are given access to the Company’s various Technology Resources consistent with their job functions. The Company reserves the right to limit such access by any means available to it, including revoking access altogether.

### 10:3 Use of Technology Resources

The Company’s Technology Resources are to be used by Employees only for the purpose of conducting Company business. Employees may, however, make use of the Company’s Technology Resources for the following incidental personal use so long as such use is reasonable, does not interfere with the Employee’s duties, is not done for pecuniary gain, does not conflict with the Company’s business, and does not violate any Company policy or procedure or any applicable law or regulation:

- To send and receive occasional personal communications, including using the telephone system to make occasional brief personal calls.
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; and
- To access the Internet for brief personal searches and inquiries during mealtimes or other breaks or outside of work hours, provided that Employees adhere to all other Technology Resource usage policies.

Any incidental use must not impede or overload the performance of any of the Company’s or its customers’ Technology Resources.

The Company assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or

communications transmitted over or stored on the Company's Technology Resources. The Company accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Company Technology Resources or property. The Company discourages Employees from storing important personal data on the Company's Technology Resources.

## Section 11 - Concerns Regarding Accounting, Auditing, Fraud, Money Laundering or Internal Control Matters

### 11:1 The financial statements

The financial statements of the Company should conform to generally accepted accounting principles and the Company's accounting policies.

The Company is committed to and requires strict conformance to the taxing and other financial reporting requirements of all jurisdictions where it does business. The Company likewise takes seriously its obligation to minimize the risk of fraud and other financial misconduct, including money laundering.

Anyone with concerns or complaints regarding accounting, internal controls, fraud, financial misconduct, money laundering or auditing matters may confidentially submit such concerns or complaints to Internal Audit, the Compliance Team. Any such concerns also may be reported anonymously were permitted by local law. The matter will be investigated, and appropriate action taken.

## Section 12 - Compliance and Reporting

### 12:1 Reporting Procedures and Other Inquiries

Anyone having knowledge of, or questions or concerns about, an actual or possible violation of the provisions of this Code must immediately report the matter to their immediate leader or to the HR.

### 12:2 Investigations

Employees have an obligation to cooperate fully, truthfully, and candidly with all Company investigations of alleged violations of this Code or other company policies. Failure to cooperate or to be truthful in an investigation may lead to discipline up to and including termination, consistent with local law.

Retaliation against anyone who makes a good faith complaint of improper conduct, or who cooperates with an investigation into such conduct, will not be tolerated.

Investigations into alleged violations of this Code or any Company policy may be conducted by one or more members of the Compliance Team, HR, Internal Audit, and others, including outside counsel or other third parties.

### 12:3 Discipline

Any Employee who violates the provisions of this Code will be subject to disciplinary action, up to and including termination.

In addition, any Employee who retaliates against someone for reporting a potential violation in good faith, or for participating in an investigation in good faith, may face disciplinary action, up to and including termination.

### 12:4 Waivers to Sections of the Global Code of Business Conduct

While some of the policies contained in the Code must be strictly adhered to and no exceptions can be allowed, in some cases exceptions may be possible. Any Employee who believes that an exception to any of these policies is appropriate should discuss an exemption with their leader. If the leader agrees that an exemption is appropriate, the approval of the appropriate Division Leader and the Compliance Team must be obtained.

## Section 13 - Health and Safety

### 13:1 Safety Policy

To provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, rough-housing and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.

### 13:2 Workplace health and safety compliance

- Local laws. All countries impose workplace health and safety laws that include some mandates as to office environments. Employees must comply with applicable health and safety laws in their jurisdiction. Employees should keep their office compliant. The Company encourages employees to report any violations of safety law, this policy, or unsafe conditions to local management.
- Walk. Walk—do not run, slide, or roll on wheeled objects—across office floors. When floors are being waxed or washed, observe signs, and proceed cautiously. Be cautious at corners and doors.
- Trip hazards including electrical cords. Remove or report any liquids on
- Floors - Pick up small objects that might be trip hazards. Do not place trip hazards (chairs, footstools, wastebaskets, other articles) in aisles or other traffic areas.
- Keep hallways clear of obstructions that could impede an emergency evacuation.
- Keep cords (on phone chargers, land-line telephones, office machines, computers, etc.) out of the way, not obstructing aisles and traffic. Cords become trip hazards, for example, when working remotely on laptops in conference rooms and other temporary settings. Place equipment near an outlet to avoid cords running across the floor, aisles, or through doorways.
- Where a temporary cord needs to run across a walkway, tape it in place or use a cord enclosure guard, to avoid a tripping hazard.
- Electrical hazards and outlets. Do not run extension cords through doorways or openings in ceilings, floors, or walls.
- Replace frayed electrical cords and broken plugs. Be sure machines have grounded wire connections and are connected to grounded outlets. Do not alter plugs to eliminate the grounding connection.
- Floor outlets flush with the floor need a protective cover. Protect outlets built into conference tables and furniture from spills.
- Office machines. Machines should have grounded plugs. Do not modify plugs to connect them to an ungrounded circuit. Unplug equipment before trying to clear a jam or adjusting something.
- Never remove guards or safety features from office machines (for example, screening devices on paper shredders), and do not use a machine with altered or missing safety pieces. Do not open protective hoods, side doors, or side panels.
- from machines that are running.
- Do not place objects on top of machines. Do not wear ties, loose clothes or dangling jewelry around machines with moving parts.
- Computer screen and keyboard. Adjust the display settings of your computer to reduce eye strain and fatigue. Adjust the brightness of the display so it is approximately the same as the brightness of your surrounding workstation. Adjust the text size and contrast for comfort, especially when reading or composing long documents. Reducing the "color temperature" of your display lowers the amount of blue light emitted by a color display for better long-term viewing comfort.

### **13:3 What to Do in an Emergency**

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries, *IMMEDIATELY DIAL 9-1-1* to alert police and rescue workers of the situation. If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits. Remember that every second may count don't return to the workplace to retrieve personal belongings or work-related items.

### **13:4 No Smoking**

For the health, comfort and safety of our employees, smoking is not allowed on Company property.

### **13:5 Violence Is Prohibited**

We will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking and threats of violence. Any comments about violence will be taken seriously—and may result in your termination. Please do not joke or make offhand remarks about violence. No weapons are allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

#### **What to Do in Case of Violence**

If you observe an incident or threat of violence that is immediate and serious, *IMMEDIATELY DIAL 9-1-1* and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact the Office Manager, and report it as soon as possible, using the Company's complaint procedure. All complaints will be investigated, and appropriate action will be taken. You will not face retaliation for making a complaint.

## **Section 14 - Business Relationships**

### **16:1 Customer Relationships**

The Company's customers are of the utmost importance to the Company. Employees should always treat customers and potential customers ethically and according to the highest standards of business conduct.

### **16:2 Privacy of Customer Communications**

The Company's customers trust us with one of their most important assets — information. We must honor this trust by protecting the privacy of customer communications, whether the communication is in electronic, voice, written, or other form.

The Company has established the following guidelines to protect privacy of customer communications:

- Do not divulge to any other individual, except an authorized Employee requiring the information for a legitimate business reason, any information about the customer's (or their customers') communications, identity, or other business information or records.
- Do not use any customer information from any non-public source for personal benefit or that of anyone else.
- Do not access customer records or information in any system, for any reason, except for official Company business.

### **16.3 Contracts and Commitments**

No Employee may agree to or sign any document, contract or agreement binding the Company without express authorization by an authorized Company Employee.

The Company has instituted contract and signature approval policies that identify those Employees who have authority to approve and sign certain contracts binding the Company. If there are any questions about which Employees have

signature authority for a given contract, contact the Corporate Legal Department. In addition, there are policies governing which suppliers the Company may use. All supplier contracts should be reviewed by Procurement. An Employee should never say or write anything — including, for example, entering into a letter of intent, memorandum of understanding, letter agreement, or side letter — that could be construed by another party as a commitment by the Company, unless expressly authorized to do so. Any questions about what constitutes a legal commitment should be directed to the Compliance Team.

## Section 15 - Gifts, Gratuities, Entertainment, and Other Considerations

### 17:1 Gifts

Except as set out below, Employees should refrain from giving and receiving business-related gifts. Any exceptions to this guideline must be approved in writing by the Compliance Team.

### 17:2 Business-related Meals, Entertainment, and Travel

Employees may provide or accept business meals, entertainment, lodging, and travel, including attendance at sporting or cultural events, as long as it: (1) is associated with an occasion at which business is discussed; (2) is professionally appropriate; and (3) is provided as a normal part of business, and could not reasonably be interpreted as being for the purpose of inducing performance or obtaining or retaining business, or an advantage in the conduct of business, for the Company.

The value of the activity must be reasonable and permissible under the Company's expense account procedures, regardless of whether the Company is paying for the activity.

### 17:6 Gifts and Entertainment Rules with Respect to Government Officials and Employees

The laws and rules concerning doing business with governments and their officials and employees are complex and very restrictive. Employees may not give or offer to give to any government employees or officials who are prohibited from accepting such consideration any entertainment, meal, travel, gift, or other item of value.

If government employees or officials are present at conferences or meetings at which the Company is providing refreshments or a light meal, a contribution basket should be placed conspicuously next to the refreshments so that the government employees and officials may contribute an appropriate amount for the cost of any refreshments or meals they consume.

## Section 16 - Substance Abuse Policy

### 18:1 Policy Against Illegal Drug and Alcohol Use

The Company is committed to protecting the health and safety of others and establishing a drug-free work place. To further these interests, the Company has adopted the following Substance Abuse Policy, in accordance with the federal Drug Free Workplace Act.

The Company strictly forbids the possession or unsanctioned use, and prohibits individuals from being under the influence, of alcohol on Company premises or the premises of our clients while acting as an agent of the Company.

The Company also prohibits unsanctioned use of alcohol while conducting Company business. Even where employees are authorized to use alcohol while conducting Company business, such use must be reasonable. The Company strictly forbids the possession or use, and prohibits individuals from being under the influence, of controlled substances (unless prescribed to that individual by a physician) on Company premises, our clients' premises or while

conducting Company business.

The Company views any violation of this policy as extremely serious. As a condition of employment, employees must abide by the terms of this policy and must report any criminal drug statute conviction to their supervisor no later than five (5) days after such conviction.

### **18:2 Drug Screening**

At the present time, the Company does not require prospective and active employees to submit to drug screening. The Company has clients who may require that before a Company employee begins to provide services to the client, the employee submit to drug screening. The Company reserves the right to require its employees and prospective employees to submit to drug screening in accordance with applicable laws. Moreover, the Company assumes no liability or responsibility for drug screening employed by a client.

## **Section 17 - Trade Secrets and Conflicts of Interest**

### **18:1 Confidentiality and Trade Secrets**

Information is part of what makes this Company competitive. During your employment here, whether you are at the office premises, or another assigned client site, you will periodically learn sensitive information, either because you help to develop that information or because you need that information to do your job. It is important for the health of this business—and for the well-being of employees who depend on this business for their livelihood—that you keep information you learn through your employment confidential. Employees who improperly disclose sensitive information, confidential information, proprietary information, or trade secret information to anyone outside the Company or assigned client will face disciplinary action, up to and including termination. Therefore, we encourage you to contact Office Manager if you would like to learn more about this policy or if you have any questions. After you leave this Company or a particular client site, you are still legally prohibited from disclosing sensitive, proprietary, trade secret or confidential information. If you disclose such information, we will seek legal remedies.

### **18:2 Conflicts of Interest**

Our Company's success depends on the hard work, dedication and integrity of everyone who works here or at assigned client sites. In turn, our employees' livelihood depends on the success of our Company. Because we depend so much on our employees, and because they depend so much on us, we expect all employees to devote their energies and loyalties to our Company. We do not allow employees to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Although we cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

- working for a competitor or customer or vendor as a part-time employee, full-time employee, consultant, independent contractor or in any other capacity
- owning an interest in a competitor, customer, vendor or anyone else who seeks to do business with this Company or the assigned client.
- using the resources of this Company or assigned client for personal gain
- using your position in this Company or assigned client for personal gain.

Employees who violate this policy face disciplinary action, up to and including termination. If you are unsure about whether an activity might violate this policy, or if you have any questions at all about this policy, please talk to Your Supervisor.

## Section 18 - Discrimination and Harassment

### 19:1 Our Commitment to Equal Employment Opportunity

Tekgence Inc. is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to do business. All employment decisions at our Company including those relating to hiring, promotion, transfers, benefits, compensation, placement and termination — will be made without regard to race, color, national origin, religion, sex, age etc.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with HR Manager([hr@tekgence.com](mailto:hr@tekgence.com)), as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination. We cannot solve the problem until you let us know about it. The Company will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination or files an administrative charge or lawsuit alleging discrimination. Managers are required to report any discriminatory conduct or incidents, as described in our Complaint Policy. Our Company will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

### 19:2 Harassment Will Not Be Tolerated

It is our policy and our responsibility to provide our employees with a workplace free from harassment. Harassment based on race, color, national origin, religion, sex, age etc. undermines our workplace morale and our commitment to treat each other with dignity and respect. Accordingly, harassment will not be tolerated at our Company. Harassment can take many forms, including but not limited to touching or other unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories and sending email messages with offensive content. Unwanted sexual advances, requests for sexual favors and sexually suggestive gestures, jokes, propositions, email messages or other communications all constitute harassment.

If you experience or witness any form of harassment in the workplace, please immediately notify the Company. We encourage you to come forward with complaints the sooner we learn about the problem, the sooner we can take steps to resolve it. The Company will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. All managers are required to immediately report any incidents of harassment, as set forth in our Complaint Policy. Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

## Section 19 – Complaint Policies

### 19:1 Complaint Procedures

Tekgence Inc. is committed to providing a safe and productive work environment, free of threats to the health, safety and well-being of our workers. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules and violence. Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to any Company officer. Any supervisor, manager or Company Officer who receives a complaint about, hears of or witnesses any inappropriate conduct is required to immediately notify the President. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies. We encourage you to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, we will determine how to handle it. For serious complaints alleging harassment, discrimination and other illegal conduct, we will immediately conduct a complete and impartial

investigation. All complaints will be handled as confidentially as possible. When the investigation is complete, the Company will take corrective action, if appropriate. We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to HR Manager.

### **19:2 Our Doors Are Open to You**

We want to maintain a positive and pleasant environment for all our employees. To help us meet this goal, Tekgence Inc. has an open-door policy, by which employees are encouraged to report work-related concerns. If something about your job is bothering you, or if you have a question, concern, idea or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel

Comfortable bringing the matter to your supervisor, feel free to raise the issue with any Company officer. We encourage you to come forward and make your concerns known to the Company. We can't solve the problem if we don't know about it.



