



V2Soft, Inc.
300 Enterprise Court, Suite 100
Bloomfield Hills, MI 48302

V2Soft Corporate In-House Policies

www.V2Soft.com
info@V2Soft.com

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Policies for Employees working at V2Soft -Bloomfield Hills HQ office:

1.1 Office Hours:

- V2Soft has a 9-hour workday with 1 hour for lunch. Standard working hours are from 9 AM to 6 PM. Employee must approach V2Soft HR to request flexible time schedule.
- **Lunch Break:** Unless an employee has a business luncheon with a customer, all lunches have to be kept to one hour or less and between 11:30 AM and 1:30 PM.
- **Dress code from Monday to Friday:** Employees working at V2Soft Headquarters, casual attire may be worn between Monday and Friday of each week unless otherwise noted by V2Soft or its clients. Typically, this type of dress includes jeans, casual shirts and casual shoes are permitted provided they are in good condition. Employees should exercise discretion, keeping in mind all appointments with company clients, suppliers and vendors and dress accordingly. Jogging attire and tank/halter tops are not deemed acceptable.

1.2 Work Location:

- V2Soft hires employees at different corporate locations. Some employees are hired to work remote completely and while some are hired for hybrid model of few days' work from office.

1.3 Time-Off Procedure:

- For any time off from work (few hours permission or out of office for meeting or out of town for V2Soft business reason)
 - Approval from Reporting Manager (RM)
 - Mandatory to send an email to admin@v2soft.com
 - Inform HR Manager if RM is not reachable
 - If time off is 2 hours or less, work need to be compensated under RM's direction
 - If the time off is more than 2 hours, use PTO
 - Back-up of the employee (if it is not RM) need to know what needs to be done in their absence unless the employee is accessible via email and/or phone and can handle things remotely
- Starting work beyond 9 AM or normal scheduled work hours:
 - Inform RM. RM will be required to send a note to admin@v2soft.com
 - Inform HR Manager if RM not reachable
- If any employee goes out of office for meetings or any V2Soft customer meeting/sales/business reason:
 - RM must be notified prior to going out for meeting
 - An email must be sent to admin@v2soft.com & copy RM before going out for meeting

1.4 In-house PTO Policy:

- V2Soft needs the following advance notice for any personal time off (PTO)
 - Minimum 2 weeks' notice for up to 3 days of PTO
 - Minimum 4 weeks' notice for more than 3 days of PTO
 - Minimum 3 months' notice for more than 2 Weeks of PTO
 - Email has to be sent to admin@v2soft.com once its approved by RM
- Process for PTO Approval:
 - PTO has to be requested via Leave Management System in EmployME (LMS) and RM to approve the same.
 - For any sick leave or unplanned/emergency time off, LMS to be updated to be given on return to work.
 - Employee's email to be forwarded to RM or back up options need to be worked out by the employee
 - Voice message at desk phone needs to be changed to out of office message
 - A back up must be identified before employee takes vacation and back up has to take care of the employee's tasks.
- Corporate employees accrue PTO and may use accrued time, as set forth below:

Employees Paid Time-Off (PTO) Details:

Up to 3 years of employment:	10 days of PTO (Accrued 6.66 hours/month)
Between 3 years and 7 years:	15 days of PTO (Accrued 10 hours/month)
Between 7 years and 10 years:	20 days of PTO (Accrued 13.33 hours/month)
Between 11 years and 15 years:	25 days of PTO (Accrued 16.67 hours/month)
Between 15 years and 20 years:	30 days of PTO (Accrued 20 hours/ month)
After 20 years:	35 days of PTO (Accrued 23.33 hours/ month)

1.5 Compensatory Time Off for Exempt Employees

V2Soft expects exempt employees to manage their work hours efficiently. V2Soft does not have a policy of Compensatory time off for exempt employees. Leadership team has authority to make exceptions to this policy.

1.6 Expense Reimbursement Policy:

- Expense reports must be approved by the Employee's Reporting Manager before being submitted to the Accounting Department.
- Expense reports must be accompanied by the appropriate bills or receipts. If the Employee is meeting with clients, the report must have the manager's name and company with whom the Employee has met.
- All reports must be submitted to the accounting department by the 10th of every month for the previous month's expenses. **Failure to do so might result in not getting paid for the**

expenses. i.e. – Any expenses incurred in the month of May, must be approved & given to the accounting department by June 10th.

- The expense report should be a consolidated report for the month, which includes all expenses and not the individual report.
- Sales employees agree to abide by the monthly spending limit set by V2Soft management on the sales and marketing budget for the year. The monthly spending limit has been set as the maximum limit allowed but employees are not required to spend that amount every month, unless required and approved by V2Soft management.
- The Accounting department will issue all expense checks for all completed expense reports within 2 weeks. In cases where the date is a weekend or holiday, the expenses will be paid on the checks process date prior to the weekend or holiday.
- Employees, who have a company credit card, must make sure they get approval before charging the card. Such employees have to give the receipts and spreadsheet of expenses detail to the accounting contact within two (2) business days, from the time the employee receives the statement of expense for purchases.
- In case of claims for Breakfast, Lunch and Dinner or any other expenses, a preapproval must be sent out via email to Purchasing@v2soft.com. The email should include details of client, number of people and expected amount. In case of meetings that are unplanned, send it once you are back to the work, but with the details of verbal approval.
- Any purchases, like Supplies, Banners, FedEx printing or any other event requirements, emails should be sent to Purchasing@v2soft.com prior to the purchase or once back to office.
- Expenses that can be claimed are -
 - Client Dinner/Lunch/Breakfast (upon prior approval from Purchasing@v2soft.com)
 - Valet Parking/Normal Parking (First option always will be normal parking only in an inevitable situation it can be Valet parking).
 - Tips (Until 6 people, you can claim up to 15% and above will be up to 18%); No tips for carryout food unless restaurant charges gratuity.
 - Mileage Reimbursement:
 - Not all employees are eligible for mileage reimbursement as sometimes employees are on boarded at a different compensation/benefits package.
 - Employees travelling to the same meeting/Events are encouraged to carpool, if travelling, to and from the same location so expenses on mileage can be minimized.
 - If you work from home and go to a customer site or any work-related activity, you will submit the miles which exceeds your normal mileage to and from V2Soft offices. For example, if you go to Ford (Dearborn, MI) from Troy, MI and it's 30 miles to and from. If your miles from Troy to V2Soft office is 20 miles to and from, you will need to submit mileage for 10 miles (30-20).

1.7 Travel Policy:

Travel Request

Travel for staff must be authorized in advance by their manager.

- Domestic and International Travel for staff must be authorized in advance by their manager
- Employees are to submit a Travel Request to their manager for approval. On manager's approval, the request should be sent to Purchasing@v2soft.com for the finance approval
- Once approved by Purchasing, employee should work with Operations Coordinator for completing the travel arrangements.

Travel Reimbursement

V2Soft, Inc. will reimburse employees for reasonable business travel expenses incurred while on official business for the Company in accordance with these guidelines. Expenses incurred by non-V2Soft persons, including applicants, consultants, or other individuals authorized to travel at Company expense, are reimbursable as provided in these guidelines, if they are reasonable and directly related to, and the necessary result of, conducting business for the Company.

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an Expense Report and supporting documentation to obtain reimbursement of expenses to admin@v2soft.com.

Travel Cancellation

- In the event the employee needs to cancel their travel arrangements, they must notify their manager immediately
- Once informed, Employee needs to work with the Operations Coordinator to cancel the travel at the earliest
- If the company has to cancel an employee's travel arrangement, the employee and/or their manager will be notified immediately.

Travel guidelines:

- Hotels stay per night should not exceed \$100 (exceptions to be approved)
- Air Fare, round trip, should not exceed \$450 (depending on location and urgency)
- Food should not exceed \$50 per day
- Car rental should be subject to the compact size for 1 person and standard/average size for 2 or more people and with verification of a valid driver's license.
- Please refer to Travelocity and Expedia to review cost effective rates. However, you are not limited to those sites, please review all cost-effective options.
- Present HR with the travel arrangements and HR will confirm and give final approval on the travel cost and arrangements.
- Please ensure that your manager is aware of your travel(s) and the times you will be working.

- Send a note out to admin@v2soft.com before your travel and the time you will be away from work.
- Employees are required to check their emails during travel for work and if they cannot check their emails, they need to inform Reporting manager, so no critical emails are missed.
- If you return from your travels on a business day with 4 or more business hours left in the day, please plan to work. If you have less than 4 hours left, please contact your manager for direction.

For more information, please refer to Appendix A:

Travel Request and Expense Reimbursement Policy Guidelines

1.8 V2Soft General Policies:

- Need office supplies, email facility@v2soft.com
- Limit the printing to what is required to be print and use double side BW printing
- Response to Employees' emails or messages to be returned within 5 business hours
- Response to Customers' or Vendors' emails or messages to be returned within 4 business hours or the close of the business day.
- In-house employees MUST submit their timecards in EmployMe to get paid
- Submissions to clients to be made within 2 business hours from the time recruiter submits
- Software cannot be taken out of the office without the approval from Infrastructure manager

1.9 Confidentiality:

Employees have some or all access to information related to employees contact info, employees bill rate, employee salary, financial data, customer contact list, confidential internal process documents/templates, pricing sheets, rate cards and similar confidential information. Please be aware of the following guidelines with respect to protecting company information. Failure to properly secure and protect confidential business information can lead to loss of business/clients. It is very important that employees protect the company's asset and data.

- V2Soft has ZERO tolerance policy for any confidential information sent to anyone who is not authorized to such information.
- Without proper approval, employees must not send any confidential information to anyone else outside of V2Soft.
- Employees to send confidential information only to V2Soft employees who are authorized to have receipt of such information. (If you need clarity as to who is authorized for what information, please do contact me or Shankar).
- When employees communicate sensitive data via email to other V2Soft employees (who are authorized to review such information), do make sure to protect the file with password if you send via email.
- Employees to keep all the confidential data in a secured location.

- All confidential documents should be stored in locked file cabinets or rooms accessible only to those who have a business "need-to-know" and who are authorized.
- All electronic confidential information should be protected via firewalls, encryption, and passwords.
- All password files that are maintained by employees must be protected with password and kept in secured location.
- Employees who have their emails in cell phone must protect V2Soft data in the cell phone. Also, they must secure the cell phone from having anyone else have access to the emails.
- Employees who take their laptop home or during travel, must make sure to not use the laptop which has sensitive information, for other means than V2Soft work. Employees at all times must secure the data in the laptop.
- Employees should clear their desks of any confidential information before going home at the end of the day.
- Employees should lock their office, if they have an office with door, before they leave for the day.
- Employees should refrain from leaving confidential information visible on their computer monitors when they leave their workstations.
- All confidential information, whether contained on written documents or electronically, should be marked as "confidential."
- All confidential information should be disposed of properly (e.g., employees should not print out a confidential document and then throw it away without shredding it first.).
- Employees should refrain from discussing confidential information in public places.
- Employees should avoid using e-mail to transmit certain sensitive or controversial information.
- Limit the acquisition of confidential client data (e.g., social security numbers, Date of birth, bank accounts, or driver's license numbers) unless it is integral to the business transaction and restrict access on a "need-to-know" basis.

Employees who violate this policy will be disciplined in accordance with an V2Soft's corrective action procedures.

1.10 Conference Room Usage and Meeting Guidelines

- When looking to schedule a meeting, use the conference room feature in Outlook to reserve the room
- Employee has to arrive to the meeting before the scheduled start time if Employee is not able to attend or will be late inform the coordinator or the person who called the meeting
- When a meeting is being conducted, Employee is required to knock and wait for acknowledgement before entering any meeting. Employee should never just walk into a room when the door is closed
- Employees are expected to keep the cell phone on silent mode
- After the meeting, Employee must make sure the conference room is cleaned up for the next person and the board is erased
- Employees to make sure the light & projector is turned off and chairs are pushed in when meeting is over

1.11 Bloomfield Hills Office – Housekeeping & General Policies:

- If an Employee is the last person to leave a room, that Employee has to make sure the lights are turned off, this includes the restrooms.
- Employee is expected to remove any cups, tissue or any such things laying on the table after a meeting is done in the conference room. Employee is also expected to clean white board and maintain cleanliness in the room.
- The last employee leaving the building must make sure to turn on vigilante security alarm that has been provided to the employee. Before he/she does that, employee has to make sure no one is in the office, all lights are off, and all doors are closed.
- Employees to make sure that the restroom doors are closed upon exiting.
- Employees are expected to replace kitchen trash bag if it gets full just to maintain a clean kitchen.
- V2Soft is committed to maintain a drug free workplace; the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by any employee in the workplace is prohibited. All employees, including sub-contractors of V2Soft must abide by this policy.
- All forms of sexual harassment to employees, customers and contractors at this facility are prohibited.

1.12 Bloomfield Hills Office – Restricted Access

It has always been company policy that certain offices and areas are treated as restricted access.

- Employees are not supposed to enter Accounting Room unless authorized.
- Employees are not supposed to wander into any office when door is open (partly or completely). Employees are expected to knock and wait for access to be granted.
- The recruiter's room door should be closed at the end of the day. The last recruiter leaving the room must lock the room.
- Visitors of any kind should only be granted access to the main waiting area or a conference room. If any employee has to take any customer or visitor or anyone who don't have access to building for a tour of the facility, employee must take prior approval from V2Soft HR and /or President.
- Employees are expected to log off the laptop when walking away from desk.
- Only authorized personnel can access server room. If an employee does have access to this room, all activities performed in this room needs to be reported to Infrastructure Manager.

1.13 Bloomfield Hills Office – Access Card

- Access card must be used for always entering and exiting the building.
- If an employee leaves or walks in with other employees both employees must swipe their card. If an employee fails to swipe the card, the system will disable the access card and employee may not be able to enter the building again.
- V2Soft access card, security entry code or pass code MUST NOT be shared with anyone under any circumstance.

- If an employee loses the access card, employee has to immediately report to HR Manager and request for access card replacement.
- It is the responsibility of each employee for the care of his/her ID badge/Access card. A \$5.00 fee assessment will be charged to the company for all lost and/or damaged cards.
- All Access cards are the property of V2Soft and should be returned to V2Soft upon the end of employment/contract.
- Employees should not share or duplicate any office keys or access card that are assigned to the Employee. The Office Key, Cabinet Keys, or any property of V2Soft that has been given to V2Soft employees have to be maintained properly and in the event of loss, he/she may have to pay for replacing the same.
- Employee understands that the Employee access code may be removed by building management at any time for failure to adhere to any of the above listed processes.

1.14 Bloomfield Hills Office – Safety

- No less than two Employees should ever be left in the building at one time for the safety of all employees, customers, and contractors.
- Working alone after hours, weekends and holidays must be authorized by Management and all personnel MUST follow the "Buddy System" that will be setup. Buddy System works as follows.
- Every personnel MUST call the cell phone of the HR manager before going into the office.
- Inform HR Manager about the duration he/she plans to spend.
- Call the HR Manager back after the individual leaves the facility.
- If the first employee to enter V2Soft during regular or off-hours notices anything suspicious, employee has to call 911, and employee should not enter the building without the police. Employee has to follow the same if the Employee goes to check in on an employee/contractor who might be on a "buddy system" who never returned phone call. This is very important for the employees' safety.

Procedures:

- Last person to leave the building needs to enable the office security system.
- First person to enter the office should disable the alarm.

1.15 Bloomfield Hills Office – False Alarm & Security

- For any false alarm, Employee has to call in the order below so we can avoid police dispatch.
 - a. Ganesh Krishnamurthy -2484940506
 - b. Sumathy Ganesh -2842177514
 - c. Varchasvi Shankar – 2482175970
 - d. Arun Shanbhag - 5865308631
- If Vigilante Security Company calls the office front office, Employee must attend the call and provide the security password if the Employee has one.
- Generally, access cards will be given to employees to access the building Monday – Friday. 7 am to 7pm unless told otherwise.

- If an employee needs access to the building before or after the employee's set time or on the weekend, contact HR.
- Employee understands that Employee will be responsible for any/all fees that are incurred from the Employee's negligence in activating/deactivating the alarm.
- The current cost when local police are dispatched to the building is \$100.00 per incident. This amount is subject to change without prior notification.
- If the first employee entering the building notices no car parked and if the employee doesn't have security code, do not enter the building and call HR.

1.16 Weather Conditions: Inclement Weather Policy

V2Soft will make every effort to maintain normal work hours even during inclement weather.

V2Soft may make certain exceptions to work remote for certain employees during such days depending on the business-critical needs and nature of work. Please refer to remote work policy details.

If employees are not able to work such days, then employee has to take a PTO. If no PTO is available, salary may be adjusted depending on the nature of the employee's exempt status. All employees who are unable to report to work should call their Reporting manager and email admin@v2soft.com to report their absence at least an hour prior to the start of their workday.

1.17 Advance Salary or Loan Policy

V2Soft doesn't not offer advance salary or employee loan. On an exceptional basis depending on the nature of emergency, employer may decide to offer loan or advance salary for some employees upon such employees completing three (3) years of continuous employment with V2Soft.

If such loan or advance salary is granted, employee has to sign an Advance Salary or Loan agreement and will authorize V2Soft to make deductions to such amount in their pay.

1.18 Communication

All corporate communications, media releases, advertising or official release to public must be done only by authorized personnel. V2Soft management has to authorize such personnel. Any other employee releasing such information will be penalized. Some of the recruiters do have authority to post job postings in certain job websites.

1.19 Corporate Credit Cards

The President may grant key employees a corporate credit card.

The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of corporate credit card privileges. If the card is used for an employee's personal expenses or for any purpose not authorized by the President, the employer reserves the right to recover these monies from the employee cardholder. Cardholders hereby declare authorizing the company to recover, from their salary, any amount incorrectly claimed for their

personal use or for the use not authorized by the company.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Accounting Department within two (2) business days from the time the employee receives the statement of expense. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately.

Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

Lost or stolen cards must be reported immediately to the President & HR.

Upon termination, voluntary or involuntarily, corporate card must be returned to HR.

1.20 *Discipline: Progressive Discipline Policy*

Employee Responsibility

It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations. Employees are expected to be aware of the Company policies, procedure, Handbook and other related process.

It is also the responsibility of the employee to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Employees are encouraged to reach out to HR for any questions or clarification regarding any process or policy.

Responsibilities of Supervisors, Managers and Directors

The immediate supervisor, manager or director must approach corrective measures in an objective manner. If the employee's performance of assigned task is the issue, the supervisor, manager or director should generally look to see that proper instructions, appropriate orientation and training have been given and that the employee is aware of the job expectations. Not only single incident, but also patterns of poor performance should be of concern as these are indicative of overall performance. If misconduct is the issue, the supervisor, manager or director should take steps to make sure that the employee has been made aware of the company's policies and regulations regarding the infraction.

Supervisors, Managers and Directors are also required to monitor the employees' work time to see if it's being spent productive & any time-off, and eventually report any deviations or concerns to HR.

Employee Retention Plan

HR to set up weekly meeting with Account Manager to make sure the Employee Retention Plan is followed. The purpose of this plan is to touch base with employees and also to make sure the resource is fully utilized, and deliverables are met. It is also to evaluate the performance of new and existing employees.

1.21 *EMPLOYEE CONDUCT*

V2Soft supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers. Generally, a manager gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warning, verbal and written.

A verbal warning is when a manager verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations which a manager considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

V2Soft reserves the right to administer appropriate disciplinary action for all forms of disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

Dismissal is an immediate termination of employee for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may not impose dismissal on an employee, but they can provide the feedback of an employee's breach of responsibility or misconduct or performance related issue to HR Department. HR Department will make final call on the dismissal after Management's approval.

If an employee absents themselves for 2 or more days without notification or permission, the employer has the right to dismiss the employee.

1.22 Remote Work Policy

- If Reporting Manager has authorized anyone to work remote, Reporting Manager must inform HR (via email to admin@v2soft.com) that they have authorized someone to work remote and justification as to what basis they have approved this remote work.
- Employees should have worked at least one (1) month of continuous employment before Managers approve remote work, unless employee is hired to work remote or in hybrid model. Hybrid model is option to work remote on Wednesdays and Fridays (only two days per week) every week.
- Reporting Manager must consider nature of work, business criticality, performance of the employee, evaluation of output of work done remote, ensuring there is adequate in-house department office coverage and other job-related factors before approving remote work.
- Reporting Manager should not approve remote work if there is no work that can be done remote.
- Employees remote work policy for 2022 is to work remote every Wednesday and Fridays
- Personal situations that result in working remote during the week other than approved days (i.e., working from home due to inclement weather or other personal reasons) may impact this benefit for that week. Please discuss with your Reporting Manager in these scenarios.
- Employees who have been authorized to work remote are required to:
 - Be available via MS Teams video calls, email, and phone calls (personal phone number to be provided, if necessary) during business hours and possibly extended business hours as productivity will be lost due to communication challenges and lack of collaboration

- If Employee step out of the house during business hours, Employee must notify admin@v2soft.com copying Employee's reporting manager(s). Otherwise, Employee has to keep Employee's reporting manager updated of Employee's whereabouts during working hours
- Employee must attend all scheduled meetings for the day
- If Employee steps out of work desk, Employee has to talk to Employee's reporting manager as to when Employee will be offline and online. Employee must inform Supervisor if Employee is away from desk
- Any time off from work must be approved by Reporting manager via LMS
- Any time more than 2 hours away from desk must be also entered in LMS
- Must attend all scheduled meetings for that day. Note: Employees must be present in-person for customer or mandatory meetings/events unless permission to do otherwise is given by their RM or senior management
- Be able to take work in an environment with minimal distraction and/or noise.
- Performance Management: Employee's performance will be closely measured and monitored by Employee's Reporting Manager
 - Maintain satisfactory performance standards by meeting the tasks and targets given by Reporting Manager. Failure to do so may result in this privilege to be revoked by the Reporting Manager or Senior Management.
 - Employee's performance will be closely measured and monitored by Employee's Reporting Manager
 - Targets and deliverables must be met every week. It is critical for the success of V2Soft and for Employee's success, these numbers must be taken very seriously.
 - V2Soft will implement performance measuring and monitoring software on all V2Soft laptops to help monitor work performance and efficiency.
 - Use of all software tools that are given to manage Employee's work is mandatory such as Salesforce or Jira or Teams or JobDiva or others
 - Employment is full time and not an 8-hour clock in and out work. Employees are hired for a job description and Employee is expected to complete all deliverables even if it requires for Employees to add additional hours beyond business hours.
 - No excuses on work not completed on time and in responding to emails on time will be accepted
 - Employees must not do secondary employment during V2Soft work hours and any deviation to this will be breach of employment agreement with V2Soft.
 - This policy can be revoked, amended or changed at any time with or without notice per the company's discretion.
 - Before granting permission for a remote work arrangement supervisor should know the specific work to be performed and the projected amount of time expected.

Under no circumstances are employees permitted to work remote without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action in accordance with the company's discipline policy.

1.23 Relocation Policy

V2Soft may bring candidates or employees from out of state or out of country for projects on different VISA. V2Soft will decide on a case-by-case basis regarding the cost involved in such relocation. Relocation can be temporary or permanent.

1.24 Meeting Guidelines for Visitors

- Check your conference room before the start of your meeting to ensure that it is neat and clean for your visitor(s).
- Make sure you talk to HR to get the Visitor Survey completed for COVID.
- Make sure Visitor wears mask inside the office premises.
- Plan to be in front office 10 minutes prior to the start of your meeting (or designate someone to be near the front for you), to let your visitor(s) into the building.
- Have the visitor(s) sign in at the front desk and offer water or coffee to drink.
- Guide the visitor(s) to the designated conference room to be seated.
- If the visitor is coming in for an interview, please ensure that you give them an application when they are seated in the conference room. Applications are located at the front desk.
- After the meeting has concluded, guide your visitor(s) to the designated exit and make sure you press the button at the reception desk to let your visitor(s) out.
- Make sure to clean the conference room after your meeting so it is ready to be used for another meeting.

1.25 Lost or Damaged Company Equipment

It is employee's responsibility to take care of the company property provided to the employee. Any lost or damaged company equipment is subject to be replaced by the employee. This includes equipment issued by V2Soft and or the Clients. Equipment may include but not limited to laptops, chargers, bags, cell phones, access badges and any other company issued property. Employees may be subject to penalty for damage or for losing company property.

1.26 Computer Security Policy

It is employee's responsibility to make sure and the work computer is protected against Ransomware or any other new vulnerabilities which may arise in future.

Ransomware blocks access to a computer or its files and demands money to unlock it. All files will get encrypted and you need to pay money to unlock it. Price starts from \$300 and it varies based on the data and the number of hours it takes to get it restored from the hackers.

Do's

- Make Sure your Windows Security updates are up to date.
- Ensure either Windows Defender is On or your Anti-virus is up to date
- Look carefully for email addresses from the sender's emails especially on emails which are being received on behalf of someone or email received from management staff. If you are not

sure please call them and verify before you respond or take necessary action as mentioned in the email.

- Report to IT for any malicious emails or phishing links.
- Report to IT if you have responded to malicious emails or clicked phishing links.

Don'ts

- DO NOT open emails with unknown attachments.
- DO NOT ignore Windows Update. If Windows Updates prompts you to reboot your workstation, please save your current work and proceed to reboot. When Windows update is running, please ensure your PC is connected to Power to avoid Windows Crash due to battery issues.
- Please go thru' email addresses, subject, contents before opening it. Some email addresses look alike for Example: info@docusgn.com looks similar to info@docusign.com. Emails received from some Domain names may be misleading.
- DO NOT send sensitive information using email. Example: Payslips, W2, SSN# etc. Always Re-Check Email addresses to make sure that you are sending to the correct recipients before clicking send button.
- DO NOT store critical data in local drive. Local drive files are not backed up. Work related files should be stored only in the Shared Folders assigned for you or to your Home Folder (H Drive). Files saved in Shared Folders or Home Drive are backed up every day.
- DO NOT write user id / Password information in a Post it notes and stick it to Laptop.
- DO NOT share your system password with anyone. IT team will never ask for your password. Please change the password immediately if you have shared it with anyone.
- DO NOT use Company Laptop for downloading movies, games or unauthorized Software
- DO NOT click any link from the email received from the subject which shows Password Expiry. No application will send a reminder to click a link to change password automatically unless you have clicked the link "Forgot password".

1.27 Effective Performance Enhancement Program (Performance Improvement Plan)

Scope

V2Soft's goal is to create high-performance culture by supporting its employees to achieve their goals. Employees struggling to reach a satisfactory standard of performance based on job description, company goals, organizational changes, or other performance management initiatives will have an opportunity to improve their performance under this program. This policy is called as "Effective Performance Enhancement Program" and it is applicable to all employees of V2Soft Inc.

Objective

Employees are responsible for ensuring that they understand and perform their job duties to the best of their abilities. Employees must actively engage with their Supervisors to improve their performance by focusing on their responsibilities on a day-to-day basis. Supervisors are responsible for ensuring that the required performance standards are clearly communicated and

understood by employees. Supervisors must address employee's underperformance and maintain a reasonable workload.

The EPEP does not alter the at-will employment relationship between V2Soft and the employee. Employees who are subjected to two or more performance enhancement plans in a one-year period, may be subjected to disciplinary action. Additionally, the contents of this EPEP are to remain confidential.

For more information, please refer to Appendix B:

Effective Performance Enhancement Program

1.28 COVID-19 Preparedness and Response Plan

V2Soft, Inc. takes the health and safety of our workers very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating COVID-19's impact. In order to promote safety and maintain operations, we have developed this COVID-19 Preparedness and Response Plan ("Plan") to be implemented effective as of June 5, 2020 throughout the Company. The Company will use good faith, at all times, in employing the safety measures and procedures of the Plan.

For more information, please refer to Appendix C:

COVID-19 Preparedness and Response Plan

Remote Work expectations during COVID

1.31 Additional Corporate Employees Benefits

1. V2Soft Awards and Recognition Program ("ARP")

V2Soft is committed to providing a work environment that promotes, recognizes and rewards performance excellence. The purpose of this program is to provide an open and transparent mechanism to reward and recognize performance excellence for all employees at V2Soft.

Types of Awards:

Bravo Award -

- This award will be given based on Employee's performance. Manager can recommend an employee in their team for an award based on the employee's significant contribution.
- The recommendation from the manager must be sent to Human Resources ("HR") (hr@v2soft.com) for review with a brief description of the employee's achievement.
- HR will then review the recommendation and work with the respective Manager before confirming the award for the employee.
- This award is in a form of a Certificate that gets awarded by the Manager.
- Some examples that Manager can recommend their team member for an award may include but not limited to:
 - Significant outstanding performance in an particular assignment or project
 - Meeting/Exceeding Targets

- Successful completion of critical projects, within the given timeframe and budget.
- Active volunteer support to Company's events or to V2Soft "Sunshine" Committee.

President Award –

- When an employee receives 3 consecutive Bravo Awards, the employee is eligible to receive a President Award.
- President Award can also be given at the discretion of President, upon President's discretion or any recommendation from senior management or leadership team.
- This award is in a form of a Certificate and also accompanied by a token of gift certificate.

Excellence/Appreciation Award –

- Employee will be recognized for this annual award based on the annual performance.
- The number of Bravo or President Awards received by an employee during the year will also be taken into consideration.
- Excellence/Appreciation Award will be presented to employees by the President, at the Holiday Party or during year end, in the form of a plaque.
- Senior management can also recommend HR for this award by sending a note to Human Resources (hr@v2soft.com) with a brief description of the employee's achievement. Human Resources will then work with the President to review the recommendation and make a decision.

Work Anniversary Awards –

- V2Soft will provide a letter of appreciation, and a gift certificate to recognize an employee on the completion of employee's annual year of service with V2Soft.
- Gift certificate amount varies with years of experience as below
 - Employees who have completed up to 5 years of service - \$50
 - Employees who have completed over 5 years but less than 10 years of service - \$100
 - Employees who have completed over 10 years of service but less than 20 years - \$200
 - Employees who have completed over 20 years of services - \$300

2. Complimentary Meals

V2Soft offers Free Lunch Order once a week for employees at workplace.

- Every Thursday, employees can order lunch upto \$10 will be reimbursed based on the receipt.
- For employees working in the office, food can be ordered, OR Employees can order and up to \$10 will be reimbursed upon receipts.
- *Monthly expense can be submitted. They are due for 5th of following month for the previous month.*

3. Happy Hour

Work happy hour is based on a concept, not to make money but to give employees a way to build relationships and let off steam after a hard week's work.

- Inhouse Happy Hour 4 pm to 6 pm.
- Once a month Tuesday in Summer and Thursday in winter will be inhouse happy hour with light snacks and games.
- Each team will take responsibility to plan this. Each department in the company will have to plan some employee engagement activity and snacks.

4. **Quarterly outing plan:**

V2Soft will invite employees for events below every year.

- March V2Soft Anniversary event
- Summer picnic
- Fall event
- Holiday party
- Potlucks and Get-togethers for festive/occasion
- Team building events

5. **Birthday Celebration**

V2Soft will sponsor Cake, or some treat for employees in office for any inhouse birthday's every month. Employees who have birthdays in a specific month will be gathered for a cake cutting and get-together.

6. **Tampa Location Worksite Benefit**

V2Soft is committed to finding ways to reward our employees for their contributions. As part of our employee incentive program, we would like to introduce, as a trial for 2022 only, the Tampa Winter Worksite Benefit Program.

Please be advised that this is a *voluntary* program and the basis of providing this benefit is to give employees a break from the brutal winter weather and an opportunity to enjoy working in a nice warm location. Below are the details. If you have any questions about the below, please contact your HR department at **HR@v2soft.com**.

Eligibility aAll full-time employees who have completed 3 months with V2Soft are eligible for this benefit. Your job must be able to be performed remotely.

Eligibility Period – Anytime between January 2022– April 2022

- a. 1 Week – Employees with less than 5 years with company
- b. 2 Weeks – Employees with 5 or more years with company

- All employees who have completed 3 months with V2Soft are eligible for this benefit.
- Employees can work remote from Tampa office for up to 1 week
- Employees who have worked more than 5 years can work from Tampa location for up to 2 weeks.
- V2Soft will provide accommodation but employees to prebook it (Limits will be defined).
- V2Soft will also reimburse for air travel for employees who have worked over 10 years.
- Florida stay is from Jan thru April of 2022.
- In case of conflict with schedule for trip, employees' years of service will be considered.

7. **Charity Support**

- V2Soft encourages our employees to participate in charity cause.
- Employees are encouraged to volunteer for a Charity cause.
- If employees meet a minimum of 20 hours every year to volunteer for charity cause, V2Soft will pay \$200 gift certificate
- Employees to use personal time to volunteer and not work hours
- Employees may be required to provide some proof of such work to HR.

8. Employee Premium Contribution

- For all employees who have completed 5 years in V2Soft, Company will pay 100% of disability insurance cost with no employee contribution.
- For all employees who have completed 10 years in V2Soft, Company will pay 50% of employee's health insurance premium contribution for employee and their family.
- For all employees who have completed 15 years in V2Soft, Company will pay 100% of employee's health insurance premium contribution for employee and their family.

9. Certification, Tuition Reimbursement or Training

- For all employees who have completed years of service, V2Soft will reimburse fees for any certification, tuition relevant to job and position every year (Table below).
- Certification/Tuition details to be preapproved by HR and Supervisor.
- HR may get some agreements signed for the same.

Years of Service	Amount Tuition/Certification
3	\$500
5	\$1,000
7	\$2,500
10	\$5,000

10. Quarterly Performance Bonus Guidelines

- Full Time Employees who have completed 6 months of service as of Oct 1, 2021, will be eligible for the performance bonus. For employees who complete after that, they may become eligible from the quarter following their 6 months completion.
- Amount may vary from employee to employee based on several factors including but not limited to current compensation, market condition, workload, criticality of work initiative/support to company, criticality of work performed and others. Some employees may not be eligible based on the factors here.
- Supervisors will be evaluating employees on certain key functions of the job, and bonus will be evaluated based on the performance.
- Bonus amount is for every quarter.
- V2Soft has the right to change the bonus plan anytime for anyone.

- Performance evaluation will be scheduled in Jan 2022 for Q4 2021 evaluation.
- This bonus is only for 2022 and ends Dec 31, 2022.

ACKNOWLEDGMENT

I understand that it is my responsibility to read the company policies and become familiar with its contents. I understand that V2Soft may modify any of the provision of these company policies at any time, with or without notice, and may deviate from any provision of this policy at its sole discretion.

Employee Signature

Employee Name (Printed)

Appendix A

Travel Request and Expense Reimbursement Policy

Purpose

Business travel expenditures are a significant part of V2Soft, Inc.'s expenses. This document is designed to provide travel guidelines and establish procedures to be followed when business travel is required.

Objectives:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and entertainment
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost

Scope

All employees are expected to comply with the guidelines set forth and all managers are expected to monitor and enforce the guidelines. Please note additional country rules and regulations to these guidelines may apply.

V2Soft, Inc. will reimburse employees for reasonable business travel expenses incurred while on official business for the Company in accordance with these guidelines. Expenses incurred by non-V2Soft persons, including applicants, consultants, or other individuals authorized to travel at Company expense, are reimbursable as provided in these guidelines, if they are reasonable and directly related to, and the necessary result of, conducting business for the Company.

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an Expense Report and supporting documentation to obtain reimbursement of expenses to admin@v2soft.com.

Compliance

The Company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. Travelers who do not follow policy may be subject to disciplinary actions up to and including delay or denial of their reimbursement and/or termination of their employment. Any exceptions or deviations from this policy require approval by the President and CEO.

Travel Request

- Domestic and International Travel for staff must be authorized in advance by their manager.

- Employees are to submit a Travel Request form (Appendix A) to their manager for approval. On manager's approval, the request should be sent to Purchasing@v2soft.com for the finance approval.
- Once approved by Purchasing, employee should work with Operations Coordinator for completing the travel arrangements.

Travel Arrangements

Air Transportation

- Coach is the approved class of travel for domestic and international flights
- Air Fare, round trip, should not exceed \$450 (depending on location and urgency)
- Travelers are expected to book the lowest airfare based on the following criteria:
- Broader departure and arrival times to maximize savings
 - Alternate metro airports should be considered in order to help find the most economical air travel price
 - Connecting flights must be used for flights that exceed three hours in duration and are less expensive than a direct flight.
 - Negotiated fares
 - Non-refundable fares
 - Advance purchase fares
- Any change fees and or fare increases incurred by changing flights en-route will not be reimbursed unless justified by a significant business need

V2Soft's policy encourages the use of the lowest possible air travel and the option of fully refundable/upgradeable fares is discouraged.

Whenever possible, it is expected that trips will be planned in advance to take advantage of the lowest logical airfare rate available. In certain situations, when booking travel arrangements 3, 7, 14 or 21 days in advance, substantial airfare costs can be saved.

Reimbursable Airline Fees

The following fee schedule is only reimbursable given the appropriate circumstances as outlined:

Item	Condition
First checked baggage fee:	Reimbursable in all cases; please note that the fee is rarely charged to frequent flyer members.
Second or additional baggage fees:	A second bag is reimbursable if the duration of the business trip exceeds 4 days. Fees for 3 or more bags are not reimbursable.
Buy on Board meals or drinks:	These are reimbursable; however, the daily meal allowance applies.

Non-reimbursable fees; Exceptions will be made for certain employees based on the job

duties and position in the company.

- Overweight baggage
- Preferred seating
- Airline Club memberships
- Airline upgrade certificates or purchases of upgrades
- Internet access on board an aircraft
- Registered Traveler Program registration fees for security/TSA pre-clearance
- Headphones or personal entertainment

Traveler Frequent Bonus Award Programs

Business traveling employees may retain Traveler Frequent Bonus Award Program benefits. The personal use of these frequent traveler bonus awards is only permitted if there is no obligation regarding tax or social insurance deductions for PL/SISW. It is the responsibility of each Country Organization to identify such restrictions.

Both managers and employees are responsible for ensuring that a business trip is necessary and is undertaken using the most cost-effective means possible. When planning a business trip, the possibility of collecting bonus awards for private use may not influence decisions regarding the necessity of the trip or the selection of suppliers.

Ground Transportation

Service Provider employees must use the most economical and reasonable means of ground transportation that satisfies the traveler's business purpose and requirements. These include and are limited to taxis, airport/hotel shuttle vans, rental car, personal car and public transportation. Costs for a private town car service or limousine will not be reimbursed.

Public Transportation

The cost of necessary public transportation is reimbursable and does require a receipt. Since this is usually the least expensive, it is to be considered first. It is understood that this method of transportation is the most time consuming and sometimes the least available.

Travel To and From the Airport

It is expected that each employee uses the best means of traveling to and from the airport, taking into consideration cost, time and transportation availability.

Taxi

Cost must be considered when choosing this method of travel. Where this cost exceeds the cost of a rental car and such rental car is available, then the rental car should be selected. All taxi charges must be presented with a receipt.

Rental Car

The rental car should be selected when the mileage is prohibitive and will increase the cost of a

taxi beyond that of a rental car. Since rental cars are charged by the day and sometimes also by the mile, the car may be rented the night before or returned the morning after the completion of the trip if it does not exceed the term of the rental. A receipt must accompany all requests for reimbursement.

Rental Car Usage

Rental cars should be used only when they are clearly the most economical mode of transportation. When reserving a car, V2Soft's employees must:

- Intermediate or mid-size cars are the corporate standard. When four or more employees are traveling together a full-sized car may be used. Any exception must have prior approval.
- Refuse Loss/Collision Damage Waiver (LDW), Personal Accident Insurance (PAI), and Personal Property Insurance (PEP) for domestic business travel. V2Soft Employees will not be reimbursed if they purchase this coverage. Purchase available insurance coverage for business rentals outside the continental U.S., the cost of which will be reimbursed as a business expense.
- When rental cars are used for combined personal and business travel, the employees must purchase Loss/Collision Damage (LDW), Personal Accident Insurance (PAI), and Personal Property Insurance (PEP) at his/her own expense.
- Rental cars should be returned with a full tank of gasoline to avoid vendor refueling charges. Refueling surcharges are a non-reimbursable travel expense.
- In case of an accident travelers must complete an accident report when returning the car to the vendor. Travelers should immediately report the accident to the local police, the rental car company and their direct management.
- If the traveler should require roadside assistance, they should call the roadside assistance number on their rental agreement contract.
- Fines and penalties imposed for the violation of traffic laws while operating rented or personal vehicles are to be paid by the traveler and are not reimbursable.

Personal Car Usage

- For local travel, the reimbursement is approved when employee has a roundtrip between V2Soft Headquarters and the client location on the same day. For example, you travel from V2Soft HQ to FCA, return to V2Soft HQ the same day. If you travel from V2Soft HQ to FCA and then head home, those miles can't be claimed for reimbursement.
- Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate of 54 cents per mile. Miles submitted for reimbursement should be net of any commuting miles from your legal residence.
- For example, you live in Troy and travel to a work approved location and then head back to the V2Soft Headquarters later that day. If the distance to that work location from your home is 22 miles and your direct roundtrip commute from home to V2Soft is 14 miles, you will be eligible for 8 miles reimbursement.
- Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

- V2Soft employees traveling for a project may opt to drive to the project location instead of flying, so long as the cost of doing so does not exceed the cost of standard 14-day advance airline ticket between the employee's home city and the project site.
- If the distance traveled for business exceeds an average of 150 miles per day, travelers must rent a car versus using a personal vehicle as it is more economical.
- Example: An individual is taking a 3-day trip where that person drives 300 miles on the first day to arrive at their destination, 0 miles on the second day and 300 miles for the return trip. The individual should rent a car as their daily average mileage is 200 (600 total miles / 3 trip days).
- Adherence to this policy reduces V2Soft travel expenses.
- Parking charges and tolls will be reimbursed with supporting receipts
- Fines for parking or traffic violations will not be reimbursed under any circumstances.
- When submitting mileage for reimbursement, the traveler should show the miles traveled and the rate, as well as listing the destinations traveled to on the expense report under purpose of travel. A detail log for mileage and client visits is acceptable documentation.
- Employees using a personal car must carry minimum auto liability insurance
- V2Soft does not provide personal auto insurance.

Lodging

V2Soft expects its employees to stay in a standard single occupancy room at a hotel or motel reasonably close and convenient to the place where business will be transacted. Unless there is a valid reason for selecting another hotel, (e.g., your meeting is being held at that site or another hotel is cheaper), employees must use properties within the city with lowest possible fares.

- Hotel stay per night should not exceed the below per night allowance (exceptions to be approved as per the travel location/time)
 - East Coast : \$150
 - West Coast : \$200
 - Mid-West : \$100
- Lodging bills must be paid by the traveler and included on expense reports with an original itemized receipt attached. Direct billing of lodging expenses to V2Soft is authorized on prior approval.
- Room cost, including taxes, should be listed separately from room service meals, parking, phone charges, etc. on the expense report, due to tax and other considerations.
- The room service meals are reimbursable; however, the daily meal allowance applies

Hotel Cancellation Procedures

- Travelers are responsible for canceling hotel rooms as soon as known.
- If contacting the hotel direct, always record the cancellation number in case of billing disputes.
- Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error.

Travelers should note that cancellation deadlines are based on the local time of the property and

differ from property to property.

Meals and Entertainment

- V2Soft will reimburse expenses for meal costs at actuals, not to exceed \$50 per day. This will be the total in any one day for all employees. This rate will include meals or groceries in lieu of meals if employee chooses to do so. Receipts are required for all meal expenses.
- Tips/gratuities are reimbursable at 15% of meal costs.
- In a situation where an employee may be accompanying a business associate or client, the expenses are reimbursed at actual, with a copy of the receipt.

Travel Cancellation

- In the event the employee needs to cancel their travel arrangements, they must notify their manager immediately.
- Once informed, Employee needs to work with the Operations Coordinator to cancel the travel at the earliest.
- If the company has to cancel an employee's travel arrangement, the employee and/or their manager will be notified immediately.

Non-Reimbursable Expenses Related to Travel : *Exceptions will be made for certain employees based on the job duties and position in the company.*

The following expenses that may be incurred in conjunction with business travel are not reimbursable and should not be included on a travel expense report:

- Expenses for any personal charge/credit cards, including all discount programs.
- Membership fees for airline, rental car or other frequent traveler reward programs.
- Parking tickets or other fines
- Delinquency fees / Finance charges for personal credit cards
- Air travel insurance, rental car insurance or other personal travel insurance.
- Charges for a barber, manicurist, beautician, shoeshine, masseur, etc.
- Cost of toiletries, newspaper and magazines.
- Personal articles or clothing (except damage or theft)
- Personal entertainment, such as in-room movies and mini-bars.
- The purchase of luggage or briefcases.
- Fees for dependent care, elder care, pet care, home sitting, etc. arising from travel
- Athletic, social or country club fees for personal activities.
- Medical expenses
- Satellite radio and GPS services in rental cars
- Refuel charges through car rental agency.
- Excess baggage charges beyond reasonable limits.

- Expenses for travel incurred by companions / family members
- Expenses related to vacation or personal days while on a business trip
- Loss / Theft of personal funds or property / lost baggage
- Laundry Services
- Pagers, cell phones and other personal communication devices are only billable
- Avoidable "No-Show" charges for hotel or car service
- Non-Compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents

General Travel guidelines:

- Please refer to Travelocity and Expedia to review cost effective rates. However, you are not limited to those sites, please review all cost-effective options.
- Present HR with the travel arrangements and HR will confirm and give final approval on the travel cost and arrangements.
- Please ensure that your manager is aware of your travel(s) and the times you will be working.
- Send a note out to admin@V2soft.com before your travel and the time you will be away from work.
- Employees are required to check their emails during travel for work and if they can't check their emails, they need to inform Reporting manager, so no critical emails are missed.
- If you return from your travels on a business day with 4 or more business hours left in the day, please plan to work. If you have less than 4 hours left, please contact your manager for direction.

Appendix B

Effective Performance Enhancement Program (EPEP)

Scope

V2Soft's goal is to create high-performance culture by supporting its employees to achieve their goals. Employees struggling to reach a satisfactory standard of performance based on job description, company goals, organizational changes, or other performance management initiatives will have an opportunity to improve their performance under this program. This policy is called as "Effective Performance Enhancement Program" and it is applicable to all employees of V2Soft Inc.

Objective

Employees are responsible for ensuring that they understand and perform their job duties to the best of their abilities. Employees must actively engage with their Supervisors to improve their performance by focusing on their responsibilities on a day-to-day basis. Supervisors are responsible for ensuring that the required performance standards are clearly communicated and understood by employees. Supervisors must address employee's underperformance and maintain a reasonable workload.

Process

When the reporting manager observes an employee's underperformance, he/she must notify the Human Resources and request for the EPEP (Effective Performance Enhancement Plan) form. The EPEP form is to be filled and submitted to the Human Resources Department within 2 days of the request. The supervisor will then meet with the employee to review his/her performance concern and discuss the EPEP. The agenda of the meeting will be to discuss the details of specific performance concerns, improvement goals and detailed potential outcomes.

As set up in the "Follow-up Updates" section of the Effective Performance Enhancement Plan, during every meeting, the expectation of the employee's improvement goals will be reviewed. To improve employee's performance, the employee will be provided with necessary support and training. The performance of the employee will be tracked under the "Progress Review" section of the EPEP form. The progress of the employee will be measured for the period mentioned in the EPEP form. The employee is expected to meet certain goals and the employee's performance will be categorized in three ways: satisfactory improvement, partial improvement, or insufficient improvement.

Categorization of Employee Performance Enhancement:

Satisfactory Improvement- The employee has been assessed, shows significant improvement and achievement, therefore, no further action is necessary.

Partial improvement- The employee's performance needs further review and additional training is required to improve performance.

Insufficient improvement -The employee may be subjected to disciplinary action if no progress is observed within the duration set for the EPEP evaluation.

The EPEP does not alter the at-will employment relationship between V2Soft and the employee. Employees who are subjected to two or more performance enhancement plans in a one-year period, may be subjected to disciplinary action. Additionally, the contents of this EPEP are to remain confidential.

Effective Performance Enhancement Plan (EPEP) (Confidential)

The purpose of Effective Performance Enhancement Plan (EPEP) is to define areas of concern and gaps in work performance. It is designed to facilitate constructive discussion between Supervisor/HOD, the employee and HRD to meet organization goal and, provide the employee an opportunity to demonstrate improvement and commitment.

Effective Performance Enhancement Plan (EPEP) of <Name of Employee>

Date: <Date if issue>

Recommended By: <Manager Name>

Areas of Concern

List of issues for employee's lack of performance:
Mention dates/times you have addressed the issues in the past. Refer to previous document/s, if applicable.

Observations/ Previous Discussions or Counseling:

Step 1: Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

1.		
2.		
3.		

Step 2: Activity Goals: Listed below are the activities that will help the employee reach each goal:

Goal	Activity	How to Accomplish	Start Date	Projected Completion Date

Step 3: Resources: Listed below are resources available to the employee to complete his/her Improvement activities (may include other people's time or expertise, funds for training materials and activities, or time away from usual responsibilities.)

1.	
2.	

3.	
----	--

Step 4: Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

Step 5: Progress Review: The following schedule will be used to evaluate the employee progress in meeting his/her Improvement activities.

Goal	Activity	Review Date	Type of Follow-up (call/meeting/email)	Progress Expected	Notes

Follow-up Updates: The employee will receive feedback on his/her progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
	Meeting 1 Update Meeting	Supervisor	
	Meeting 2 progress review meeting	Supervisor	
	Meeting 3 progress development meeting	Supervisor	
	Meeting 4 Final outcome meeting	Supervisor/HR	

Signatures:

Employee Name: _____

Employee Signature: _____

Date: _____

Manager Name: _____

Manager Signature: _____

Date: _____

Appendix C

COVID-19 Preparedness and Response Plan

Remote Work expectations during COVID

COVID-19 Preparedness and Response Plan *Effective June 5, 2020*

INTRODUCTION

V2Soft, Inc. (hereinafter "Company") takes the health and safety of our workers very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating COVID-19's impact. In order to promote safety and maintain operations, we have developed this COVID-19 Preparedness and Response Plan ("Plan") to be implemented effective as of June 5, 2020 throughout the Company.

This Plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention ("CDC"), the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA"), Mich. Exec. Order No. 2020-36 (Apr. 3, 2020), https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-524136--,00.html ("Order 2020-36"), Mich. Exec. Order No. 2020-110 (June 1, 2020), https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530620--,00.html ("Order 2020-110"), and Mich. Exec. Order No. 2020-114 (June 5, 2020), https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-531123--,00.html ("Order 2020-114") at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

The Company will use good faith, at all times, in employing the safety measures and procedures of the Plan.

RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must follow this Plan at all times at work. Managers and supervisors must require this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

In our efforts to protect the health and safety of our employees, the Company is asking every one of our employees to play their part. As set forth in this Plan, the Company has instituted various practices, which all employees must follow at work. If employees have specific questions about this Plan or COVID-19, such employees should ask the Company's workplace coordinator responsible for COVID-19 issues or their manager or supervisor.

BASIC INFECTION PREVENTION MEASURES

The Company has implemented the following basic infection prevention measures.

All managers, supervisors, and employees of the Company (collectively, "workers") must:

- Frequently and thoroughly wash their hands with soap and water for at least 20 seconds.
 - Use an alcohol-based hand rub with at least 60% alcohol if soap and running water are not immediately available.
- Avoid touching their eyes, noses, or mouths with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
- Stay home if they are sick.
- Refrain from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Adhere to social distancing practices and mitigation measures recommended by the CDC, including but not limited to:
 - Remaining at least 6 feet from people from outside the workers' households to the extent feasible under the circumstances.
 - Wearing cloth masks outside their homes where other social distancing practices are difficult to follow, and especially in areas of significant community-based transmission.
- Wear a covering over their noses and mouths—such as a homemade mask, scarf, bandana, or handkerchief—when:
 - in any enclosed public space if they are able to medically tolerate a face covering; or
 - workers cannot consistently maintain 6 feet of separation from other individuals in the workplace.

The Company will:

- Require any work that is capable of being performed remotely (i.e., without the worker leaving his or her home or place of residence) be performed remotely.
 - Establish policies and practices to promote remote work to the fullest extent possible, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) to increase the physical distance among workers and between workers and others in accordance with mandatory social distancing measures (Refer to Remote Work Policy for more details).
- Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into the Plan.
- Make cleaning supplies available to workers upon entry and at the worksite.
 - Provide workers, customers, and worksite visitors with a place to wash their hands.
 - Provide them an alcohol-based hand rub with at least 60% alcohol if soap and running water are not immediately available.
 - Provide workers time to wash hands frequently or to use hand sanitizer.
- Provide customers and the public with tissues and trash receptacles.
- Keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.

- Conduct a daily entry self-screening protocol for all workers or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
 - An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes.
 - The Company must maintain a record of the daily self-screenings.
 - The Company, and those authorized to act on its behalf, are permitted to deny entry or access to any individual who refuses to comply with requirements regarding wearing a covering over one's nose and mouth.
- Follow social distancing practices and mitigation measures recommended by the CDC, to the extent practicable and applicable to the Company's business.
- Establish an emergency communications plan.
 - Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and worker status.
 - Share Plan with workers and clearly communicate expectations.
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- Modify the layout of lobbies, break rooms, lunchrooms, and other common areas to reduce the number of tables, chairs, and other furniture to maintain proper social distancing practices as necessary.
- Restrict business-related travel for workers to essential travel only.
- Encourage workers to use Personal Protective Equipment ("PPE") and hand sanitizer on public transportation.
- Provide to its workers, at a minimum, non-medical grade face coverings.
 - Supplies of N95 masks and surgical masks should generally be reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Consider face shields when workers cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- Enhance regular housekeeping practices to limit exposure to COVID-19, including increasing the frequency and thoroughness of cleaning and disinfecting of surfaces, equipment, and other elements of the work environment, especially high-touch surfaces (e.g., door handles) and parts, products, and shared equipment (e.g., tools, machinery, vehicles), and use U.S. Environmental Protection Agency ("EPA")-approved disinfectants with claims against emerging viral pathogens and follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and PPE).
 - If practicable, provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by workers before each use.
 - Follow the CDC's Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)

(<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) if a Company facility has a suspected or confirmed case of COVID-19.

OFFICE-SPECIFIC INFECTION PREVENTION MEASURES

At Company's office(s), the Company will:

- Assign dedicated entry point(s) for all workers to reduce congestion at the main entrance.
- Provide visual indicators of appropriate spacing for workers outside the building in case of congestion.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of workers are in the office at a particular time).
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Increase distancing between workers by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.
- Provide disinfecting supplies and require workers wipe down their workstations at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when workers are sent home with symptoms.
- Notify workers if the Company learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- Suspend all nonessential visits by others.
- Restrict all non-essential travel, including in-person conference events.

REMOTE WORK POLICY

For the safety of our employees, it is Company's policy that all employees who can work from home, must work from home as determined by the Company in its sole discretion in accordance with applicable law during the COVID-19 pandemic. The Company has determined that the following positions/classifications of employees must report for in-person work and must be physically present in the workplace as directed by the Company:

- Senior Executives and VPs
 - President & CEO
 - VP-Operations & Client Relations
 - VP-Global Delivery
 - EVP- Product & Process
- HR Department
 - HR Manager

- HR Generalist
- Accounting Department
 - Associate Finance Controller
- Marketing and Product
 - Director of Marketing and Product Strategy
 - Customer Solutions Manager
- Infrastructure
 - Associate Director- Infrastructure, Security and Facility
- Delivery
 - IT Project Manager

The Company has determined that the above positions/classifications employees must report for in-person work because this work cannot be performed remotely, specifically for.

- President & CEO – Manage overall operations of the company
- VP-Operations & Client Relations – to manage overall operations of HR, finance, facility, handle sensitive information in office, train new resources, and physically print, scan, and save a bunch of HR documents
- VP-Global Delivery – manage and launch all the new product testing for CompanyTRAK, Customer Demos, and perform in-person testing of various devices
- HR Manager – complete HR and benefits audits physically, reconciliations, facility management, and physically print, scan, save a lot of HR documents
- HR Generalist – complete, print, scan, save physically a lot of HR documents and update all employee files in HR sever.
- Associate Finance Controller – to complete books, process mail, process checks, print checks, process payroll, print, scan, and save physically a lot of documents.
- Director of Marketing and Product Strategy – for in-person Testing of various devices for CompanyTRAK, access to devices and materials for testing
- Customer Solutions Manager – for Training on iConnectX and WeInvite, in-person Testing of various devices for CompanyTRAK, access to testing environment
- Associate Director- Infrastructure, Security and Facility – for IT, Security, Sever Maintenance, equipment delivery and maintenance, and Database administration
- IT Project Manager – for training new resources, knowledge transfer, as required on need basis
- EVP- Product & Process – on need basis and to handle shipment for Virtual Toast for WeInvite

The Company has determined that, other than the above positions/classifications, employees must work remotely until otherwise directed by the Company.

POLICIES AND PROCEDURES FOR WORKERS PLACED AT CLIENT SITES

The Company will:

- Require workers placed at client sites to follow:
 - Client’s policies, procedures, and measures for COVID-19 infection prevention and mitigation; and

- Applicable governmental directives regarding COVID-19.
- Encourage workers to report any unsafe working conditions at client sites.
 - Work with client and worker(s) to remedy any unsafe working conditions in accordance with Company policy and applicable governmental directives.

POLICIES AND PROCEDURES FOR PROMPT IDENTIFICATION AND ISOLATION OF SICK PEOPLE

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

The Company has implemented the following policies and procedures for prompt identification and isolation of sick people:

- Workers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Workers exhibiting signs and symptoms of COVID-19 or suspecting exposure to COVID-19 are prohibited from entering any Company premise or client-worksite.
- Workers testing positive for COVID-19 or demonstrating principal symptoms of COVID-19, such as fever, atypical cough, or atypical shortness of breath must not come into work.
 - Instead, such workers must notify their manager or supervisor right away.
 - Such workers may only come into work:
 - After 3 days have elapsed since their symptoms resolved, and 14 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
 - After their symptoms have resolved and they have received negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least 2 consecutive respiratory specimens collected ≥ 24 hours apart (total of 2 negative specimens).
- Workers must not come into work if they have had close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath).
 - Instead, such workers must notify their manager or supervisor right away.
 - Such workers may only come into work:
 - After 14 days have passed since the last close contact with the sick or symptomatic individual assuming they have not subsequently developed symptoms; or
 - They have received negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least 2 consecutive respiratory specimens collected ≥ 24 hours apart (total of 2 negative specimens).
- The Company will designate and train certain workers as point persons for how to immediately isolate a person who shows symptoms of COVID-19 at work.
 - In such a case, while maintaining proper social distancing, the point person should take the potentially infectious person to a location away from workers, customers, and other visitors.

- If not acutely sick, send the potentially infectious person home and instruct them to call a medical provider.
 - If acutely sick, refer the potentially infectious person to a medical facility.
 - Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until a potentially sick person can be removed from the worksite.
- The Company must take steps to limit spread of the respiratory secretions of a person who may have COVID-19, including providing a face mask and asking the person to wear it.
 - If possible, the Company must isolate people suspected of having COVID-19 separately from those with confirmed cases to prevent further transmission using either a permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
 - The Company must restrict the number of workers and others entering isolation areas.
 - The Company must protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.
 - If a worker is confirmed to have COVID-19 or has been determined to be presumptively positive for COVID-19, the Company must notify the local public health department immediately and any fellow workers, contractors, or suppliers who may have come into contact with the person confirmed, or presumptively determined, to have COVID-19 of their possible exposure to COVID-19 in the workplace within 24 hours but maintain confidentiality as required by the Americans with Disabilities Act (“ADA”).
 - The Company must maintain a record of making any such notifications.
 - The Company will instruct such fellow workers and any other applicable individuals about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>).
 - If a sick worker is suspected or confirmed to have COVID-19, the Company will follow the CDC cleaning and disinfection recommendations, which may include temporary closures of all or part of the workplace to allow for deep cleaning.

WORKPLACE FLEXIBILITIES AND PROTECTIONS

The Company is first and foremost concerned about the health and safety of its workers. The Company’s policies and procedures serve to protect its workers and their families.

The Company has implemented the following workplace flexibilities:

- Unless other leave or payments required and/or permitted by law are available, the Company will treat a worker who is absent from work because that worker is at particular risk of infecting others with COVID-19 pursuant to the Company’s leave policies and the Families First Coronavirus Response Act as applicable.
- The Company will follow Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against workers who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
 - However, those workers who are allowed to return to work but decline to do so may face discipline up to and including termination of employment.

- Furthermore, workers who return to work, if they test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19, before 3 days have elapsed since their symptoms resolved, or before 14 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result, or before 14 days have passed since the last close contact with a sick or symptomatic individual, or the symptomatic individual receives a negative COVID-19 test may be disciplined up to and including termination of employment because such behavior places other workers and their families at an increased risk of contracting COVID-19.
 - The Company will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation by the local public health department.
- Although the Company will not require a healthcare provider's note for workers who are sick with COVID-19, unless otherwise permitted by law, to validate their illness or to return to work, the Company expects workers to utilize honest, good-faith, and honorable conduct when making decisions regarding COVID-19 related sick leave and returning to work.
- In the event leave is related to the care of a family member who is sick with COVID-19 while the worker is not, the Company will try, to the extent possible, to utilize the worker in a remote working capacity in order to reduce the leave necessary for the worker to expend. However, there are circumstances and worker-titles that do not support remote working and possibly cannot be accommodated.

The Company has implemented the following workplace protections:

- The Company will communicate with any businesses that provide the Company with contract or temporary workers about the importance of sick workers staying home and encourage the businesses to develop non-punitive leave policies that comply with applicable law.
- The Company's policies and procedures pertaining to COVID-19 are contained in this guide. Such policies and procedures and other best practices will be disseminated via electronic communication, and posted at all worker entrances, exits, and common areas.
- Within two weeks of resuming in-person activities, the Company must make the Plan readily available to workers, labor unions, and customers, whether via website, internal network, or by hard copy.
- HR Department and, specifically, SUMATHY GANESH will have the complete compilation of the Company's workplace protections and other related policies. These policies and procedures can be reviewed at any point during business hours.
- HR Department and, specifically, SALINIA PRINGLE will have information specific to the medical insurance plan offered by the Company. Workers should contact the aforementioned with questions about medical care in the event of a COVID-19 outbreak.
 - SALINIA PRINGLE AND SUMATHY GANESH will be the workplace coordinators who will be responsible for implementing, monitoring, and reporting on the COVID-19 control strategies developed under the Plan.
 - At least one workplace coordinator must always remain on-site when workers are present on site.
 - An on-site worker may be designated to perform the workplace coordinator role.

- The workplace coordinator will be responsible for designating and training workers as point persons to help manage COVID-19 issues and their impact at the workplace.
- The workplace coordinator will provide, and maintain a record of, COVID-19 training to all workers that covers, at a minimum:
 - Workplace infection-control practices.
 - The proper use of PPE.
 - Steps the worker must take to notify the Company of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe working conditions.
- The workplace coordinator must be familiar with OSHA's Guidance on Preparing Workplaces for COVID-19 and ensure that the Company follows such guidance.

Existing OSHA Standards

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure. Hence, the Company must follow all existing OSHA standards.

Contingency Plans

The Company must follow federal and state, local, tribal, and/or territorial recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism.
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
- Interrupted supply chains or delayed deliveries.

LEVEL OF RISK OF OCCUPATIONAL EXPOSURE

The Company must determine the level(s) of risk of occupational exposure to COVID-19 associated with various worksites and job tasks workers perform at those sites. During an outbreak, the levels may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The Company has determined that it has lower exposure risk for its workers.

PROTECTING WORKERS WITH JOBS AT LOWER EXPOSURE RISK (CAUTION)

The Company must implement workplace controls sufficient to protect workers with jobs at lower exposure risk (caution).

Engineering Controls

Engineering controls involve isolating workers from work-related hazards.

The Company has implemented the following engineering controls:

- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexiglass shields) between workstations.
- Ensure the safety of the Company's building(s) water system(s).

The Company should consider improving the Company's building(s) ventilation system(s). This may include some or all of the following activities:

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation ("DCV").
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Additional engineering controls are not recommended for workers in the lower exposure risk group. However, the Company must ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

Administrative controls require action by the worker or Company. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

The Company has implemented the following administrative controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.
- Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work,
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	Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
All Employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Sales and Recruiting dept	Promote remote work (telecommuting) to the fullest extent possible.
HR, Accounting, Executives and App Testing	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All Employees	Restrict business-related travel for employees to essential travel only.
All Employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All Employees	Minimize the sharing of tools, equipment, and items.
All Employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All Employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All Employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All Employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All Employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All Employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Personal Protective Equipment

Examples of PPE includes gloves, goggles, face shields, face masks, and respiratory protection. During an outbreak of COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The Company must check the OSHA and CDC websites regularly for updates about recommended PPE. Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

ADDITIONAL LEGAL REQUIREMENTS AND EXCEPTIONS

The Company will:

- Follow the CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19, to the extent practicable and applicable to the Company's business.

- Follow OSHA's Guidance on Preparing Workplaces for COVID-19, to the extent practicable and applicable to the Company's business. Such plan must be available at Company headquarters or the Company's worksite.

For additional legal requirements and exceptions as well as CDC and OSHA guidance, please see the following:

- Interim Guidance for Businesses and Employers at https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html
- Guidance on Hazard Recognition at <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>
- COVID-19 Control and Prevention at https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim_guidance
- Prepare your Small Business and Employees for the Effects of COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>
- Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>