

# **SABRESS EMPLOYEE** **HANDBOOK**



**SABRESS, LLC**  
**Precise. Swift. Solutions.**



## Revision History

Name	Date	Reason for Changes	Version
Velma King	12/20/2023	Updated PTO Policies for Full-Time, Part-Time, and SCA; Updated benefits eligibility. Updated T&A and HRIS system information	Draft 0.1
Robert Cottingham	12/28/2023	Revised to remove the floating holiday which was enacted in anticipation of the Juneteenth holiday	Draft 0.2
Velma King	1/2/2024	Updated informational charts, updated Table of Content	Draft 0.3
Robert Cottingham	1/2/2024	Final Review	Rev 1.0
Velma King	01/03/2024	2024 Release	Issue 2.0

KEY:

Drafts will be identified as "Draft 0.1, "Draft 0.2", etc.  
Revisions will be identified as Rev 1.0, Rev 1.1  
Accepted Releases will be "Issue 2.0.", "Issue 2.1.", etc.



### LETTER FROM THE CEO

We are extremely happy to have you on the Sabre88 Team! Although the last couple of years have been more than challenging, we hope you will find your association with Sabre88 to be mutually beneficial and satisfying.

You have joined a company that has established an outstanding reputation for quality services. Credit for this goes to each one of our employees. We hope you, too, will find satisfaction and take pride in your work here, as that is the foundation for this company.

This employee handbook should provide answers to most of the questions that you may have about Sabre88's policies and procedures (including Sabre88's responsibilities to you and your responsibilities to Sabre88).<sup>1</sup> If anything is unclear, please discuss the matter with your Sabre88 Team Lead (Sabre88 TL) or Sabre88 Human Resources (Sabre88 HR) right away. You are responsible for reading and understanding this handbook, in addition to clarifying policies and procedures. We hope this handbook also indicates Sabre88's interest in the welfare of all who work here.

As with all Sabre88 policies and procedures, the information included in this handbook may change from time to time. Every effort will be made to keep you informed through suitable lines of communication, including postings on the employee website and/or notices sent directly to you.

I extend to you my personal best wishes for your success and fulfillment at Sabre88.

Sincerely,

Robert Cottingham, Jr.  
Chairman & CEO  
Sabre88, LLC

---

<sup>1</sup> The policies and procedures in this handbook apply to Non-SCA employees. SCA policies and procedures supersede any conflicting policies.



## **TABLE OF CONTENTS**

**LETTER FROM THE CEO** **3**

**SECTION 1- VALUES** **6-7**

1.0 COMPANY VALUES	6
1.1 INTRODUCTION TO THE HANDBOOK	6
1.2 AT-WILL POLICY	7

**SECTION 2- CONDUCT** **7-16**

2.0 EMPLOYEE CONDUCT	7
2.1 BENEFITS	8
2.2 DIVERSITY & INCLUSION	8
2.3 EEO/AFFIRMATIVE ACTION & ANTI-DISCRIMINATION	8
2.4 SEXUAL & AND OTHER HARASSMENT	9
2.5 HARASSMENT COMPLAINT PROCEDURES	9
2.6 RETALIATION	10
2.7 AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATION	10
2.8 GIFT GIVING	10
2.9 PERSONAL APPEARANCE	11
2.10 HEALTH AND SAFETY	11
2.11 VIOLENCE IN THE WORKPLACE	11
2.12 DRUG AND ALCOHOL POLICY	12
2.13 SMOKING	15
2.14 COVID-19 WORKPLACE SAFETY	15

**SECTION 3- PAYROLL/TIMEKEEPING** **16-30**

3.0 EMPLOYEE CLASSIFICATIONS	16
3.1 ATTENDANCE	17
3.2 OVERTIME	18
3.3 MAKE-UP TIME	18
3.4 EMERGENCY CLOSINGS	18
3.5 MEALS AND REST PERIODS	19
3.6 PAYDAYS	19
3.7 WORK SCHEDULE	19
3.8 TIMEKEEPING	19
3.9 LOGGING ON TO TIME & ATTENDANCE	20



3.10	PAY WITHHOLDINGS	21
3.11	GARNISHMENTS AND TAX LEVIES	21
3.12	PAY ADVANCES	22
3.13	PAY INCREASES, BONUSSES, & PROMOTIONS	22
3.14	DISCRETIONARY BONUSSES	23
3.15	PAID TIME OFF POLICIES	24
3.16	VACATION REGULAR FULL-TIME	24
3.17	VACATION REGULAR PART-TIME	24
3.18	VACATION SCA FULL-TIME	24
3.19	VACATION SCA PART-TIME	25
3.20	HOLIDAYS	25
3.21	SICK TIME POLICIES	26
3.22	BEREAVEMENT LEAVE	27
3.23	JURY DUTY	27
3.24	TIME OFF BALANCE	27
3.25	WAITING PERIODS	28

**SECTION 4- EMPLOYEE RECORDS** **30-31**

4.0	PERSONNEL FILES	30
4.1	PERSONNEL DATA CHANGES	31
4.2	REFERENCE REQUESTS	31

**SECTION 5- EMPLOYEE RELATIONS** **31-43**

5.0	SUGGESTIONS AND QUESTIONS	31
5.1	EMPLOYEE PERFORMANCE & DEVELOPMENT	32
5.2	PERFORMANCE FEEDBACK & REGULAR COMMUNICATION	32
5.3	ANNUAL PERFORMANCE EVALUATION	32
5.4	CORRECTIVE ACTION	33
5.5	COMPLAINT RESOLUTION	34
5.6	RESIGNATION AND TERMINATIONS	35
5.7	ELIGIBILITY FOR REHIRE	35
5.8	BUSINESS ETHICS	36
5.9	CONFIDENTIALITY	36
5.10	CONFLICTS OF INTEREST	36
5.11	OUTSIDE EMPLOYMENT (MOONLIGHTING)	37
5.12	COMPUTER, EMAIL, & INTERNET USE	37
5.13	EMPLOYEE PAGE ON SABRE88.COM	39
5.14	PHONE AND MAIL SYSTEM	39
5.15	MEDIA CONTACT	40
5.16	VISITORS IN THE WORKPLACE	40
5.17	TELECOMMUTING	40
5.18	SOLICITATION	42
5.19	COMPANY-SPONSORED SOCIAL EVENTS	42
5.20	CONCLUSION	43



## Section 1- Values

### 1.0 COMPANY VALUES

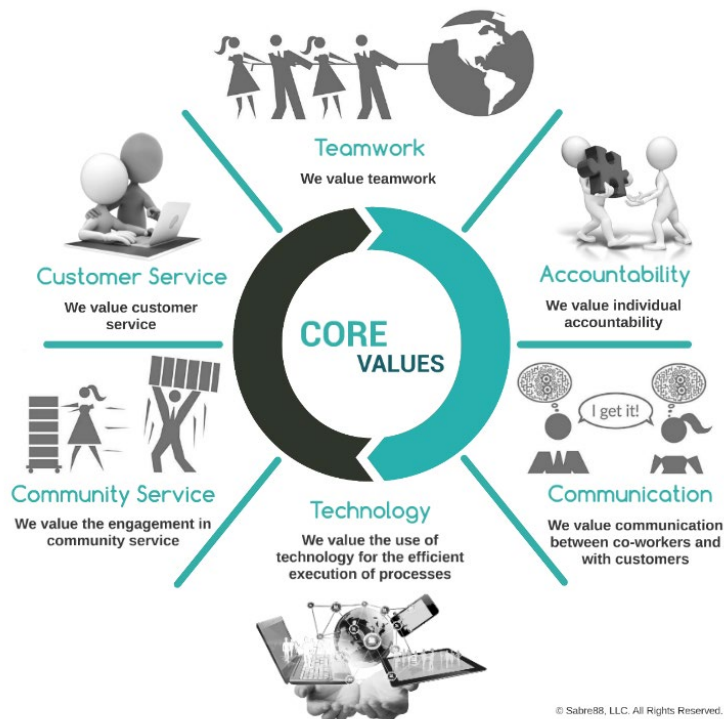
Sabre88 is dedicated to three principal standards:

1. To provide exceptional service to our customers in service to our country.
2. To do our best to ensure the well-being of our employees.
3. To grow Sabre88 in all aspects including an exceptional enterprise that benefits customers, employees, and stakeholders alike through that growth.

As a member of Sabre88's Team, you will be expected to contribute your talents and energy towards that growth as well as improving the environment and quality of Sabre88, and the services Sabre88 provides to its customers. In return, we will do our best to ensure your safety and that there are opportunities for you to grow and advance in your career.

Sabre 88 is governed by 6 core values that we hold as the foundation of all operations and the building blocks of success. An employee is expected to imitate and respond using these values in their everyday work.

1. Customer Service
2. Teamwork
3. Accountability
4. Communication
5. Technology
6. Community Service





### **1.1 INTRODUCTION TO THE SABRE88 EMPLOYEE HANDBOOK**

The Sabre88 Employee Handbook is intended to provide useful and relevant information about your employment at Sabre88. The policies explained in this handbook are not meant to hamper or restrict your efforts. Rather, the policies help coordinate our jobs, aid us in working more effectively as a team, and ensure fair treatment for all employees. If you have any questions relating to your employment that are not answered in this handbook, ask Sabre88 HR right away.

In this handbook, we have addressed the personnel and employment questions that most frequently arise; however, it is **not all-inclusive**. It merely sets forth guidelines that govern daily work activities and relationships.

It is inevitable that new policies will need to be written from time to time and old policies, other than the at-will policy, will be revised. While we reserve the right to make these changes without notice, we will strive to advise you on a timely basis of any changes affecting your employment.

### **1.2 AT-WILL POLICY**

The employment relationship between Sabre88 and its employees is an employment-at-will relationship. Employment-at-will means that either you or Sabre88 can end the employment relationship at any time for any or no reason, with or without notice and with or without cause. Although we hope that your employment will be long-term, nothing contained in any handbook, policy statement, or work rules creates or can be construed as a contract of employment between you and Sabre88, or restricts the right of Sabre88, or you, to terminate this at-will employment relationship. No Sabre88 TL or employee has the authority to enter into an employment agreement – whether explicit or implied – providing for employment other than “at will.” No statements or representations regarding your employment can alter the foregoing.

## **Section 2- Conduct**

### **2.0 EMPLOYEE CONDUCT**

To ensure successful operations and provide the best possible customer service to our clients, Sabre88 expects employees to follow rules of conduct that will protect the interests and safety of all employees and the company. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The private life of Sabre88 staff members is their concern. However, there may be situations where their personal conduct and activities outside the workplace, even if unrelated to official duties, may reflect upon the company. Sabre88 employees should be aware of the potential impact their private behavior has on the image and interests of Sabre88 and their reputation. Employees are urged to act in a manner that is consistent with Sabre88's ethical principles and conduct.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property that does not belong to the employee
- Falsification of timekeeping or other employment records
- Working under the influence of alcohol or illegal drugs
- Reporting to work impaired, even if that impairment is due to the proper use of prescription drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equivalent



- Fighting, threatening, bullying, or violence in the workplace or creating a hostile work environment
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace that is not in designated areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism
- Any absence without notice
- Unauthorized disclosure of confidential business information
- Unsatisfactory performance or conduct
- Violation of personnel policies
- An inappropriate presence on social media

These rules do not preclude the establishment of additional rules at individual Sabre88 locations and/or customer contracts but are in addition to. The above list of examples of infractions are unacceptable and may result in disciplinary action up to and including termination.

### **2.1 BENEFITS**

Healthcare benefits (medical, vision, and dental) are effective the first of the month following 30 days after your date of hire. Life insurance, short-term disability, and long-term disability are effective 90 days following your date of hire. Employees are eligible for the 401K retirement plan following one year of service. The two open enrollment periods for the 401K retirement plan occur on January 1<sup>st</sup> and July 1<sup>st</sup>. If an employee's date of hire falls after either enrollment date, then the employee will be included in the next open enrollment.

### **2.2 DIVERSITY & INCLUSION**

Sabre88 recognizes the importance of diversity. Diversity enriches our company and ultimately benefits our customers. We succeed as a company because of the uniqueness of each individual employee.

Sabre88 also recognizes that diversity without inclusion is hollow. We strive to provide an environment in which the qualities and dissimilarities that make our employees unique are recognized, respected, and valued. Our goal is to effectively unite the diversity of our employees to the mutual benefit of each other and the customers we serve.

### **2.3 EEO/AFFIRMATIVE ACTION & ANTI-DISCRIMINATION**

Sabre88 is an Equal Employment Opportunity (EEO) and Affirmative Action Employer. To provide equal employment and advancement opportunities to all individuals, employment decisions at Sabre88 will be based on merit, qualifications, abilities, and other legitimate business reasons as determined solely by Sabre88. Sabre88 does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, ancestry, marital status, national origin, age, gender, gender identity or expression, sexual orientation, domestic partner status, veteran's status, disability, medical conditions, or any other characteristic protected under federal and state law or local statutes. Sabre88 also prohibits unlawful discrimination based on the perception that anyone has any of the above characteristics, or is associated with a person who has or is perceived as having any of the above characteristics. All such discrimination is unlawful. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is





obligated to immediately bring these issues to the attention of Sabre88 HR. Employees can raise concerns and report issues or problems without fear of reprisal. Anyone found to be engaging in any violation of this policy will be subject to disciplinary action, up to and including termination.

#### **2.4 SEXUAL & OTHER HARASSMENT**

Sabre88 is committed to maintaining a work environment that is free of harassment. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any manager, co-worker, client, supplier, vendor, independent contractor, or visitor. Similarly, we will not tolerate any employee's harassment of persons seeking employment with Sabre88, or harassment of our clients, suppliers, vendors, visitors, independent contractors, or anyone else who conducts, attempts to conduct or is solicited for business with Sabre88.

Sabre88 is committed to providing a workplace that is free from sexual harassment, as well as unlawful harassment based on ancestry, race, color, marital status, medical condition, mental disability, physical disability, pregnancy, childbirth or related medical conditions, national origin, religious creed, gender, sexual orientation, gender identity, or any other basis protected by federal, state, or local law, ordinance, or regulation. Sabre88 also prohibits unlawful harassment based on the perception that anyone has any of the above characteristics, or is associated with a person who has or is perceived as having any of the above characteristics. All such harassment is unlawful.

Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. It is harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to, or rejection of, the conduct is used as the basis for an employment decision; and/or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

“Harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Examples of types of unlawful harassment include:

- Verbal Conduct such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes, persistent requests for dates, or unwanted sexual advances, invitations, or comments.
- Visual Conduct such as derogatory cartoons, pictures, photographs, drawings, or gestures.
- Physical Conduct such as assault, blocking normal movement, or interference with work directed at an individual because of his or her gender or other protected basis.
- Threats and demands to submit to sexual requests in order to keep a job or to avoid some other loss, as well as offers of job benefits in return for sexual favors.
- Retaliation for having reported harassment.

Sabre88 policy prohibits harassment whether or not it meets the legal definition of harassment.

#### **2.5 HARASSMENT COMPLAINT PROCEDURES**

All employees are responsible for helping to ensure a workplace free of harassment. If an employee feels he/she has been subjected to any form of harassment, the employee should clearly tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome and offensive, and they should stop immediately. Also, an employee who has experienced or witnessed harassment must immediately report the incident to Sabre88 HR.



Any supervisor, team lead, or manager who becomes aware of alleged incidents of harassment must immediately report the incident or refer any complaint to Sabre88 HR. Retaliation against any employee for reporting a problem, filing a good faith complaint, bringing inappropriate conduct to Sabre88's attention, or participating in an investigation or proceeding is strictly prohibited.

It is Sabre88's policy to investigate all reports or complaints of harassment thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment in violation of this policy occurred, Sabre88 will take appropriate remedial/corrective action, up to and including discharge of the offending party.

Co-workers can be held personally responsible for sexual harassment, meaning their personal assets are at risk. This policy prohibits harassment and discrimination in the workplace, in any work-related setting, including during business meetings and business-related social events.

## **2.6 RETALIATION**

Sabre88 policy prohibits any retaliation against an employee for:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Employees should contact Sabre88 HR directly with any questions regarding this policy.

## **2.7 AMERICANS WITH DISABILITIES ACT (ADA): REASONABLE ACCOMMODATION**

Sabre88 is committed to complying fully with applicable disability laws and ensuring equal opportunity in employment for qualified persons with disabilities. Sabre88 is committed to taking all other actions necessary to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Any applicant or employee who requires accommodation in order to perform the essential functions of the job should contact Sabre88 HR and request such accommodation. Sabre88 may require a Physician's Certification to verify the requested need for reasonable accommodation.

The individual with the disability should specify what accommodations he/she requires in order to perform their job. Sabre88 will then engage in an interactive process with the employee to identify possible reasonable accommodations, if any, that will enable the employee to perform the essential functions of the job. If the accommodation is reasonable and will not impose an undue hardship, or is not otherwise exempted by law, Sabre88 will use its best efforts to provide the accommodation.

## **2.8 GIFT GIVING**

Please be aware that many contracts prohibit gift giving to and receiving from customers. Please consult your Sabre88 TL/PM if you have any questions about this.



## **2.9 PERSONAL APPEARANCE**

Employees should remember that they are representatives of the company and that a well-groomed, business-like appearance is an asset to the company and themselves.

During business hours or when representing Sabre88, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

If Sabre88 HR or your Sabre88 TL believes your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult Sabre88 HR if you have questions as to what constitutes appropriate appearance.

## **2.10 HEALTH AND SAFETY**

To make Sabre88 a safe place to work, we need every employee's cooperation. Help yourself and others by reporting unsafe conditions or hazards immediately to your manager or Sabre88 TL as well as Sabre88 HR so that proper action may be taken. Pay attention to safety rules presented to you via posters, signs, discussions with your manager/Sabre88 TL, work site rules, and regulations. Always keep safety in mind as you perform your job or as you learn a new one. Immediately report any on-the-job injury or illness to Sabre88 HR, regardless of how minor it may seem. In the event that an on-the-job injury or illness happens, assist your manager/TL in completing an incident report. Also, report to Sabre88 HR prior to returning to work after sustaining any personal or on-the-job injury or illness.

## **2.11 VIOLENCE IN THE WORKPLACE**

Sabre88 does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer or government property or property of another employee
- Possessing a weapon while on company property or while on company business
- Committing acts motivated by, or relating to, sexual harassment or domestic violence

### **2.11.1 Reporting Procedures**

Any potentially dangerous situation must be immediately reported to a supervisor or the HR department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

Although Sabre88 does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the HR department and the team lead if any employee exhibits behavior that could be a sign of a potentially dangerous situation.

Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Showing sudden or significant deterioration of performance



- Displaying irrational or inappropriate behavior

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

### **2.11.2 Dangerous/Emergency Situations**

If an employee is confronted with an active gunman in the workplace, we would like our employees to be as prepared as possible. Each team office will have a specific plan tailored to their environment. If you have questions about this plan, please talk to your team lead. If faced with this situation, most experts recommend teaching people to run, hide, or fight—in that preferred order. The first step is to assess the situation and remain calm. If the employee feels there is a clear exit, leave the building and run to safety. If they don't believe they can get out safely, find a place to hide. If they are in the hallway, run into a room. If they are in a room, lock and barricade doors if possible. Silence phones, TVs, or any other device making noise or that could make noise. If the employee can't hide and is exposed, they should pick up whatever is nearby -chairs, books, fire extinguishers- and throw it at the assailant. Acting against the shooter should be the very last resort when the employee's life is directly in danger. When the shooter is at close range and fleeing is not an option, the chance of survival is much greater if the employee tries to incapacitate him/her. Call 911 when it is safe to do so. If it is unsafe to speak, leave the line open so the dispatcher can hear what is happening.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

*\*Information is taken from the Department of Homeland Security/OSHA*

## **2.12 DRUG & ALCOHOL POLICY**

### **2.12.1 Employee Assistance**

Sabre88 will assist and support employees who voluntarily seek help for drug or alcohol problems so long as such assistance is sought before the employee is subject to discipline or termination under this or other policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, alcohol or prescription medication. This policy does not prohibit employees from the lawful use and possession of prescribed medications (federal, state, and local rules must be taken into consideration<sup>2</sup>). Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

---

<sup>2</sup> Employees must not permit any drug use to interfere with the obtaining or maintaining of their security clearance if they possess one.



### **2.12.2 Work Rules**

1. Whenever employees are working, are operating any Sabre88 or government vehicle, are present on their worksite premises, or are conducting company-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Sabre88 will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist and be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### **2.12.3 Reasonable Suspicion**

Employees are subject to testing based on (but not limited to) observations by at least two employees of apparent workplace use, possession or impairment. Sabre88 HR should be consulted before sending an employee for testing. Management must document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor, or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted, or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*

### **2.12.4 Post-Accident**

Employees are subject to testing when they cause or contribute to accidents that seriously damage a vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief (at the discretion of management) will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.*



#### **2.12.5 Collection and Testing Procedures**

Employees subject to alcohol testing will be transported to a designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a designated testing facility and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone, and propoxyphene use. (This list is not exhaustive. What drugs and how many are tested for are at the employer's discretion.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

#### **2.12.6 Consequences**

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record, and any state law requirements, Sabre88 may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Sabre88 for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

#### **2.12.7 Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

#### **Inspections**



Sabre88 reserves the right to inspect all portions of its premises. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

#### **2.12.8 Crimes Involving Drugs**

Sabre88 prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting company business. Sabre88 employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Sabre88 reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's record with Sabre88.

#### **2.12.9 Definitions**

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased, or managed by Sabre88 or any site on which the company is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

#### **2.13 SMOKING**

Smoking is prohibited throughout the workplace, as required by law. This policy applies equally to all employees, customers, and visitors. This includes the use of tobacco products, electronic smoking devices, and e-cigarettes except in designated areas.

#### **2.14 COVID-19 WORKPLACE SAFETY**

President Biden signed Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, ("the order") on September 9, 2021. The order ensures that parties who contract with the Federal Government provide COVID-19 safeguards in workplaces with individuals working on or in connection with a Federal Government contract. As a result, Sabre88 employees must be fully vaccinated against COVID-19 and show proof of it by Jan. 4, 2022, unless they are granted an accommodation exemption. "Fully vaccinated" means two weeks after the second dose of the two-dose vaccine or two weeks after the first dose of the single-dose only vaccine. All new employees hired after January 4, 2022, must be fully vaccinated by their start date and show proof during the onboarding process.



Sabre88 may be required to provide an accommodation to employees who communicate to HR that they are not vaccinated against COVID-19 because of a disability (which would include medical conditions) or because of a sincerely held religious belief, practice, or observance. Sabre88 will review and consider what if any, accommodation it must offer. Requests for “medical accommodation” or “medical exceptions” will be treated as requests for a disability accommodation. The employee should request the accommodation form from their HR representative and then return it as soon as possible. New employees after January 4, 2022, who would like to request an accommodation, should fill out the form with their other onboarding paperwork and let their HR representative know immediately.

Sabre88 contract employees are required to conform to the following workplace safety protocols:

1. COVID-19 vaccination of employees, except in limited circumstances where an employee is legally entitled to an accommodation;
2. Compliance by individuals (including employees and visitors) with the Guidance related to masking and physical distancing while in covered contractor workplaces; and
3. Designation of a person or persons to coordinate COVID-19 workplace safety efforts at covered contractor workplaces”

A “covered contractor workplace” is defined as “a location controlled by a covered contractor at which any employee of a covered contractor working on or in connection with a covered contract is likely to be present during the period of performance for a covered contract.” Thus, covered workplaces can extend beyond the parts of a building or campus where employees directly work “on or in connection with” a covered federal contract. Per the Task Force:

- The Guidance applies to indoor and outdoor workplace locations.
- The Guidance applies to all buildings and sites within a campus of work locations — and floors and areas of a given building or work location — where individuals may “come into contact with a covered contractor employee during the period of performance of a covered contract.” This includes “interactions through the use of common areas such as lobbies, security clearance areas, elevators, stairwells, meeting rooms, kitchens, dining areas, and parking garages.”

However, a “covered contractor workplace” does not include an employee’s personal residence.

All Sabre88 employees need to be vaccinated against COVID-19 regardless of whether or not they work on contract or in the back office or remotely. Sabre88 employees who are remote or do not work in a covered contractor workplace are to be vaccinated but do not have to adhere to the other COVID-19 safety obligations including those related to masking and physical distancing. If a contractor is working in a covered contractor workplace, they will need to follow all safety obligations. Back Office employees working in the Newark office will adhere to the current office requirements at the time which will be communicated by the CEO.

## **Section 3- Payroll/Timekeeping**

This section of the handbook covers some basic payroll procedures such as payday, timekeeping, overtime, and more. Please consult your Sabre88 HR for additional information regarding payroll procedures.

### **3.0 EMPLOYEE CLASSIFICATIONS**

Sabre88 intends to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the





employment relationship at will at any time is retained by both the employee and Sabre88.

Each employee is designated as either **Non-exempt** or **Exempt**.

### **3.0.1 Non-Exempt**

Non-exempt employees are hourly or salaried employees who, by the nature of their duties are covered by state and federal overtime laws. Non-exempt employees are entitled to an overtime premium in accordance with federal law and the state in which they work. Compensatory time off may not be taken in lieu of overtime.

### **3.0.2 Exempt**

There are a variety of Exempt employees under federal and state law; however, in general, Exempt employees are “executive,” “professional,” or “administrative” employees (including employees in certain computer-related positions) whose work duties exempt them from the overtime provisions of federal wage and hour laws and the laws required by the state in which they work.

Each employee is also designated **full-time** or **part-time**.

### **3.0.3 Regular Full-Time**

Regular full-time employees are those who are regularly scheduled to work 40 hours per week. These employees are eligible for benefits. Working less than 40 hours per week for four (4) consecutive weeks will result in loss of eligibility for benefits and classification of Part-time. However, Sabre88 management reserves the right to move an employee to part-time at any point based on hours worked.

### **3.0.4 Regular Part-Time**

Regular Part-Time employees are those who are regularly scheduled to work less than 40 hours per week. These employees are not eligible to receive benefits.

\* To be classified as full-time for the ADA (Americans with Disabilities Act) you must work a minimum of 30 hours per week even though Sabre88 company policy is a minimum of 40 hours per week to be considered full-time.

### **3.0.5 Temporary Full-Time/Part-Time**

Temporary employees are hired for a specific period to help with a particular business need. They can work full-time or part-time but they are not eligible to receive benefits.

For more information, please contact Sabre88 HR.

## **3.1 ATTENDANCE**

Each employee is required to be punctual and consistent in reporting to work. Dependability is an essential part of providing a service to our customers and will be taken into consideration during probationary periods and performance evaluations.

Employees are expected to be at their respective workstations, ready to begin work at the start of each shift. Failure to meet this requirement without pre-approval may be considered “chargeable against attendance.” In addition to being late or absent, failure to provide notification will be considered an additional violation. Your manager or Sabre88 TL must approve or deny requests for time off regardless of the employee’s available PTO balance. The requirements outlined in this policy apply regardless of whether the employee uses PTO or takes unpaid time off as a last resort.

Examples of attendance violations include, but are not limited to, the following:



- **Time off without pre-approval:** calling in late, sick, or absent, or leaving early without advance notice of at least one day or more (except for employees authorized to leave due to workload); taking time off when the request for time off has been denied. If an employee uses sick time for more than two consecutive days, the employer may require reasonable documentation such as a note from a doctor.
- **Failure to provide notification:** failure to notify your manager, Sabre88 TL, or Sabre88 management (as well as the customer) of tardiness or absence before the shift start time for each day the employee will be late or absent (unless authorized in advance); failure to provide a doctor's note (when requested) certifying the need for time off and/or releasing the employee to return to work
- **Job Abandonment:** leaving work during the workday or before the end of the scheduled shift without providing notification
- **No call / No show:** absence of one workday without proper notification – in this case, the employee is considered to have voluntarily terminated his or her employment.

Poor attendance and excessive tardiness are disruptive and can negatively impact our ability to service our customers. Any absenteeism, tardiness, or failure to comply with the requirements as outlined in this policy will result in corrective action, up to and including termination.

### 3.2 OVERTIME

Overtime requires approval from Sabre88 TL AND Human Resources. Overtime is not standard and may require approval from the federal government depending on your work location/contract. **Overtime that is not pre-approved by a Sabre88 TL and Human Resources in writing is considered unauthorized overtime and subject to discipline.** Although an employee is subject to discipline for working unauthorized overtime, the employee will be paid for the time worked.

Overtime applies to Non-exempt employees only and will be compensated based on the appropriate federal and state overtime laws. Holidays, PTO/Vacation, and any other forms of compensated time off are not included in weekly and/or daily hours used to determine overtime eligibility.

### 3.3 MAKE-UP TIME

Make-up time allows for employees to take time off and then make up the time later in the workweek, or work extra hours earlier in the workweek to make up for time that will be taken off later in the same workweek. This must take place within the same pay period. Make-up time must be approved by Sabre88 TL AND Human Resources.

### 3.4 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

For Back Office employees in emergencies in which some employees are concerned for their safety, management may advise their departments that the office is not officially closed but anyone may choose to leave if they feel uncomfortable. Exempt employees will be paid for a normal full day but are expected to complete their work at another time. If the office is closed at the beginning of the workday, an exempt employee can telework if available. If they cannot telework, they will not be paid for the day. Employees may request available paid time off, or in many cases, may request authorization to "make-up" missed hours (See [Make-Up Time Policy](#))

For contracted employees, if their work site is closed, an employee may be able to telework if available. If no telework is available, they can take paid time off, take unpaid time or make the hours up during that workweek. Sabre88 management is responsible for making the final decision.



### **3.5 MEALS AND REST PERIODS**

Non-exempt employees, depending on the state in which they work, may be required to take one 30-minute (minimum), unpaid, uninterrupted meal break, as well as periodic paid rest periods. Employees are relieved of all work duties and the employee is required to take a completely uninterrupted break and record the time they started and stopped the break. Your manager, Sabre88 TL, or Sabre88 HR will provide this information – if you have not received notice of requirements for your worksite, please contact Sabre88 HR immediately.

### **3.6 PAYDAYS**

Sabre88 works hard to ensure that employees receive the correct amount of pay on their paychecks and that employees are paid promptly on the scheduled payday, which is five days following the last day of the pay period for which payment is due. **Please report any paycheck errors immediately to Sabre88 HR.**

Employees are paid every other Friday (i.e., every two weeks) for work performed during the previous two workweeks. For payroll purposes, a workweek starts on Mondays and ends on Sundays at midnight. In general, there are a total of 26 pay periods per year. If a regularly scheduled payday falls on a federal holiday, employees will receive pay on the business day preceding the regularly scheduled payday.

The preferred method of payment is direct deposit, which can be set up at the time of hire by submitting a Direct Deposit Authorization Form and a copy of a voided check.

### **3.7 WORK SCHEDULE**

Work schedules for employees vary throughout the company. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. In general, however, employees are expected to keep a regular and reliable work schedule unless otherwise agreed upon with management.

### **3.8 TIMEKEEPING**

Sabre88 uses an electronic timesheet or timecard that must be completed each day after all hours are worked. This produces an official record of hours worked and is used to calculate both compensation and Sabre88's invoices to the customer. We currently use the Paychex Time and Attendance system and a welcome email will be sent to new employees with the login information before their first day. The web address is <https://myapps.paychex.com/>. Employees are personally responsible for preparing and submitting their timesheets accurately and on time – i.e., your paycheck cannot be accurately prepared without your cooperation.

Your timesheet is also a record that is regulated by various government agencies, including the Defense Contract Audit Agency ("DCAA"), to which Sabre88 is required to submit copies of your timesheet in response to routine audits. This is one of many reasons the daily completion and integrity of your timesheet are extremely important. Any falsification of timesheets is considered theft (i.e., of time) and will be treated as a serious offense. Examples of violations include, but are not limited to the following: (1) altering, falsifying, or tampering with time records; (2) recording time for another employee; or (3) signing in or out for another employee.

For the reasons outlined in this policy, all employees must record all hours worked and/or the hours they are requesting for paid time off. Timesheets should be completed and **"submitted"** every day after all work hours have been performed. Timesheets should be **"Approved"** to verify accuracy by the close of business at the end of the employee's workweek. Timesheets should be approved by the Team Lead/Manager by the end of the day on Friday or by the end of the employees' workweek.

Please note: The process of **"Approving" (i.e., signing)** timesheets for payroll should be done on the last day worked in the pay period. There is a difference between "Submitting" your



timesheet (which is to be done daily) and “Approving ” your timesheet, which is done once per week after all hours have been worked. In addition, employees are not permitted to work overtime (i.e., hours over their regularly scheduled workweek) without pre-approval and **written confirmation** from both the Sabre88 TL and Sabre88 HR. (See Overtime section)

In general, employees should keep a consistent schedule as agreed upon with the customer and the Sabre88 TL– e.g., 8 hours a day, 40 hours a week. Whenever possible, if you begin work five minutes late, you should work five minutes past your normal cut-off time to complete your 8 hours. In rare circumstances, however, it may be necessary to record a fraction of an hour on your timesheet. If you must record a fraction of an hour, please use the following rounding schedule. Abuse of this schedule, including failure to keep a regular and reliable work schedule, will be cause for disciplinary action.

### 3.8.1

Minutes	Equivalent
0 to 5 Minutes	.0 Hours
6 to 11 Minutes	.1 Hours
12 to 17 Minutes	.2 Hours
18 to 23 Minutes	.3 Hours
24 to 29 Minutes	.4 Hours
30 to 35 Minutes	.5 Hours
36 to 41 Minutes	.6 Hours
42 to 47 Minutes	.7 Hours
48 to 53 Minutes	.8 Hours
54 to 59 Minutes	.9 Hours

Because your timesheet is an integral part of Sabre88’s business operations (e.g., it affects billing, your paycheck, Sabre88’s response to government audits – such as the DCAA, and more), the requirements outlined in this policy are strictly enforced – this is a zero-tolerance policy\*. Violations of this policy will result in disciplinary action, up to and including termination of employment; violations include but are not limited to (1) failure to complete timesheets daily and/or submit timesheets accurately and timely, (2) falsification of timesheets, and/or (3) unauthorized overtime.

### 3.9 LOGGING ON TO TIME & ATTENDANCE

New employees will receive an invitation to access the Paychex Flex platform and will be required to set up a username and password by clicking [Sign up](#) as seen below. You will be asked for personal information to create your account.

#### 3.9.1

The image shows a screenshot of the Paychex Flex login interface. At the top, there is a blue banner with the text "PAYCHEX FLEX" in white. Below this banner is a white rectangular box with a blue border, which contains the login form. The form has two input fields: "Username" and "Password". Below the "Password" field is a grey button labeled "Sign In". At the bottom of the white box, there are two links: "Forgot Username or Password?" and "New to Paychex Flex? Sign up".



**3.9.2**

Once the setup is completed, you will be taken to the Paychex Flex Sign In screen as seen at 3.9.1, page 20. The address is:

**3.9.3**

If you have any questions, please contact Human Resources.

**3.10 PAY WITHHOLDINGS**

The law requires Sabre88 to make certain withholdings from every employee's compensation. Among these are applicable federal and state income taxes. Sabre88 also must withhold Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." As required by law, Sabre88 matches the amount of Social Security taxes paid by each employee.

Sabre88 offers benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefits if they wish to enroll in such benefits.

**3.11 GARNISHMENTS AND TAX LEVIES**

Garnishments and tax levies are attachments or withholdings to an employee's pay for an unpaid debt. Sabre88 is required by law to withhold wages due when a garnishment or tax levy has been served on Sabre88.



### 3.12 PAY ADVANCES

Sabre88 does not provide pay advances and/or loans.

### 3.13 PAY INCREASES, BONUSES, & PROMOTIONS

Most pay increases, bonuses, and promotions take place around the time of, and are based on the results of, the annual Performance Evaluation, as well as company, team, and individual profitability. Again, salary adjustments, merit increases, bonuses, promotions, and other rewards are at the sole discretion of and are not automatic nor guaranteed by Sabre88, they are not based on length of service, or cost of living, and are often subject to contract and/or labor category requirements. As stated above, however, the company desires to reward employees for excellent performance whenever possible and as often as possible.

- Pay Increases – Employees are eligible for pay increases and bonuses upon the end of their anniversaries contingent upon performance, contract terms, and available funding. In general, pay increases at the time of the annual Performance Review average between 0% to 3% depending on performance rating. A performance evaluation does not always result in an automatic salary increase; it is based on multiple factors. For outstanding work over and above regular duties over the course of the year, SCA employees may receive a bonus instead of an increase as their hourly rate remains the same until a new wage determination is provided by the contracting officer. In general, the scale is as follows:
  - “Below Expectations”- 0% increase
  - “Meets Expectations”- 1%-2% increase
  - “Exceeds Expectations”- 2%-3% increase
  - “Exceeds Expectations by Far”- 3% increase
- Performance bonuses – Employees are eligible for a bonus if their performance is deemed above and beyond their normal scope of duties. Your Manager/TL will do his/her best to help you earn a high percentage of your bonus; however, your final score is ultimately up to you based on exceeding factors such as your attendance (coming to work all expected hours without utilizing any leave without pay), performance, productivity, customer focus based on our rating in the exceptional Contractor Performance Assessment Reporting System (CPARS). Each employee’s performance should aspire for an exceptional rate.), and adherence to the Sabre88 core values. Employees are not eligible for bonuses until they complete one full year of service, and in many cases, must also complete a minimum number of hours worked (1,920) to be eligible for bonus consideration.
- For contracted employees, overall performance on a contract (CPARS) will be a major factor in an employee’s pay increase and bonus.
- Promotions – Whenever possible, your Manager/Sabre88 TL will work to promote an employee who does exceptionally well into a new labor category (i.e., a higher pay grade). Requirements for promotion include, but are not limited to, the following:
  - ✓ Employee demonstrates full adherence to Sabre88 core values
  - ✓ Employee has top ratings in all categories on the performance review
  - ✓ A higher labor category exists and is available
  - ✓ Employee qualified for the available labor category- i.e., possesses the minimum number of years of experience and appropriate skill levels as well as meets all education and certification requirements. These requirements are based on pre-determined labor categories.

Please keep in mind that salary and bonus information is considered proprietary and confidential; therefore, this policy only covers basic information. Specific discussions regarding opportunities for promotion should be discussed directly with your Manager/TL. Your Manager/TL will provide information regarding education requirements, minimum years of experience, and any other criteria used to determine eligibility for promotion.



While not anticipated, all employees should also be aware that decreases in compensation may also be made at the discretion of the company.

No final or effective decision regarding salary and wage adjustment may be made by a supervisor alone. Such changes can only be made with the written approval of your Manager/Sabre88 TL, the CEO, and Sabre88 HR. Wage increases will not become effective until all written approvals have been received. Employees should not assume that any wage increase will be implemented without all approvals.

### **3.14 DISCRETIONARY BONUSES**

A discretionary bonus may be given to Sabre88 employees as a special and immediate recognition and reward for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities. A discretionary bonus does not increase base salary nor serve as a means to give a larger annual increase. This bonus is given at the discretion of management. There is no guarantee or promise to pay a staff member a discretionary bonus. Examples of situations where a discretionary bonus may be given include significant contribution and/or substantial accomplishment associated with:

- Major projects or initiatives
- Significant cost saving or cost avoidance realized beyond normally expected or established standards
- Extraordinary effort during times of critical department need (e.g., meeting a critical deadline that could otherwise have an adverse impact on critical business operations or customer)
- Contribution that clearly and significantly impacts the accomplishment of important and critical business operational goals, deliverables, and/or timeline

#### **3.14.1 A discretionary bonus is not appropriate for:**

- Outstanding or excellent performance of ongoing, normal, or regular job duties and responsibilities as well as achievements that may be reasonably expected from a staff member. These should be recognized as part of the annual performance and salary review process
- Staff effort or work time that has no significant impact on a major project or initiative, or critical business need
- Recognizing a staff member's long-term service, loyalty, or commitment
- Accomplishment of personal and career goals, skills and competencies, professional degree, certification, and registration

#### **3.14.2 Eligibility**

- A staff member must be in active employment status (non-terminated, full or part-time) at the time the discretionary bonus is awarded.
- A staff member should have received no disciplinary actions in the past six months, including verbal warnings.
- A staff member may not be rewarded twice for the same achievement.
- A staff member may be eligible for a discretionary bonus provided the following performance standards are met:
  - Significant and outstanding contribution and effort well beyond normal expectations and day-to-day responsibilities
  - Contribution is regarded as major, key, or vital
  - Extraordinary effort to meet quality and quantity requirements while meeting the essential requirements and performance standards of the regular job

#### **3.14.3 Procedures**



- A discretionary bonus must be made as a one-time payment and must not be added to a staff member's base salary.
- Management must consult with human resources when considering a discretionary bonus to staff to ensure compliance with applicable laws and regulations and compliance with established university guidelines.
- Appropriate documentation for the discretionary bonus must be in writing and must include the following information:
  - Brief and specific description of the accomplishment or contribution
  - Date or timeframe of contribution or event
  - Discretionary bonus amount
- Management must ensure that funds are available and must observe their formal recommendation and approval process.

**3.15 PAID TIME OFF (PTO) POLICIES**

Paid time off (PTO) is a benefit Sabre88 provides employees that allows them to receive payment for the time they take off work. For this purpose, PTO includes Vacation, Sick, Holidays, Bereavement, Jury Duty

**3.16 VACATION REGULAR FULL-TIME**

The vacation policy applies to exempt and non-exempt full-time employees who do not fall under an SCA contract. Vacation time is based on the calendar year, January through December. Employees will also be able to carry over 40 hours of unused vacation from one year to the next. After December 31st, any unused vacation time above 40 hours will be lost, and there will be no extensions or payout of any unused vacation time unless required by state law. When in accordance with state law, Sabre88 will pay out accrued unused vacation time when an employee's employment ends. The donation of vacation time will be reviewed on a case-by-case basis.

Sabre88 provides employees with vacation time on a biweekly basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service at Sabre88 **and begins as of his or her employment anniversary date.** Employees accrue vacation time as follows:

**3.16.1 Regular Full-Time Accruals**

Years of Service	Biweekly Accrual Rate	Annual Vacation
Years 0-1	3.076 Hours	80 Hours
Beginning year 2 anniversary	3.692 Hours	96 Hours
Beginning year 3 anniversary	4.615 Hours	120 Hours
Beginning year 6 anniversary	6.153 Hours	160 Hours

Sabre88 will not advance employees' vacation time. Paychex Time and Attendance will be the sole source for information regarding time and time off balances.

**3.17 VACATION REGULAR PART-TIME**

Employees working fewer than 40 hours per week are classified as "part-time", and do not accrue vacation days.

**3.18 VACATION SCA FULL-TIME**

The SCA (Service Contract Act) applies to contracts entered into by the federal government and District of Columbia agencies in which the principal purpose of the contract is to furnish services in the U.S. through the use of service employees. Under the SCA, covered employers must pay the prevailing union wages and benefits in the locality—as determined by the U.S. Department of Labor





(DOL) in a wage determination—to employees even when the workplace is not unionized. Employees who fall under an SCA contract are entitled to a standard number of paid holidays, paid time off, and a Health and Welfare wage as per their specific contract's wage determination. According to the SCA, vacation time does not have to be given to an employee during their first year, **however, Sabre88 does give vacation time in the first year.** For the first year only, use of vacation time will reduce an employee's Health and Welfare wage. Sick time will reduce the Health and Welfare wage. The Health and Welfare wage will also be reduced if an employee takes the Sabre88 medical, dental, and/or vision benefits, bereavement time, or any other benefits Sabre88 offers. Employees will be required to use the SCA-required vacation prior to the next anniversary date. All additional vacation given at the discretion of Sabre88 will be subject to our use-or-lose policy.

SCA accruals start and end on an employee anniversary date and are not subject to the calendar year option. Employees and TL should manage SCA PTO with this in mind because carry forward is not permitted on SCA contracts.

### 3.18.1 SCA Full-Time Accruals

SCA Years of Service	Biweekly Accrual Rate	Annual Vacation
1 <sup>st</sup> Anniversary	3.076 Hours	80 Hours
10 <sup>th</sup> Anniversary	4.615 Hours	120 Hours
15 <sup>th</sup> Anniversary	6.153 Hours	160 Hours

### 3.19 VACATION SCA PART-TIME

Vacation to temporary and part-time SCA employees working an irregular schedule of hours may be discharged by paying such employees a proportion of the vacation benefits due to full-time employees based on the number of hours the employee worked in the year preceding the employee's anniversary date of employment. Part-time employees will be provided with a proportionate amount of the vacation due to full-time employees. Examples: Full-time employees are due two weeks of vacation (80 hours) based on 40 hours for one week of work. Whereas, a part-time employee works a regularly scheduled workweek of 20 hours per week. The part-time employee is due one-half the hours ( $20/40 = 1/2$ ) due to the full-time employee's paid vacation, based on working half the time the full-time employee works.

### 3.20 HOLIDAYS

#### 3.20.1 Federal Holidays All Full-Time Employees

Full-Time employees *Regular and SCA* are granted 11 federal holidays annually. See the chart below for a list of holidays and dates. Employees will not be entitled to holiday pay when the employee is on unpaid leave of absence when the holiday occurs.



### 3.20.2 Federal Holidays

Date	Holiday
Monday, January 1	New Year's Day
Monday, January 15	Birthday of Martin Luther King, Jr.
Monday, February 19*	Washington's Birthday (Presidents Day)
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veteran's Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

\*This holiday is designated as "Washington's Birthday." Though other institutions such as state and local governments and private businesses may use other names, it is Federal policy to always refer to holidays by the names designated in the law.

### 3.20.3 Federal Holidays Part-Time

Part-time employees are not eligible for holiday pay. However, an employee may choose to switch a work day that will fall on a holiday to an alternate day during the same week.

### 3.20.4 Holiday SCA Part-Time

Holiday to part-time employees working an irregular schedule of hours may be discharged by paying such employees a proportion of the holiday benefits due to full-time employees based on the number of hours each such employee worked in the workweek prior to the workweek in which the holiday occurs.

### 3.21 SICK TIME POLICIES FULL-TIME

Each year full-time employees are given 16 hours of sick time per year per company policy at their start date. If the employee resides in a state that is governed by sick leave law, Sabre88 complies with that law and will add hours to the 16 given until it reaches the threshold established by the state law. Sick leave hours are given in bulk at the start of the year. Unused sick time will not carry over at the end of the year or be paid out when an employee leaves the company. SCA contracts may differ from Sabre88's internal policy, therefore an SCA employee will be granted 56 hours annually, or as required by the wage determination. Please see below for a list of sick time hours by state.



### 3.21.1 Sick Time By State

State Required	Sabre88	Granted Annually
Georgia	0	16 Hours
Illinois	40	16 Hours
Maine	40	16 Hours
Massachusetts	40	16 Hours
Michigan	40	16 Hours
Missouri	0	16 Hours
New Jersey	40	16 Hours
New York	40	16 Hours
Pennsylvania	0	16 Hours
Washington, DC	40	16 Hours
Virginia	0	16 Hours

### 3.21.2 Sick Time Part-Time

Employees working less than 40 hours per week and therefore classified as “part-time”, do not accrue sick time. However, if part-time employee resides in a state with a sick leave law, the employee will accrue 1 hour for every 30 hours worked. Second, if an employee works on an SCA contract, the employee will be granted up to 56 hours annually.

### 3.22 BEREAVEMENT LEAVE

Full-time employees may take up to 24 hours of paid time off in the event of the death of a member of the employee’s immediate family or a relative living in the employee’s household. For this purpose, immediate family is defined as a spouse, parents, grandparents, children, siblings, domestic partner, and the parents, grandparents, children, and siblings of your spouse or domestic partner. Additional time may be granted, either as leave without pay, or days used from the employee’s vacation time.

### 3.23 JURY DUTY

Sabre88 recognizes the obligation of its employees to serve on jury duty. If an employee is called for jury duty, Sabre88 offers 16 hours of paid time off to fulfill this obligation. Employees are required to submit jury duty summons as documentation of jury service. The employee’s manager/TL and the program manager should be notified as soon as possible after receiving a jury summons.

Employees are generally expected to work on any day on which their attendance in court is not required or when they are released before the end of his/her work time. Exempt employees may be required to perform duties once their day of jury duty service has ended, depending on the need. Employees called for jury duty must provide Sabre88 with copies of the summons and notice of completion of jury service.


### 3.24 TIME OFF BALANCES

Paychex is the official publication of leave balances. You may locate your time off balances at



### 3.24.1 Time Off

**Time Off**  
[Summary](#) [Requests](#) [Accrual History](#)



**Time Off Requests**  
Everybody needs some time off. Get started with your request below, and check back periodically for status changes.

[Request Time Off](#)

**Time Off Balances**

Type			Available Balance
Vacation			67.50 hours ^
Accrued	Used	Available	
61.53h	80.00h	67.50h	
Bereavement			24.00 hours v
Floating Holidays			0.00 hours v
Jury Duty			16.00 hours v

### 3.25 WAITING PERIOD

Newly hired full-time employees will be required a waiting period of 90 days before the start of vacation accrual. For other benefits such as medical, dental, and vision insurance, there is a waiting period is 30 days following the employee’s date of hire. These benefits will start on the first of the month following 30 days. For life insurance, long-term, and short-term disability, the waiting period is 90 days from the date of hire. For 401(k), the waiting period is 1000 hours or 6 months. The 401(k) enrollment periods are January 1st and July 1st. Employees will be enrolled on January 1<sup>st</sup> or July 1<sup>st</sup> after 1,000 hours or 6 months of employment.

### 3.26 BENEFIT ELIGIBILITY

To be eligible for Medical, Dental, Vision, Short-Term, Long-Term Disability and Life Insurance, and 401K, employees must meet the eligibility requirements as list in Table 3.26.1.

#### 3.26.1

Benefit	Eligibility	Wait Period
Medical	25 hours weekly	30 days
Dental & Vision	40 hours weekly	30 days
Short-Term, Long-Term Disability & Life Insurance	40 hours weekly	90 days
401K Profit Sharing Plan	1000 hours or 6 months	Enrollment periods January 1 <sup>st</sup> or July 1 <sup>st</sup>

### 3.27 FMLA

The Family and Medical Leave Act (FMLA) enables employees to take unpaid, job-protected leave for specified family and medical reasons with the continuation of group health insurance coverage under the same terms and conditions as if the employee has not taken leave. To be eligible, an employee must have worked for Sabre88 for at least 12 months and has at least worked 1,250 hours in the 12 months immediately preceding the leave. Sabre88 defines 12 months as starting at the point of leave. Qualifying reasons one might use FMLA leave are:

1. The birth of a child or to care for the newborn child (up to 12 weeks of leave in 12 months)



- An expectant mother may take FMLA leave for prenatal care appointments; time off during the pregnancy if the pregnancy makes her unable to work before the actual birth of the child due to severe morning sickness, bed rest, etc.; recovery after birth; and bonding with the newborn child.
  - The spouse of an expectant mother may take FMLA leave to attend prenatal care appointments, to care for the spouse if needed during or after the pregnancy, and to bond with the newborn child.
2. For placement with the employee of a child for adoption or foster care (up to 12 weeks of leave in 12 months)
    - This leave must be given before the actual placement or adoption of a child if an absence from work is required for the placement process, including court appearances, counseling, and doctor or attorney visits.
    - Leave is also available for bonding with the child after adoption or placement.
  3. To care for the employee's spouse, child, or parent with a serious health condition.
  4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job (up to 12 weeks of leave in 12 months)
    - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves *inpatient care* or *continuing treatment* by a health care provider. Generally speaking, a serious health condition includes the following:
      - Any overnight admission to a hospital, hospice or residential medical care facility.
      - Continuing treatment by a health care provider that results in a period of incapacity of more than three consecutive days and necessary follow-up treatment (e.g., additional doctor or nurse visits, prescription medication, physical therapy).
      - Chronic conditions requiring periodic health care visits; such visits must take place at least twice a year.
  5. Caring for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered service member of the regular Armed Forces, National Guard, and Reserves.
    - Eligible employees may take FMLA leave for a qualifying exigency when the covered military member is on active duty or is called to active duty in support of a contingency operation in a foreign country. This leave may commence as soon as the individual receives the call-up notice. A qualifying exigency must be one of the following:
      - Short-notice deployment.
      - Military events and activities.
      - Child care and school activities.
      - Financial and legal arrangements.
      - Counseling.
      - Rest and recuperation (up to 15 days).
      - Post-deployment activities.

Qualified exigencies also include the following situations:

- Parental care- an employee may take leave to care for the parent of the military member who is incapable of self-care.



- The parent must be the military member's biological, adoptive, step, or foster father or mother.
  - As with all instances of qualifying exigency leave, the military member must be the spouse, child, or parent of the employee requesting qualifying exigency leave.
  - Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
  - Additional activities that arise out of active duty, provided that the company and the employee agree, including the agreement on the timing and duration of the leave.
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent, or next of kin of the covered service member.
- FMLA provides for up to 26 weeks of leave in a single 12-month period in this circumstance.
  - "Next-of-kin" is defined as the closest blood relative of the injured or recovering service member.
  - This type of FMLA leave is also known as military caregiver leave or covered servicemember leave.

When spouses both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child for foster care, or to care for a parent (but not parent-in-law) with a serious health condition, the spouses may take only a combined total of 12 weeks of leave.

When spouses each wish to take leave to care for a covered ill or injured service member, the husband and wife may take only a combined total of 26 weeks of leave.

The law allows employees to use their paid time off (PTO) during their FMLA leave if the use of the PTO would meet the normal requirements for use (i.e., if PTO policy allows an employee to use PTO leave to care for a sick child, the employee may also use this leave during FMLA leave to care for a sick child). Sabre88 requires employees to submit certification of the need for FMLA leave for:

- An employee's serious health condition.
- A family member's serious health condition.
- The qualifying exigency for military family leave.
- The serious injury or illness of a covered service member for military family leave.

Employees requesting FMLA leave must provide verbal or written notice of the need to the employer. Within five business days after the employee has provided this notice, HR will provide the employee with notice of eligibility and rights. When the need for leave is foreseeable, the employee must provide at least 30 days' notice. When the employee becomes aware of the need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need is not foreseeable, the employee must provide notice to the employer as soon as possible and practical within the time required by the employer's usual and customary notice requirements.

## **Section 4- Employee Records**

### **4.0 PERSONNEL FILES**

Sabre88 maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.



Personnel files are the property of Sabre88, and access to the information they contain is restricted. Generally, only the employee, their manager/TL, and appropriate administrative personnel of Sabre88 who have a legitimate business reason to review information in a file are allowed to do so. The file may be disclosed to third parties only as required by law.

Employees who wish to review their file should make a written request to Sabre88 HR. Copying of personnel documents is restricted. An employee is only entitled to a copy of a document that contains his/her signature.

#### **4.1 PERSONNEL DATA CHANGES**

Employees are required to immediately advise Sabre88 HR, in writing, of any changes in personal mailing addresses, telephone numbers, email addresses (work and personal), checking/savings accounts for direct deposit, name, tax withholding exemption information, emergency contacts, educational accomplishments, and other such status information and/or data.

In addition, employees are required to advise Sabre88 HR of any changes in benefit enrollment (e.g., new enrollment and/or change in deferral percentage, adding or removing a dependent from health benefits, etc.). "Qualifying Events," are the only time after new enrollment or open enrollment in which an employee can change benefits elections for themselves or their dependents. Below are examples of Qualifying Events:

- Birth or adoption of a child or starting foster care or death of a dependent
- Marriage or Divorce or legal separation from a covered dependent of a covered employee
- A dependent child reaching the maximum age for coverage or a dependent child over the age of 26
- A determination from the Social Security Administration that the employee or covered dependent is disabled. Sabre88 HR must be advised of the disabled status within sixty (60) days from the Social Security Administration determination date.
- A loss of existing health coverage, including job-based and individual plans

Unless otherwise specified in this policy, employees are required to notify Sabre88 HR of any changes immediately – i.e., no later than as soon as the change becomes effective.

#### **4.2 REFERENCE REQUESTS**

All requests for references and/or employment verifications for employees or former employees must immediately be directed to Sabre88 HR. As a general practice, the only information provided by Sabre88 HR will be names, employment dates, and job titles.

Under normal circumstances, no other employee information shall be released by Sabre88 HR without the written authorization of the employee concerned. Security measures will be taken to prevent unauthorized disclosure of employee information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal regulatory agencies.

## **Section 5- Employee Relations**

#### **5.0 SUGGESTIONS AND QUESTIONS**

All employees are expected to contribute to the growth of Sabre88 and may be called upon for their expertise from time to time for insights about the customer, proposal preparation and writing, and written and oral presentations for example. In addition to the foregoing, as an employee of Sabre88, you have the opportunity to contribute to our future success and growth by providing



suggestions for practical work improvement and/or cost savings.

A suggestion is an idea that will benefit Sabre88 by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Sabre88 a better or safer place to work. In addition, Sabre88 welcomes ideas or input pertaining to improving Sabre88's business, such as business development ideas, leads, and other opportunities to grow the company. All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons the suggestion(s) should be implemented. Statements of problems without accompanying solutions or recommendations concerning co-workers and management are not appropriate suggestions. If you have questions or need advice about your idea, contact your Sabre88 TL for help.

Suggestions should be submitted in writing via email to Sabre88 HR. As soon as possible, you will receive feedback regarding your suggestion and if appropriate, you may be asked to assist in the planning and implementation of your suggestion. Sabre88 takes employee feedback and suggestions very seriously, and employees should not be surprised to see immediate action on any appropriate idea or suggestion.

In addition, special recognition will be given to employees who provide a suggestion that is implemented and that results in improvements to Sabre88 processes and/or procedures.

#### **5.1 EMPLOYEE PERFORMANCE & DEVELOPMENT**

Sabre88 maintains a very strong commitment to employee growth and development and has a history of promoting and rewarding employees who excel. As you might guess, however, we cannot guarantee your growth here at Sabre88 – much of that is going to be up to you! All employees are expected to meet the highest standards of performance and most importantly, demonstrate a commitment to customer satisfaction and quality of work.

#### **5.2 PERFORMANCE FEEDBACK & REGULAR COMMUNICATION**

Sabre88 maintains a performance feedback system that promotes and enhances open, two-way communication between employees and Sabre88 management. One of the most important elements of performance feedback is the annual Performance Evaluation. While the Performance Evaluation serves to formally document performance feedback for each year of service, we strongly encourage employees to discuss job performance and goals with their manager/Sabre88 TL on an informal, day-to-day basis. Ideally, the Performance Evaluation will only be a recap of the communication that took place throughout the year, whether formal or informal. Responsibility for regular, ongoing communication, of course, does not rest solely with the manager/TL but also rests with you – you should regularly initiate dialogue, ask questions, and make recommendations that impact your duties and performance.

#### **5.3 ANNUAL PERFORMANCE EVALUATION**

Performance Management involves stating goals with clarity and directing employees in a manner that helps them to achieve set goals. We believe that employees should understand what is expected of them and how they are contributing to the overall success of Sabre88. Annual Performance Evaluation will take place on or around the date of your employment anniversary. If promoted to another position, the evaluation will be scheduled around the anniversary date of the promotion. Other circumstances that may warrant a written performance evaluation include at the time of transfer or change in an employee's job classification, or in some cases, on an as-needed basis throughout the year.

Performance Evaluations provide both employees and managers/TLs the opportunity to discuss job tasks, identify and develop ways to improve weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals and are directly linked to your annual potential raise and bonus. This includes establishing mutually understood performance





expectations and goals, as well as developing performance goals/metrics for the future. In addition, employees should view Performance Evaluations as an opportunity to discuss interests and future professional and personal goals.

As a part of this evaluation, employees perform a self-assessment where they evaluate their previous year's performance. The employee must make a thorough judgment of how well they fulfilled the requirements of the contract on which they are working. In addition, the employee's TL or PM and customer evaluate the employee's efforts over the last year. The formal process is documented on evaluation forms and can lead to a maximum 3% raise and a 3% potential bonus contingent on meeting the evaluation criteria.

Sabre88 works hard to reward employees for good performance and considers performance evaluations in connection with annual bonuses, proposed salary adjustments, promotions, and other personnel actions whenever possible (See Section 3)

#### **5.4 CORRECTIVE ACTION**

Instances where employee conduct in the workplace is inappropriate (e.g., violations of company policies or standards) or performance is unsatisfactory (e.g., customer concerns or complaints) will result in corrective action appropriate to the employee's conduct. Egregious violations of company policy may lead to immediate termination, otherwise, the normal course is below.

##### **5.4.1 Progressive Discipline Policy**

Outlined below are the steps of Sabre88's progressive discipline policy and procedures. Sabre88 reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Sabre88 and its employees.

##### *Step 1: Counseling and Verbal Warning*

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action. A copy of the document will be given to Sabre88 HR to store in the employee file.

##### *Step 2: Written Warning*

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and Sabre 88 Human Resources (and a director depending on the severity of the issue and the location) will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.



*Step 3: Suspension and Final Written Warning*

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws.

Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

*Step 4: Recommendation for Termination of Employment*

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, Sabre88 will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, Sabre88 reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the division director or designate. Final approval may be required from the CEO or designate.

**5.4.2 Appeals Process**

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

Illegal behavior is not subject to progressive discipline and may result in immediate termination.

Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

**Documentation**

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

**5.5 COMPLAINT RESOLUTION**

Sabre88 is committed to providing the best possible working conditions for its employees. Part of this commitment includes encouraging an open and candid atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Sabre88 TL and management. The company strives to ensure fair and honest treatment of all employees, and employees are expected to treat each other with respect, as well as offer positive and constructive criticism freely and without fear of reprisal.



If employees disagree with established rules of conduct, policies, or practices, they can express their concerns through the complaint resolution procedure below. No employee will be penalized, formally or informally, for voicing a complaint with Sabre88 in a reasonable, business-like manner, or for using the complaint resolution procedures.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to follow the complaint resolution procedures outlined below. The employee may discontinue the procedure at any step.

1. The employee presents the problem to his or her manager/Team Lead after the incident occurs.
2. The Sabre88 manager/TL responds to the problem during discussion or after consulting with appropriate management and brings the incident to Sabre88 HR.
3. Sabre88 HR documents the discussion.
4. If the employee feels the problem remains unresolved after addressing the issue with his/her manager/TL the employee may escalate the issue by presenting the problem to the following personnel (in order of procedure): (1) Sabre88 HR, (2) Sabre88 HR Manager (3) the CEO.
5. At any time during this procedure, if the Sabre88 HR is unavailable or the employee believes it would be inappropriate to contact the manager/TL, the employee may utilize the escalation procedures outlined in step 4 as appropriate.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

#### **5.6 RESIGNATIONS AND TERMINATIONS**

Employees are responsible for all Sabre88 property, materials, or written information issued to them or in their possession or control. Employees must return all Sabre88 property immediately upon request or termination of employment. Sabre88 may also take all action deemed appropriate to recover or protect its property.

Final paycheck will be issued based on state requirements and should contain the employee's regular pay from the most recent pay period along with accrued and granted vacation time. Final paychecks will be sent to the employee as outlined by the state in which they work.

To the extent permitted by law, Sabre88 may deduct from an employee's final paycheck any amounts the employee owes to the company.

#### **5.7 ELIGIBILITY FOR REHIRE**

Former Sabre88 employees may be eligible for rehire depending on factors concerning prior work experience, work record while employed at Sabre88, and circumstances involving prior separation from Sabre88.

Sabre88 HR, along with the manager/TL, must review each candidate before a final determination is made concerning rehiring any former employee. Under normal circumstances, employees will not be eligible for rehire more than one time. The CEO of Sabre88 must give final approval on all rehires.

An employee who becomes re-employed is considered a new employee and is subject to all related policies and procedures. Employees who are re-hired are subject to specific benefit waiting periods just as a new employee would be. Contact Sabre88 HR for specific eligibility requirements.



Employees who are discharged due to workplace conduct violations are not eligible for rehire and should not reapply for employment with Sabre88.

### **5.8 BUSINESS ETHICS**

The successful business operation and reputation of Sabre88 are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Sabre88 is dependent upon our customers' trust and we are dedicated to preserving that trust.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your manager/TL; and, if necessary, with Sabre88 HR for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Sabre88 employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **5.9 CONFIDENTIALITY**

Employees will have access to, will acquire, and will become acquainted with confidential information and property relating to Sabre88 and its customers' businesses. All information obtained in the course of your employment is to be used for conducting Sabre88 business only. Never discuss or disclose such confidential information or property, either directly or indirectly, with or in the presence of persons outside the company, either during employment or at any time thereafter.

All employees are required to sign a Non-Disclosure Agreement. Upon separation, employees must return all Sabre88 documents, equipment, and materials and will not retain any copies. This same level of confidentiality must be maintained regarding co-workers, employee relations matters, and Sabre88 operations.

Employees who use any electronic communication devices such as cell phones, fax machines, or portable computers, must use extreme caution when confidential information is involved.

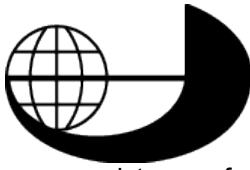
Violation of this policy may result in disciplinary action, up to and including termination.

### **5.10 CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Sabre88 wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact Sabre88 HR for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Sabre88's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Sabre88 as soon as possible the



existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Sabre88 does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Sabre88.

Employees in certain positions at Sabre88 will be required to sign an Organizational Conflict of Interest Policy. Additional information regarding conflicts of interest can be obtained directly from your Sabre88 HR team.

### **5.11 OUTSIDE EMPLOYMENT (Moonlighting)**

Employees of Sabre88 are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. Sabre88 applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers and Sabre88 HR of their intent to engage in outside employment:

- Work-related activities and conduct away from Sabre88 must not compete with, conflict with or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to Sabre88. Employees are prohibited from performing any services for customers of Sabre 88 that are normally performed by Sabre88. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time.
- Sabre88 employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Sabre88, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- If an employee's outside employment presents a conflict of interest with Sabre88 as defined by the Conflict-of-Interest policy or if such outside employment has any potential for negative impact on Sabre88, the employee will be asked to terminate the outside employment.
- An employee's refusal to comply with Sabre88's reasonable request to terminate outside employment may result in immediate termination of employment with Sabre88.

### **5.12 COMPUTER, E-MAIL, AND INTERNET USE**

#### **5.12.1 Computer and E-mail**

Computers, laptops, electronic files, the email system, and software furnished to employees are either Sabre88 company property and/or Sabre88 customer property and are intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Employees shall not disclose their codes or passwords to others; use someone else's code or password; or transmit trade secrets or other confidential, private, or proprietary information or materials through email without express written authorization from Sabre88 management. Email



communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

All emails and all other electronic records are subject to the right of Sabre88 (and/or in some cases its customers) to monitor, access, read, disclose, and use such email without prior notice to the originators and recipients of such email. Email may be monitored and read by authorized personnel for any violations of law, breaches of company policies, communications harmful to the company, or for any other reason. The e-mail system is the property of Sabre88. Occasional use of the e-mail system for personal messages is permitted, within reasonable limits, and except where prohibited at certain customer work sites. Sabre88 will not guarantee the privacy of the e-mail system except to the extent required by law.

Sabre88 prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

#### **5.13.2 Internet**

Internet access is provided by Sabre88 and/or its customers to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use of e-mail and the Internet is permitted by Sabre88 within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Sabre88 (and/or the customer in some instances) and, as such, is subject to disclosure to law enforcement or other third parties. Employees should expect only the level of privacy that is warranted by existing law and no more. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Any questions regarding the legal effect of a message or transmission should be brought to Sabre88 HR.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, gender, gender identity or expression, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Any questions regarding the use of such information should be brought to Sabre88 HR.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Sabre88 and/or its customers in violation of the law or Sabre88 policies will result in disciplinary action, up to and including termination of employment.



Employees may also be held personally liable for any violations of this policy. The following are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage Sabre88's or its customers' image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

In addition, employees are responsible for reading, understanding, and complying with additional policies set forth by Sabre88's customers. Employees should notify their Sabre88 TL, Sabre88 HR, or any member of Sabre88 management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **5.13 EMPLOYEE PAGE ON SABRE88.COM**

Employees can access the Sabre88 employee page for announcements, the newsletter, organizational chart, or other relevant newsworthy items. Log on to the Sabre88 website and go to the Employee Page at the top of the page by clicking the **Employees** tab.

**Logon:** <https://sabre88.com/employee-page/>

**Password:** Will be provided via email



### **5.14 PHONE AND MAIL SYSTEM USE**

To ensure effective telephone communications, employees should always use a friendly and informational greeting and speak courteously and professionally. Please confirm the information received from the caller and hang up only after the caller has done so.



The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. Contracted employees should be sure to follow all government regulations regarding phone and mail system use.

#### **5.15 MEDIA CONTACT**

Occasions may arise when employees are solicited for comment or interview by members of the news media and/or outside sources, such as consultants or competitors. Only the CEO, Robert Cottingham, and the employee specifically designated by the CEO are authorized to act in a spokesperson capacity for Sabre88 or to make any official statements or comments regarding Sabre88's policies, practices, or issues that involve or may affect Sabre88 and/or Sabre88's customers and/or partners.

This applies to any statements, documents, emails, faxes, phone calls, voicemails, or written releases to the media or other outside sources, which must be approved by the CEO or his designee. If you are approached for interviews or comments by any outside source, please immediately refer all inquiries to your supervisor with Cc to Robert Cottingham at [rcottingham@sabre88.com](mailto:rcottingham@sabre88.com)

#### **5.16 VISITORS IN THE WORKPLACE**

To ensure the safety and security of employees and the facilities at Sabre88, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

For the Sabre88 Newark office, all visitors should enter through the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. All visitors are required to sign in upon arrival. If an unauthorized individual is observed on the premises, employees should immediately notify Public Safety (police for NJIT) at 973-596-3120 for non-emergency issues.

#### **5.17 TELECOMMUTING**

Telecommuting is an arrangement in which an employee performs work at their home, for a specified portion of the work week, or the entire work week. It is the employees' responsibility to ensure that they are fully able to complete their work assignments and interact with Sabre88 customers over the phone in a professional environment. Telecommuting is not for everybody. The lure of household chores and family distractions can easily undermine performance. However, when implemented successfully, employees can experience increased productivity, savings on commuting costs, a better work/life balance, and enhanced morale.

##### **5.18.1 Duties**

Telecommuting employees agree to comply with all existing job requirements of the office setting as well as any newly established requirements in the future. The departmental supervisor will be responsible for assigning specific work hours to each telecommuting employee. The number of working hours will be monitored utilizing a department's management system. Telecommuting employees are required to obtain a supervisor's approval prior to working overtime. For each telecommuting employee participating in the telecommuting program, the supervisor shall clearly define performance requirements and standards that are measurable and results-oriented. A supervisor will regularly monitor the employee's performance in accordance with departmental and Sabre88 policy. If an employee's behavior or performance is not satisfactory, the supervisor has the right to terminate the work from home or impose disciplinary action up to and including termination of employment in accordance with Sabre88 policy. The employee is responsible for notifying the supervisor or designated person when he/she takes leave, e.g. vacation or sick leave, during times scheduled for working at home. The employee is also responsible for alerting the supervisor if external circumstances are likely to interfere with performance under the telecommuting arrangement.





#### **5.18.2 Confidentiality**

Any Sabre88 or customer materials taken home by or sent to the home of the telecommuting employee shall be kept secure and confidential and not be accessible to others. Information about our customers must be kept in strict confidence and Sabre88's confidentiality policy will extend to the employees' homes. In addition, information about our customers must not be discussed with friends or family members. All individuals must understand and abide by Sabre88's Privacy and Security policies. All telecommuting employees must have a signed workforce confidentiality agreement on file with Human Resources. The telecommuting employee agrees that Sabre88 will review the security of the at-home PC and may impose restrictions and security measures that the employee agrees to abide by. Telecommuting employees will be issued a username and password/s to authenticate the connection to the Sabre88 or customer system. This username and password are not to be shared with any unauthorized individuals in the employee's home or elsewhere. The PC being used at the employee's home will have all the latest security patches installed along with updated antivirus/anti-spyware software. Other individuals in the household shall not have access to Sabre88 or customer information (authorized individuals should NOT leave the session logged on while anyone else accesses the PC).

#### **5.18.3 Equipment**

Sabre88 policies governing the use of Sabre88 equipment, and facilities, including but not limited to, software, support services, internet, telephones, vehicles, etc. shall apply at the telecommuting work site. All of these items remain the property of Sabre88 and must be returned to Sabre88 upon request, in case of extended illness, upon the employee's resignation or termination, or if the program ends. When they are to be returned, the employee agrees to return them themselves or to allow Sabre88 to arrange to pick them up from their homes. You are expected to take reasonable precautions to protect the equipment from theft, damage, or misuse. You are required to contact your homeowner's insurance carrier to determine to what extent this property is covered under your homeowner's or renter's policy. Sabre88 will repair and replace damaged equipment unless it is lost, damaged, or stolen through the employee's negligence or abuse.

#### **5.18.4 Pay and Benefits**

Conditions and terms of employment will not change as a result of telecommuting work. Salary, benefits, vacation, leaves, and other rights and responsibilities will be equal to those of a non-telecommuting employee. Telecommuting employees are subject to and must abide by all Sabre88 policies. Sabre88 does not pay for costs associated with working at home, e.g. electrical, heating, etc. (with the exception of the voice/data line). Sabre88 will provide the necessary equipment – computer, communications, and software – needed to perform the employees' daily work assignments. Sabre88, as needed, will provide telecommuting employee office supplies. Employees' out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the manager. Also, Sabre88 will not reimburse the employees for travel expenses to and from the office on days when they are required to come into the office, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.

It will be the telecommuting employee's responsibility to determine any income tax implications of maintaining a home office area. Sabre88 will not provide tax guidance nor will Sabre88 assume any additional tax liabilities on a telecommuting employee's behalf. Telecommuting employees are encouraged to consult with a qualified tax professional to discuss these implications. Sabre88 will be responsible for any work-related injuries under New Jersey State Workers' Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area, during the assigned work hours. Any claims will be handled according to the normal Sabre88 procedure for Workers' Compensation claims. As stated in the worker's compensation laws, Sabre88 will be responsible for injuries at the work-



from-home site if the site is ergonomically maintained. The telecommuting employee is responsible for any injuries and liabilities arising from his/her negligence. Management has the right to end telecommuting arrangements at their sole discretion with thirty - (30) day prior written notice. If the telecommuting employee chooses not to return on the expected date, this will be considered to be a voluntary resignation and will be treated as such under Sabre88 standard policies and procedures.

#### **5.18 SOLICITATION**

Sabre88 recognizes that employees may have interests in events and organizations outside the workplace. However, to ensure a productive and harmonious work environment, Sabre88 enforces the following rules concerning solicitation and distribution of literature.

1. Persons not employed by Sabre88 may not solicit or distribute literature in the workplace at any time for any purpose.
2. Sabre88 employees are not permitted to engage in solicitation of any kind in the workplace during working time.
3. Sabre88 employees are not permitted to distribute literature in the workplace at any time.
4. Sabre88 employees are not permitted to distribute literature in public areas during working time.

For purposes of this policy, "working time" does not include lunch periods, work breaks, or any other periods during which employees are not on duty.

Examples of prohibited forms of solicitation include:

- The collection of money, goods, or gifts for community groups, religious groups, political groups, charitable groups
- The sale of goods, services, or subscriptions outside the scope of official business
- The circulation of petitions
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards and solicitations by e-mail are restricted. If employees have a message of interest to the workplace, they may submit it to Sabre88 HR for approval. All approved messages will be posted by Sabre88 HR.

#### **5.19 COMPANY-SPONSORED SOCIAL EVENTS**

Employees are not required to attend or participate in any off-duty party or recreational, social, or athletic activity. The company periodically may sponsor such voluntary activities for employees and their immediate families, but no employee is required to attend.

The company assumes no liability for any injury or accident arising out of any off-duty party, social event, or recreational activity. It is important to remember that injuries or illnesses that may result from participation in a company-sponsored recreational, athletic, or social activity are not covered by Workers' Compensation Insurance.

Employees are advised and expected to refrain from drinking alcoholic beverages or engaging in any other activity to the extent that it would cause him/her to be unfit for the safe operation of a motor vehicle, or to behave in an intoxicated or disorderly manner. Any employee who feels his or her driving skills or reaction times might be impaired, even a little, should not drive. Safe options include but are not limited to (1) taking a cab or rideshare (Uber/Lyft/etc.) home, (2) calling a friend or relative for a ride, (3) asking another employee who has not been drinking alcohol for a ride home, or (4) requesting any supervisor or manager to facilitate their arrangement of transportation.

The behavior of all employees and their guests attending a company-sponsored social event is



**SABRE88, LLC**  
Precise. Swift. Solutions.

expected to conform to the provisions in the Employee Conduct (Section 2) in this Handbook.

**5.20 CONCLUSION**

Sabre88 values all employees, their work, and work-life balance. This employee handbook will not answer all of the questions an employee may have about Sabre88's policies, benefits, or operational procedures. It is to bring together a summary of some of the policies that affect employment at Sabre88. If the handbook does not answer your question, employees should contact the Human Resources Representative for assistance.