



Handbook for U.S. Employees

Effective July 2018

This Employee Handbook is intended for the sole use of our Company and is provided to U.S. employees for reference of NPSG Global, LLC Company policies and procedures.

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NPSG Global Employee Handbook

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A Big Welcome from Your Leadership Team

Welcome aboard! We know this is the beginning of a challenging, but incredibly rewarding new adventure for you, and we hope you're as excited to be here as we are about having you on the team.

We founded NPSG June 1, 2012 with the idea of creating a company that provided a broad range of real estate services for commercial and industrial owners and tenants. That included equipment installation, landscaping and janitorial. Thanks to Eric's experience in property management & industrial services and Tad's financial & business strategy background for rapidly growing service companies, a strong foundation for success was embedded right from the beginning.

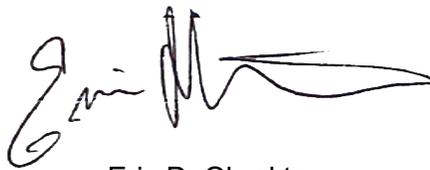
Our mission has always been to respond immediately to our customers' needs with flawless execution. We also increased the scope of what we do, never saying "No" to a new challenge. That's the approach and attitude that's fueled our amazing growth.

Today NPSG Global is a world leader in critical e-fulfilment warehouse implementation services, tackling everything from design consultation, to technical integration, to buildout, to retrofits. From pallet racks to robotic inventory systems, we're handling virtually any warehouse setup and material handling equipment installation throughout the US and around the world.

In fact, we're sure our customers will have plenty of new requests and broaden our scope even further in the years ahead. But ours is a story unfolding at the speed of innovation, and we'll meet those needs with the same "get it done" attitude and teamwork that's made us who we are. We're thrilled that you're now one of us and will be going along on that incredible ride.



William T. "Tad" Selby
CEO



Eric D. Obrokta
President

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The NPSG Global Story

Headquartered in Kennesaw, GA with offices in Reno, London, Barcelona, and Melbourne, NPSG Global is rooted in a philosophy of execution and communication. We have the kind of vast, international bandwidth that allows us to react quickly when others can't, to get where others can't go, and to ace the job using the personnel and tools others don't have.

We're a company that's been built the right way from the very start—by our clients, our Team Members and our communities. We're available to the biggest e-retailers in the world and to smaller startup operations. That's how NPSG Global has built up a history of growth well worth summarizing:

Fall 2012	Landed contracts with FedEx and Amazon. First project in Dinwiddie, VA
Fall 2013	Expanded into Canada
March 2014	Started first inventory robotics installation
Winter 2014	Formed Curo Software
Winter 2015	Formed NPSG Construction
Winter 2016	Formed NPSG Electric
Spring 2017	Expanded into Europe and Mexico
Summer 2017	Expanded into Australia
Winter 2018	Expanded into Brazil and South America

As you can imagine, after delivering for years for key customers like Amazon Fulfillment, Amazon Robotics, Cognex Corporation, ABB Robotics, A-Safe Safety Solutions, and Conlan Construction, our numbers are impressive. Well over 175,000,000 square feet delivered, 30,000 operational robots installed – more than any other company, operations in 4 continents and 12 countries, working in 10 languages, with the largest number of e-fulfillment buildouts in the US.

Now *you* get to step into this track record of accomplishment and customer satisfaction and make your contribution.

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10 Things to Know About Working at NPSG

1. We're committed to ensuring all employees perform their work safely and then safely return home to their families.
2. We consider every employee a vital member of our team. Our company is successful because we know and acknowledge the skills and efforts of every employee.
3. We strive to be fair with every member of our team and treat our team members with dignity and respect.
4. We stay open to new ideas and better ways of doing things. We love rewarding those who allow us to do better work for our customers and improve our overall effectiveness.
5. We value our customers. If it's important to them, it's important to us.
6. We work the old-fashioned way, with our brains and our hands, yet we're led by a tech-driven process.
7. What you're doing today probably isn't what you'll be doing tomorrow. The opportunity to learn and advance is very real.
8. We're committed to making sure you'll always be proud to say you work at NPSG.
9. Our people do what they say they're going to do. We don't let each other down.
10. We're not perfect and sometimes make mistakes. When that happens we own it, learn from it, and continue to grow.

Our Values

Accountability

Being reliable and taking personal responsibility. Our team members assume the ownership necessary to reach the desired results.

Professionalism

Showing you're competent, positive, cooperative, and respectful. That shapes the image our colleagues, partners, and customers have of us as a company.

Diligence

Showing perseverance, drive, resourcefulness and a sense of urgency. We're thorough and work hard to see our projects through and keep our commitments.

Integrity

Doing the right thing internally and for our customers in all situations.

Service

Giving our customers added value and collaborating or going the extra mile (or two) to meet the customer's needs.

Honesty

Sometimes the truth is hard to hear, but we tell it anyway. It's the only way problems are avoided, or things get fixed. Even conflict can be productive as long as differing views are stated respectfully and in a constructive manner and context.

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Questions or concerns relating to our Values should be directed to your supervisor or Human Resources.

About This Handbook

This handbook is designed to provide you with general information about NPSG and some of the policies relating to your employment. Our objective is to provide a work environment that is conducive to both personal and professional growth. This means this handbook will need to be updated from time to time in order to keep up with this objective. NPSG, therefore, reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time, as it deems appropriate, at its sole and absolute discretion. You will be informed of these changes before they go into effect. An updated copy of this handbook is always available from Human Resources

As an employee of NPSG, it is your responsibility to read, understand and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines some of the programs developed by NPSG to benefit employees. Questions about this handbook should be directed to the Human Resources Department. Please note that no member of management or Human Resources has the authority to unilaterally modify or override any provision of this handbook. Handbook changes may only be approved and communicated through the process described in the previous paragraph above.

This employee handbook supersedes and replaces all previously existing NPSG handbooks and applies to all employees effective July 1, 2018. This handbook is not a contract of employment and does not in any way impact the at-will nature of any employee's employment with NPSG, meaning at any time either the employee or NPSG may end this employment relationship for any or no reason as long as the reason is not prohibited by an applicable law.

Because NPSG's operations extend into several U.S. states where the laws of each may vary, to the extent any provision of this handbook contradicts a law which is applicable to a particular facility or employee, the law shall govern.

Company Employment Practices

1.1 *Employment At-Will*

NPSG employees are employed on an at-will basis. Employment-at-will may be terminated with or without cause and with or without notice at any time by either the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for the employment on other than at-will terms. Only the President/CEO of NPSG has the authority to make any such agreement, which is binding only if it is express and in writing.

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1.2 Open Communication/Dispute Resolution

At NPSG we strive to have open, trusting, collaborative, and professional work relationships at all levels of the organization. When concerns or issues arise, our goal is to have constructive and open dialogue, arrive at a sound resolution, and treat people with respect. We believe it is more effective and better for everyone to resolve issues directly and in a timely fashion. The purpose of these open communication guidelines is to encourage employees to raise their work-related concerns informally with their immediate manager or with any other manager of their choice. NPSG will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential; however, please recognize that during the course of investigating and resolving the concerns some dissemination of information to others may be appropriate.

You are encouraged to raise work-related concerns with your immediate manager as soon as possible after the event that causes the concern. Alternatively, if you believe that your immediate supervisor is not the appropriate person with whom to raise the concern, you may raise it with Human Resources or with any other manager of your choice.

1.3 Equal Employment Opportunity

NPSG is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person for every job. Simultaneously, NPSG policy prohibits unlawful discrimination based on race, color, creed, gender, sex, religion, age, national origin or ancestry, physical or mental disability, genetic information, military service or any other characteristic that is protected by an applicable federal, state, or local law.

For employees in California, the following are the recognized protected classes: race; color; age (40 or older); religious creed; religious belief, observance and practice, including dress or grooming practices; national origin, including language use restrictions, or an employee's or applicant's possession of a driver's license issued under Vehicle Code Section 12801.9 (which authorizes licenses to individuals who cannot provide satisfactory proof of their presence in the US under federal law); ancestry; physical disability; mental disability; medical condition, including any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; genetic characteristic, genetic information, including information about an individual's genetic tests, family members' genetic tests, family members' diseases or disorders, an individual's or family member's receipt of, or request for, genetic services, and participation by an individual or their family member in clinical research that includes genetic services; marital status; sex, including pregnancy, childbirth, breastfeeding or medical conditions related to breast-feeding, and medical conditions related to pregnancy or childbirth; gender; gender expression, meaning a person's gender-related appearance or behavior, whether or not stereotypically associated with the person's sex at birth; and gender identity, meaning a person's identification as male, female, a gender different from the person's sex at birth, or transgender; sexual orientation, including heterosexuality, homosexuality, and bisexuality; and military or veteran status. Unpaid interns, as well as paid employees, are protected by this policy.

As part of this policy, NPSG will provide reasonable accommodations for the known physical or mental conditions of an otherwise qualified individual with a disability who is an applicant or an employee unless an undue hardship would result.

Any employee who is having difficulty performing his or her job or complying with NPSG policies (or any applicant who believes he or she may need assistance performing the position for which he or she is applying) due to a physical or mental condition should notify Human Resources

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of these circumstances as soon as the employee (or applicant) becomes aware of them in order to begin a discussion of what workplace assistance may be available. Please note that merely contacting Human Resources to say, "I have X condition" will not be sufficient to begin this discussion. The employee must explain how the condition is impacting his or her ability (or for applicants, their anticipated ability) to perform the job or comply with NPSG policies. The employee (or applicant) does not have to identify the name of his or her condition in discussing it with Human Resources; he or she can simply say he or she is having difficulty performing his or her job or complying with an NPSG policy due to a physical or mental condition and then describe the difficulty he or she is having. Because not all physical or mental conditions qualify for workplace accommodation or assistance in all states/locations (as the definition of a "disability" varies based on applicable state law), in most cases, Human Resources will need to obtain medical information from the employee or applicant's medical treatment provider in order to make this assessment as well as to determine what types of accommodation/assistance may be available.

Similarly, any employee who is having difficulty performing his or her job or complying with NPSG policies (or as an applicant, believes he or she may need assistance performing the position for which he or she is applying) due to a sincerely held core religious belief or practice should notify Human Resources of these circumstances as soon as he or she becomes aware of them in order to begin a discussion of what religious accommodations may be available. Religious accommodations cannot be provided if they will impose an undue burden on other employees or NPSG's operations.

The assessment of an undue burden or hardship for medical and religious accommodations will be based on applicable law, as this standard varies for medical and religious accommodations.

Supervisors and managers who observe discriminatory conduct, or who receive any complaints of such conduct, must report the conduct or complaint to the Human Resources Department so that an investigation can be made and corrective action taken, if appropriate.

If you believe you have been subjected to discrimination as prohibited by this policy, you should submit a written or verbal report to Human Resources as soon as the discrimination occurs. Your report should be specific and should include the names of the individuals involved and the names of any witnesses. NPSG will investigate and attempt to resolve the situation. Reports of discrimination involving Human Resources should be made to the CEO.

If NPSG determines that discrimination in violation of this policy has occurred, effective remedial action will be taken commensurate with the circumstances and severity of the offense. The appropriate action also will be taken to deter any future discrimination.

Any employee regardless of position or title, whom the Company determines has subjected an individual to discrimination or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about discrimination or retaliation that are not addressed in this policy, please contact the Human Resources Department.

Retaliation against anyone who makes or participates in the investigation of a report of discrimination in good faith is prohibited. If you experience retaliation (i.e., negative events relating to your employment which are not warranted based on your job performance or other uniformly-applied NPSG standards or procedures), you should report this to Human Resources or to the

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CEO as soon as the negative event occurs, so that it can be reviewed and the retaliation, to the extent it is confirmed, stopped.

1.4 Sexual and Other Forms of Harassment

NPSG does not condone sexual or other harassment as defined below in any form.

For purposes of this policy, harassment is defined as:

* Any unwelcome sexual advance(s), touching, comments, questions, request(s) for sexual favors or other verbal or physical conduct of a sexual nature which: (1) is made either explicitly or implicitly as a term or condition of an individual's employment; (2) is used as a basis for employment such as promotions and benefits affecting such individuals; or, (3) substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

* Slurs, jokes or other negative or disparaging comments, videos, symbols, texts, drawings, emails or other verbal or physical conduct which has: (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or, (3) otherwise adversely affects an individual's employment opportunities based on any of the protected characteristics which are described in the first two paragraphs of the Equal Employment Opportunity policy above or based on someone being perceived to have or being associated with someone who has or who is perceived to have any of these characteristics.

Harassment is prohibited by this policy regardless of whether it is committed by another NPSG employee, supervisor, or even a non-employee (e.g., a vendor or customer) against an NPSG employee, applicant, intern, volunteer, or independent contractor.

Supervisors and managers who observe discriminatory conduct, or who receive any complaints of such conduct, must report the conduct or complaint to the Human Resources Department so that an investigation can be made and corrective action is taken, if appropriate.

If you believe you have been subjected to harassment as prohibited by this policy, you should submit a written or verbal report to Human Resources or the CEO as soon as the harassment occurs. Your report should be specific and should include the names of the individuals involved and the names of any witnesses. NPSG will investigate and attempt to resolve the situation.

NPSG will ensure that a fair, timely, and thorough investigation is conducted by qualified personnel in an impartial manner that provides all parties with the appropriate due process and reaches reasonable conclusions based on the evidence collected. NPSG will maintain appropriate documentation and tracking to ensure reasonable progress is made. NPSG will maintain the confidentiality of those involved in the investigation to the extent possible. At the close of the investigation, NPSG will consider appropriate options for remedial actions and resolutions. The reporting employee will be informed of the results of the investigation. If NPSG determines that harassment in violation of this policy has occurred, effective remedial action will be taken commensurate with the circumstances and severity of the offense. The appropriate action also will be taken to deter any future harassment.

NPSG is committed to enforcing this policy. The effectiveness of our efforts depends in part on employees telling us about inappropriate workplace or workplace-related conduct. If you feel that

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you or someone else may have been subjected to conduct that violates this policy, you should report it immediately. If employees do not report harassing conduct, NPSG may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Any employee regardless of position or title, whom NPSG determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about harassment or retaliation that are not addressed in this policy, please contact the Human Resources Department.

Retaliation against anyone who makes or participates in the investigation of a report of harassment in good faith is prohibited. If you experience retaliation (i.e., negative events relating to your employment which are not warranted based on your job performance or other uniformly-applied Company standards or procedures), you should report this to Human Resources or the CEO as soon as the negative event occurs, so that it can be reviewed and the retaliation, to the extent it is confirmed, stopped.

During onboarding, all new employees receive a copy of the full NPSG Harassment Policy through the Paylocity Portal. If you wish to have another copy, contact Human Resources.

Employees in California – External Complaint Procedure

If you are subjected to any conduct that you believe violates this policy, you may file a complaint of discrimination with the Department of Fair Employment and Housing (DFEH) within one year of the harassment. The DFEH serves as a neutral fact-finder and helps the parties voluntarily resolve disputes. If the DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a lawsuit on behalf of the complaining party. If a court finds that discrimination has occurred, it can order remedies including:

- Fines or damages for emotional distress from each employer or person found to have violated the law.
- Hiring or reinstatement.
- Back pay or promotion.
- Changes in the policies or practices of the involved employer.

Employees also may pursue the matter through a private lawsuit in civil court after a complaint has been filed with the DFEH and a right-to-sue notice has been issued. For more information, contact the DFEH toll-free at (800) 884-1684 or visit <http://www.dfeh.ca.gov/>

Employees also may file a complaint with the federal Equal Employment Opportunity Commission (EEOC). For more information, contact the EEOC toll-free at (800) 669-4000 or visit <http://www.eeoc.gov/>.

Employees may not be retaliated against for opposing harassment or discrimination or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by NPSG, the DFEH, the Fair Employment and Housing Council, or the EEOC. NPSG prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of harassment or discrimination of any kind in good faith, pursuing any harassment or discrimination claim, or cooperating in related investigations in good faith.

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1.5 Immigration Law Compliance

As a condition of employment, each new employee must properly complete, sign and date the first section of the U.S. Citizenship and Immigration Services Form I-9 no later than the end of your first day of employment. Also, within three (3) business days of your first day of employment, you must present documentation establishing your identity and employment authorization. Employees who leave NPSG and are re-hired may need to complete another I-9 form if they have not previously completed an I-9 with NPSG, if their I-9 is more than three (3) years old, or if their previous I-9 is no longer valid.

1.6 Outside Employment

An employee may hold a job with another organization, as long it does not interfere with satisfactory performance of his/her job responsibilities with NPSG. Employees must inform their supervisor of any outside employment in writing and consider the impact that outside employment may have on their quality of life/work-life balance and physical and mental endurance. All employees will be judged by the same performance standards and will be subject to the same scheduling demands which apply to each respective position, regardless of any existing outside work requirements.

If NPSG determines that an employee's outside work (including freelancing and consulting) interferes with their NPSG work performance or the ability to meet the operational requirements of NPSG even as these are modified from time to time based on our continued growth and business demands, the employee may be asked to terminate the outside employment if s/he wishes to remain with NPSG.

1.7 Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their NPSG jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal or other outside interests and the best interests of NPSG. A conflict of interest exists where the employee's loyalties or actions are divided between NPSG's best interest and those of the employee personally or another non-NPSG entity, such as a competitor or a client. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor for clarification.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, suppliers or potential suppliers with a value greater than nominal (\$100) per year.
- Working for a competitor, supplier or client.
- Engaging in self-employment in competition with NPSG.
- Using proprietary or confidential information for personal gain or to NPSG's detriment.

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- Having a direct or indirect financial interest in or relationship with a competitor, customer, or suppliers, except that ownership of less than 1% of the publicly traded stock of a corporation will not be considered a conflict.
- Using NPSG assets or labor for personal use.
- Acquiring an interest in selling or leasing equipment to NPSG.
- Committing NPSG to give its financial or other support to any outside activity or organization, without prior approval from the President or CEO.
- Developing a personal relationship with an employee of NPSG that interferes with the exercise of impartial judgment in decisions affecting NPSG or any employees of the NPSG.

If any employee or someone with whom an employee has a close relationship (a family member or live-in or another close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to his/her supervisor as soon as they become aware of it. Employees should be aware that if they enter into a personal relationship with an NPSG employee or with an employee of a competitor, supplier or customer, a conflict of interest might exist. This potential conflict of interest requires full disclosure to NPSG.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline, up to and including termination of employment.

1.8 Non-Disclosure of Protected Information

The protection of NPSG's trade secrets and other confidential business information ("Protected Information") is vital to the interests and the success of this organization. Such Protected Information includes, but is not limited to, the following examples:

- * Customer and supplier proprietary information
- * Customer lists
- * Financial information
- * Marketing strategies
- * Pending projects and proposals
- * Research and development strategies

Any employee who (i) discloses NPSG's Protected Information without NPSG's consent or (ii) uses NPSG's Protected Information for the employee's benefit or for the benefit of a third party will be subject to disciplinary action (including possible discharge) and legal action; provided, however, that nothing in this policy is intended to limit an employee's ability to provide complete and truthful testimony pursuant to subpoena or another legal process; to make a claim with any government agency; or to participate in an investigation conducted by any such agency.

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1.9 *Hiring of Relatives*

Relatives of employees may be eligible for employment with NPSG only if related individuals do not work in a direct supervisory relationship, or in job positions in which either an actual or perceived conflict of interest could arise based on one or both individuals' access to confidential information or other information or control over the other's job/work. For purposes of this policy, NPSG defines "relatives" as spouses, children, siblings, parents, parents or siblings-in-law, and step-relatives. Present employees who marry will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving either an actual or perceived conflict of interest.

For purposes of enforcing this policy, any relative relationship must be disclosed in writing to the Human Resources Department as soon as either employee becomes aware of it so the assessment may be made as to whether an actual or perceived/potential conflict of interest exists. The responsibility to make this disclosure rests with both related employees. Accordingly, the failure to make the required disclosure will result in the termination of the employment of both related employees. If the relationship is disclosed in writing to Human Resources and an actual or perceived/potential conflict of interest is deemed in NPSG's sole and absolute discretion to exist, the Human Resources Department will address the situation with the related employees and inform them of the steps which must be taken in order to resolve the perceived/potential or actual conflict. Failure to comply with these steps also will result in the termination of the employment of the non-compliant employee(s).

1.10 *Employment Categories*

It is the intent of NPSG to clarify the definitions of employment classifications so that employees understand their category and benefit eligibility. Each employee is designated as either Non-Exempt or Exempt from the applicable federal, state, and local wage and hour laws.

- **Non-Exempt** employees are entitled to overtime pay under specific provisions of the applicable wage and hour laws.
- **Exempt** employees are excluded from some specific provisions of the applicable wage and hour laws and are not entitled to overtime pay

In addition to the above categories, each employee will belong to one other employment category.

- **Field Travelers Hourly:** Non-Exempt employees who travel to and work at customer job sites. Employees are generally eligible for medical benefits on the first of the month following 60 days of service and 401K participation after 6 months of service subject to the terms, conditions, and limitations of each program.
- **Field Travelers Salaried:** Exempt employees who travel to and work at customer job sites. Employees are generally eligible for all benefits, subject to terms, conditions, and limitations of each benefit program.
- **Seasonal Temporary Hourly:** Non-Exempt direct hire employees hired to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment

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assignments in this category are typically of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. "Seasonal Temporary" workers retain that status until notified expressly in writing of a change. Employees are generally eligible for medical benefits on the first of the month following 60 days of service and 401K participation after 6 months of service subject to the terms, conditions, and limitations of each program.

- **Management:** Exempt employees who manage the day to day operations and administrative functions for the business. Employees are eligible for all benefits, subject to terms, conditions, and limitations of each benefit program.
- **Corporate Office:** Typically, full-time employees who are regularly scheduled to work at least 40 hours per week. Generally, they are eligible for all benefits, subject to terms, conditions, and limitations of each benefit program. Positions may be exempt or non-exempt depending upon job duties.

1.11 Access to Personnel Files

Personnel files are the property of NPSG, and access to the information they contain is restricted. Generally, only representatives of NPSG who have a legitimate reason to review information in a personnel file are allowed to do so. Human Resources will control access to personnel files. Written requests made by current employees to access their own personnel files will be considered under applicable state law.

1.12 Employment Reference Checks

Prior to Employment

To ensure that individuals who join NPSG are well qualified and have a strong potential to be productive and successful, it is the policy of NPSG to check the employment references of all applicants.

Upon Leaving NPSG

All requests for references must be directed to Human Resources. No other manager, supervisor or employee is authorized to release references for current or former employees. Responses to such inquiries will confirm only dates of employment, wage rates (if permitted by applicable law) and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

1.13 Employee Information Changes

Employees are responsible for ensuring the accuracy of their personal data in the NPSG HR system (Paylocity) using the online self-service feature. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and

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current at all times. The failure to update this data may result in an employee not receiving or being delayed in receiving important information relating to his/her employment and/or benefits.

1.14 Employment Applications

NPSG relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information or data will result in NPSG's exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

1.15 How am I doing?

Our goal is to provide performance feedback to you for the purpose of professional development and the administration of any incentive pay programs that may apply to your position. It is intended to provide you with information concerning your performance, job-related conduct, and the development of future performance objectives.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal performance evaluation will be conducted on an annual basis. Formal performance reviews provide both managers and employees the opportunity to discuss the job tasks, identify and correct weaknesses, encourage and recognize strengths, and identify and discuss positive, purposeful approaches for meeting goals.

The decision to award merit-based pay adjustments is dependent upon numerous factors including individual productivity as documented in the formal performance review and NPSG profitability. It is NPSG's objective to offer competitive compensation and salaries are periodically reviewed in order to ensure we can attract and retain top talent. Salary adjustments are at the sole discretion of NPSG. A positive performance review will not always mean a bonus or a raise, as these are based on several factors. However, employees will not be eligible for a bonus or a raise without a positive performance review.

1.16 Promotions and Transfers

NPSG encourages employees to apply for promotions to positions for which they are qualified. Promotions and transfers shall be based on the ability, qualifications, and potential of the candidates for the positions.

Employees are encouraged to apply for available positions that interest them by sending a current resume to jobs@npsgservices.com.

1.17 Work Schedules

Work hours will vary according to business needs and customer demands. Supervisors will communicate expectations with regard to workdays and hours.

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1.18 Overtime

Due to the nature of our customers' time frames for completion of facilities, overtime is usually required on job sites. Supervisors will approve and communicate work schedules and any required overtime.

In accordance with applicable federal and state law requirements, overtime compensation is paid to all non-exempt employees at a rate of one and one-half (1 ½) times the regular hourly rate for all hours worked in excess of forty (40) per week, or as required by applicable state law guidelines.

Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays or any leave of absence will not be considered hours worked for purposes of computing overtime.

Failure to work scheduled overtime or overtime worked without prior authorization from an employee's supervisor will result in disciplinary action, including possible discharge.

1.19 Paydays

NPSG payroll is bi-weekly (every 2 weeks) and a payroll schedule is available on the Paylocity employee portal. Pay periods and cut-off dates for each paycheck are determined by the Finance and Human Resources Departments in accordance with applicable state laws.

If you believe there is a discrepancy concerning your paycheck, please discuss it with your supervisor first. If the discrepancy is not resolved, please contact Human Resources.

Employees can have pay directly deposited into one or more of their bank accounts when they provide advance written authorization to Human Resources. Employees will receive a digital itemized statement of wages when NPSG makes direct deposits.

1.20 Pay Deductions and Setoffs

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

NPSG also may be required to make deductions from employee pay based on garnishments or other wage-withholding court orders or other authorized agency notices such as those relating to bankruptcy filings or child support. Employee disputes regarding this type of deduction must be addressed by the employee with the issuing court or other authorized agency. NPSG must continue making the deductions reflected in the court order or other authorized agency notice until we receive another such order or notice modifying or ending the same.

NPSG offers additional programs and benefits beyond those required by law. Employees who wish to participate in these programs may voluntarily authorize deductions from their checks.

If you do not understand what payroll deductions were made or how they were calculated, please contact the Human Resources department as soon as you notice the issue.

1.21 Pay Advances

NPSG does not provide payroll advances or extend credit to employees.

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1.22 Whistleblower Protection

NPSG is committed to following all applicable state and federal laws, including those laws in place to protect employees who disclose information to a government or law enforcement agency about an employer's conduct that the employee has reasonable cause to believe, is illegal. NPSG will not retaliate against any employee who refuses to participate in any activity that may result in violations of the law, or against any employee who has contacted a government or law enforcement agency regarding his or her reasonable belief as to the illegal activity of the Company or someone related to it such as an employee, vendor, etc.

The Company also encourages employees to contact the VP Global Human Resources or the Chief Financial Officer with questions or concerns as to the legality of any actions taken by the Company.

Safety and Working Conditions

2.1 Safety

Providing a safe working environment is extremely important. It's important to NPSG, it's important to our customers, and it's important for the families of our employees. We take this very seriously.

Employees and managers will receive periodic workplace safety training. Training topics will include hazard awareness, proper use of protective equipment and instruction on safe work practices and other important topics designed to keep you safe when on the job. The "**NPSG Red Book**" is a document you are expected to read, understand and comply with and it is available via SharePoint and at each project worksite.

Employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. In the case of workplace accidents that result in injury, regardless of how insignificant the injury may initially appear, employees must immediately notify their supervisor or Human Resources. Such reports are necessary to comply with applicable laws and initiate insurance and possible workers' compensation benefits procedures. Supervisors are responsible for following the designated injury reporting protocol outlined in the NPSG Red Book.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their manager or bring them to the attention of the Safety Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes by calling 1-844-715-1539, extension 3. All reports can be made without fear of reprisal.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, will be subject to disciplinary action, up to and including termination of employment.

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2.2 Smoking

In keeping with the intent of NPSG to provide a safe and healthy work environment, smoking in the workplace is prohibited. Smokers are required to use designated outside smoking areas only and to use any ashtrays provided to dispose of their cigarettes or other tobacco-related products. Jobsite smoking areas will be communicated via your supervisor. Smoking breaks can only be taken during an employee's designated rest periods and during his/her lunch break; extra breaks are not provided for smokers.

2.3 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult and costly to replace. When using equipment, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. All employees should receive proper training and certification prior to operating equipment. Certification in the operation of powered lift equipment such as forklift, etc. is required prior to operation of the equipment. If you are unsure or have questions or concerns about using any piece of equipment, please contact the Project Manager or the Safety Coordinator or Director for clarification prior to operating the equipment.

Please notify your supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Equipment or supplies may not be removed from the workplace unless this is expressly agreed to in advance by your supervisor. The fact that your supervisor may authorize certain equipment to be temporarily removed from the workplace is not an authorization to use the equipment to work off the clock. Any work performed on behalf of NPSG or any of its customers away from the workplace must still be reported. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. Human Resources can answer any questions about performing work away from the workplace.

2.4 Personal Protective Equipment

Work at job sites requires strict adherence to requirements for use of personal protective equipment (PPE). Site Supervisors or Project Managers will communicate and enforce proper utilization of this equipment. Employees are responsible for properly using personal protective equipment necessary for the work they are performing. The NPSG Red Book outlines detailed requirements for PPE, including but not limited to the following items all employees must be familiar with:

- Ventilation procedures and respiratory protection
- Hearing protection
- Eye and face protection
- Foot protection
- Head protection
- Hi-visibility vests
- Body protection
- General requirements for welding, cutting, and brazing

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- Fall protection
- Electrical protection including lockout/tag out procedures

2.5 Teamwork, Safe Behavior, and Worksite Violence

NPSG and our customers rely on employees to be good team members and work with others in a respectful and professional manner. The company is committed to preventing workplace violence and maintaining a safe work environment. All individuals, including supervisors, temporary employees, customer's employees, and other contractors should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that is disrespectful and/or may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from company premises and client job sites at all times.

Conduct that threatens, intimidates or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, national origin, religion or any other characteristic protected by federal, state or local law. This prohibition also extends to social media communications.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public in or otherwise affecting our workplace. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a manager. NPSG will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, NPSG may suspend employees, either with or without pay, during an investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to termination of employment.

If you experience a threat of violence which involves the threat of immediate harm, such as encountering an individual who is armed, etc., you should get to safety immediately, warn others in the area of the threat as you can, and notify the police by calling 911 as soon as you can.

One important way employees can reduce the threat of workplace violence is to commit to resolving conflict in a professional manner. Some steps in this process are (1) to address the issue as soon after it occurs as possible so it does not continue to grow or get worse, (2) discuss the issue only with those involved, and (3) involve a supervisor or Human Resources for assistance as needed.

2.6 Worksite Identification

Some worksites require specific worker identification via badges for general security and safety purposes. Site requirements such as these will be communicated by your supervisor or Project

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Manager. Employees are expected to comply with all site identification and other security requirements.

Employee Benefit Programs

3.1 Employee Benefits

We are interested in the health and well-being of you and your family. To that extent, we offer a competitive package of employee benefit programs to full-time regular (non-temporary) employees. Other programs (such as workers' compensation, state disability in some states, unemployment insurance, and Social Security) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification, so please check with Human Resources for the programs for which you are eligible as these may change throughout your employment. Details of the plans are included in the benefits booklets, through the applicable insurance carriers, and through Human Resources.

Some benefit programs require contributions from employees, and others are fully paid by NPSG. A summary of benefits can be found by accessing Employee Navigator, the employee benefits enrollment <https://employeenavigator.com/benefits/account/login>.

3.2 Benefits Continuation (COBRA)

Under Federal law, NPSG offers employees and their dependents the opportunity for temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. According to federal guidelines, qualifying employees pay the full insurance premiums plus a 2% administration fee for the period they receive COBRA-covered benefits. Please contact our benefits partner, Intrepid at 888.612.4644 or askintrepid@intrepid7.com for more information about COBRA coverage.

3.3 Paid Time Off (PTO) Benefits

Employees eligible to earn paid time off (PTO) begin to accrue from their date of hire and continue with each subsequent pay-cycle worked. The accrual rate and specifics of the PTO program vary based on employment category and individual state requirements.

Employees classified as **Field Travelers Hourly** earn PTO according to the following schedule:

Length of Service	Annual Accrual
Less than 1 year	5 days per year or 1.54 hours/pay period
1 - 2.99 years	7 days per year or 2.16 hours/pay period
3 + years service	10 days per year or 3.08 hours/pay period

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Employees classified as **Field Travelers Hourly** have the option to be paid for up to 40 hours of unused PTO at the end of each calendar year. Unused PTO of up to 40 hours may also be rolled over each calendar year.

Employees classified as **Field Travelers Salaried, Corporate Office, and Management** earn PTO according to the following schedule:

Length of Service	Annual Accrual
Less than 1 year	12 days per year or 3.69 hours/pay period
1 - 2.99 years	17 days per year or 5.23 hours/pay period
3 + years' service	20 days per year or 6.15 hours/pay period

All employees who are eligible for PTO may roll over up to 40 hours into each new calendar year. To the extent some states, cities or counties mandate other requirements, the Company will follow those requirements. For example, California law mandates that employees may roll over and accrue higher amounts of PTO than are described above. In California and other states, cities or counties that mandate carryover but also have accrual limits, when accrued balances reach the accrual limit additional accruals will be frozen until some PTO is used. For example, for California employees, PTO accruals will be frozen if your accrued balance exceeds 1.5 times your annual accrual maximum.

PTO payment for employees will be calculated based on the employee's straight-time hourly pay rate (effective hourly rate for Exempt employees) in effect when benefits are used times the number of hours taken on the day of vacation (not to exceed eight (8) hours per day). PTO pay does not include incentive pay, bonuses, or other special forms of compensation. Used PTO also will not be counted as hours worked for purposes of computing overtime. PTO benefits for exempt employees will be based on their normal wages.

In order to use PTO, employees must submit time off requests using Replicon. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence. Managers electronically consider and approve requests using Replicon.

Your supervisor and Human Resources must approve taking PTO in advance of the time actually accrued or requesting unpaid time off. Such authorization must be granted in advance of booking your time off. With approval, employees are able to borrow up to 40 hours from the current year, but it is understood and agreed that any amount of advanced PTO that is paid but not yet earned at the time of the end of employment for any reason will be treated as a wage advance and deducted from your final paycheck unless this is prohibited by applicable state law.

Employees are encouraged to plan ahead and use available/accrued PTO. PTO may be taken in half-day increments. Unused PTO is not paid out upon termination of employment for Field Travelers Salaried, Corporate office, and Management employees except as required by state or local law.

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3.4 Holidays

NPSG recognizes the following paid holidays:

- * New Year's Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day
- * Christmas Day

**** Seasonal Direct Hire Temporary** employees are not eligible for paid holidays

3.5 Workers' Compensation Insurance

NPSG carries insurance to cover the cost of work-incurred injury or illness. Workers' compensation benefits help pay for your treatment and part of any income you may lose while recovering. Law prescribes specific amounts, and each case is handled individually. To be assured of maximum coverage, all work-related accidents involving any type of injury or illness must be reported immediately and workers' compensation claims filed promptly.

If you incur a work-related injury or illness requiring a medical examination or treatment, you will be provided with an approved list of medical providers from which to choose for the examination or treatment relating to the same.

Workers' compensation laws require that we notify our workers' compensation carrier of any concerns of false, exaggerated, or fraudulent claims. Any person who makes or causes to be made any knowingly false, exaggerated, or fraudulent statement or misrepresentation for the purposes of obtaining or denying of workers' compensation benefits is guilty of a felony. This will also be grounds for immediate termination.

3.6 401(k) Savings and Retirement Plan

NPSG provides a 401(k) Plan for eligible employees to assist in planning for retirement. The Plan includes a Company match of 50% of the first 4% contributed by participants. Employees must be at least 21 years of age and have attained a minimum of 6 months of service in order to participate in the Plan. Employees are automatically enrolled once they meet eligibility requirements, however, employees may choose to opt out. For information regarding eligibility, contributions, benefits, opt-out process, and tax status, please contact Human Resources. Please note that Human Resources cannot provide any advice regarding your level of contribution or tax advice regarding your 401(K) Plan benefits. Human Resources can only provide general information relating to the Plan.

3.7 External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of NPSG or for their own professional development. Attendance at such activities, whether required by NPSG or requested by individual

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employees, requires the prior written approval of the employee's manager. For more information regarding this benefit, please contact the Human Resource Department.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours or, formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While NPSG generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

3.8 HIPAA Health Information Privacy Protection

NPSG sponsors a group healthcare plan that is subject to the Health Insurance Portability and Accountability Act (HIPAA). On the basis of that law, privacy regulations now apply to certain protected health information. The Company as plan sponsor has adopted the following policy to comply with these regulations. The Company's medical privacy policy will continue to apply to medical information, and the company will comply with all other federal and state law concerning medical privacy.

The Company generally only performs enrollment, changes in enrollment, and payroll deductions. To the extent that it obtains HIPAA- protected health information (PHI), it will maintain that information in confidence. Specifically, the company will not use or disclose such information for employment-related actions and decisions or in connection with other benefit plans.

PHI refers to individually identifiable health information received by the company's group health plan and created or received by a healthcare provider, health plan, or health care clearinghouse that relates to the past, present, or future health of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of healthcare. Such health information includes health status, medical condition, claims experience, receipt of healthcare, medical history, genetic information, and evidence of insurability and disability.

PHI does not refer to health information received apart from a group health plan, such as workers' compensation, short-term disability, and/or long-term disability, medical information received based upon the Americans with Disabilities Act (ADA), medical information received based upon the Family and Medical Leave Act (FMLA), or pre-employment physicals. However, the company's medical privacy policy will apply to such information.

Before assisting employees with understanding the group health plan, filing claims, or disputing claims, the Company will obtain an individual's authorization to access that person's protected health information.

The Company, as plan administrator and plan sponsor, will provide plan participants with a summary plan description. A notice of the privacy practices will be maintained by the plan sponsor and distributed to plan participants according to HIPAA guidelines, either by the HMO or health insurer or by the plan sponsor.

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The Company will discipline (up to and including discharge) employees for improper access, use, or the disclosure of protected health information or other confidential medical information.

The Company will not take any retaliatory action against any person for filing a complaint, assisting in an investigation, or otherwise opposing any act under the HIPAA privacy regulations.

Any protected health information will be secured against unauthorized access.

When protected health information is used for payment of benefits and plan operations, only the minimum necessary information will be released.

As the plan sponsor, the Company will amend the plan to comply with the HIPAA privacy regulations. These amendments will include that:

- Certain classes of employees or others are granted access to PHI.
- Access to PHI will be only for the group healthcare plan administrative functions.
- The group healthcare plan will only permit the use and disclosure of PHI consistent with the HIPAA privacy regulations.
- Business associates of the plan or the plan sponsor will agree to comply with the applicable HIPAA privacy regulations if they receive PHI.
- No PHI will be used in employment-related actions or in connection with any other employee benefit plan.
- PHI will be accessible to individuals, available for amendment, and available for an accounting for disclosures consistent with the HIPAA privacy regulations. As the HIPAA privacy regulations change, the company will amend the plan to comply with the changes.

As the plan sponsor, the Company will comply with the terms of the plan regarding the use of protected health information as required by HIPAA.

As the plan sponsor the Company will:

- Make the required certifications as to its use of the PHI (including as plan sponsor).
- Not use the PHI for employment or other benefit-plan purposes.
- Assist in the implementation of the amendment, access, and accounting rights provided in the group health plan.
- Restrict access to PHI so that employees of the Company do not access PHI unless it is part of their job duties with respect to benefit management.
- Use the PHI only for plan administration purposes.

As the plan sponsor, the Company will require business associates (such as providers of claims processing, administration, data analysis, utilization review, quality assurance, billing, benefit management, practice management, legal, accounting, actuarial, or financial consulting) to comply with applicable provisions of HIPAA privacy regulations. These obligations include:

- Using or disclosing PHI only as necessary to perform its function.
- Returning the PHI (where feasible) at the end of the contract.
- Helping the plan and plan sponsor comply with privacy standards.
- Binding any subcontractors with access to PHI to similar promises.

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Records regarding PHI disclosures will be maintained for six years as required by HIPAA privacy regulations.

All pertinent disclosures made by the group healthcare plan entity for the last six years, other than for treatment, payment, or healthcare operations, may be requested for an accounting by an individual group healthcare plan participant.

Group health care plan participants have the right to access, inspect, and copy their PHI that is maintained by the plan in accordance with HIPAA privacy regulations.

Group health care plan participants have the right to request the amendment of PHI.

Group health care plan participants can request restrictions on the uses and disclosures of PHI; however, the plan can decline to comply with such requests.

The Vice President Human Resources is the privacy officer for compliance with the HIPAA privacy regulations.

3.9 LEAVES OF ABSENCE

Below is a description of general practices and procedures applicable to most leaves. It is important to recognize that eligibility requirements, benefits, and reinstatement rights differ from one type of leave to another. An instance where there is a “lack of work” typically results in termination of employment and not leaves of absence. Please consult Human Resources for guidance with all leave of absence questions. Please note, however, that neither Human Resources nor any member of management or any other NPSG employee, vendor, or contractor is authorized to contradict or override the general practices and procedures which are outlined in this policy or to contradict or override any law which applies to an employee’s leave of absence. To the extent an applicable local, state, or federal law contradicts any of the below general practices or procedures, the law will control.

Compensation During a Leave

Leaves of absence are generally unpaid. An employee may use any accrued, but unused PTO, if eligible during an approved leave. If a leave is medical related, employees may be eligible for disability benefits, and Human Resources will explain the disability application process.

Benefits During a Leave

During a leave which is covered by PTO, deductions for all employee benefits in which the employee is participating will continue to be made during the period covered by PTO. During the unpaid portion of any leave of absence (including periods when the employee is receiving short- or long-term disability or workers’ compensation temporary partial or total disability benefits since these benefits are not paid by NPSG), NPSG will continue to pay the employee’s employee benefit premiums through the remaining portion of the calendar month in which the leave begins to the same extent that NPSG did so before the leave began. For example, if an employee is approved for and takes a three (3) month medical leave beginning June 15, his/her benefits will continue through June 30. Thereafter, the employee can continue benefits in accordance with applicable law by paying for coverage. As noted in the FMLA Leave policy below, an FMLA Leave is an exception to this general rule, as NPSG will

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continue providing group health and dental insurance during an FMLA Leave. Employees on FMLA Leave will be responsible for paying their regular employee share of the premiums for this coverage during an FMLA Leave. If they fail to do so, such that NPSG must do so during an FMLA Leave, NPSG may recover these premium payments from the employee at the end of his/her FMLA Leave.

Prior to Beginning a Leave

Any employee desiring to take a leave of absence must contact Human Resources to complete necessary paperwork. Failure to complete the necessary paperwork for a leave of absence will mean that the absence from work will be unauthorized. This will subject the employee to disciplinary action up to and including termination of employment. In a medical emergency or other similar situation that makes advance notice impossible, the employee must complete and submit the Leave Request Form as soon as possible and then also must comply with other requests from Human Resources regarding other necessary paperwork relating to the need for leave. In addition to communicating necessary leave paperwork requirements, Human Resources can also communicate information necessary to continued coverage during a leave under NPSG' benefit plans. Any questions about such coverage during a leave of absence should be directed to Human Resources.

Before Returning from a Leave

Employees who are on a leave of absence that lasts 14 days or more must notify Human Resources in writing of their intent to return to work or of their request for a leave extension at least one week prior to the anticipated return date. The more notice an employee can provide, the better management will be able to prepare for the employee's anticipated return.

If notice is not received from the employee of their intent to return to work or need for an extension of leave, employment will be considered voluntarily terminated at the end of the third day following the anticipated return date.

Family and Medical Leave Act (FMLA)

NPSG does not currently have enough employees working within 75 miles of one another to qualify any employee as being covered by the federal Family and Medical Leave Act (FMLA).

Other conditions must also be met for an employee to be covered such as; employees also must have worked NPSG for at least 1250 hours in the 12-month period immediately preceding their need for leave and for a total of 12 months in order to be eligible for FMLA leave.

As a covered employer, NPSG does have a copy of the federal FMLA poster available in Appendix A of this Handbook. Copies of this poster are also available through Human Resources. Questions regarding the FMLA also may be directed to Human Resources.

Some cities and states in which NPSG does business also have their own family and/or medical leave laws. If you need to be off work due to your own or a family member's illness or injury, please contact Human Resources for more information as to whether you may qualify for leave based on applicable state or city leave law.

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Personal Leave

When you know in advance that you will have to be out of work for compelling personal reasons for which leave otherwise is not provided under any Company policy or applicable law, you may request a scheduled Personal Leave. Such leaves should be requested as far in advance as possible. Personal Leave requests should be made through Human Resources. Approval of Personal Leave is at the sole discretion of the Company. Factors to be considered include work requirements leading up to, during and following the requested leave period, the employee's prior attendance and performance record, and length of service. The maximum period that a Personal Leave can be granted is thirty (30) calendar days. A Personal Leave must be used on a continuous basis (i.e., not a day here and there), unless otherwise expressly approved by the Company based on an employee's unique leave circumstances.

Benefits will continue during an approved personal leave as long as the employee continues to pay his/her share of any required benefits premium.

Due to their short nature, Personal Leaves are generally job-protected. However, there may be situations when the Company is not able to reinstate you at the end of a Personal Leave or may have to reinstate you in a different position with different hours, pay, etc. Such decisions are made at the Company's sole discretion and on a case-by-case basis based on the Company's operational needs. You will be notified of such a decision and given the option to return to work before the planned end of your approved Personal Leave in the event this decision is made. If you do not do so, then you either will not be reinstated at all at the end of your Personal Leave or will be reinstated to another position the Company has for you. This decision also will be made at the Company's sole discretion based on its operational needs.

Personal Leave is unpaid; however, employees will be required to use all accrued, unused PTO time as part of a Personal Leave.

Military Leave

All employees are eligible to apply for a military leave of absence to serve in the uniformed military services. Under federal law, a covered military leave of absence will be granted without pay for up to a maximum total of five years cumulative length of all absences from employment due to military service (not including certain involuntary extensions of service).

Covered military service includes service in the uniformed military services including the Army, Navy, Air Force, Marine Corps, Coast Guard and the Reserves of each of those branches of service, the United States National Guard, commissioned corps of the Public Health Service and any other category of persons designated by the President of the United States in the time of war or emergency.

Service is defined as active duty, active duty for training, initial active duty for training, full-time National Guard duty, or absences for examinations to determine fitness for duty.

Many states also provide leave for military training, calls to service made by the state Governor, Civil Air Patrol, or other emergency services personnel. Questions regarding other forms of military or emergency services leave should be directed to Human Resources.

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Employees must provide reasonable advance notice of any need for military or emergency service-related leave unless this is precluded by military necessity or circumstances that make it impossible or unreasonable. Employees should submit proof of required military service such as copies of military orders, training or induction notices.

An employee has the right to elect continuation coverage under the Company's health insurance plan for a period of time (not to exceed 24 months) while on federal Military Leave.

Employees returning from uniformed service in the military must apply for re-employment within the number of days after discharge from the service specified by applicable law. Employees who fail to reapply by these deadlines will be considered to have abandoned their jobs on the next day, except in extenuating circumstances. Employees must also present evidence of their type of discharge at the time of application for re-employment.

Short-term military leaves for training or other short-term military or emergency service (less than 30 days total per year) will be job protected. Extended federal Military Leave will be subject to the reinstatement provisions of the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Reinstatement following other extended military or emergency services leaves will be governed by the applicable federal, state or local law which provides for the leave. Questions regarding any military or emergency services leave should be directed to Human Resources.

Bereavement Leave

If an employee wishes to take time off due to the death of an immediate family member, the employee must notify his/her supervisor of this as soon as he/she becomes aware of this need. Paid time off will be granted to allow the employee to attend the funeral or memorial service and make any necessary arrangements associated with the death.

Up to three (3) days of paid bereavement leave will be provided to eligible regular full-time employees unless additional bereavement leave is provided by an applicable state law.

Bereavement pay is calculated based on the base pay that an employee would otherwise have earned had she/he worked on the day of absence.

Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary. Additional unpaid time off may also be granted at the discretion of employee's supervisor, on a case-by-case basis.

NPSG defines "immediate family" as: a parent, step-parent, sibling, spouse, registered domestic partner, child, child of a registered domestic partner, current parent-in-law, sibling-in-law, parent of the registered domestic partner, grandparents, and grandchildren, and grandparents and grandchildren of a spouse or registered domestic partner.

Jury Duty

NPSG believes that jury duty is an important civic responsibility and grants time off for service on federal, state, or local juries as required by applicable law. If you are selected to sit on a jury during your regularly-scheduled worktime, you will receive your regular earnings (not including any overtime) during the time for which you serve as a juror (based upon 8 hours per day), less

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any compensation you receive from the court for your service, up to forty (40) hours for each calendar year, unless additional paid time is required by applicable federal, state, or local law.

Seasonal employees are not eligible for compensation for jury duty.

In order to qualify for jury duty pay and have our jury service time excused, you must notify your supervisor as soon as you receive the jury service summons or other notice and provide documentation of your service along with any payment you receive at the end of your period of service (or weekly for extended periods of service). Your supervisor is responsible for forwarding these materials to the Human Resources Department.

During a period of jury service, you should notify your supervisor by 6 p.m. of each work day whether you will be at work the following work day based on the information provided to you by the court. For extended periods of jury service (more than a week), other arrangements may be agreed upon between you and your supervisor rather than this daily notice. On scheduled workdays when the court is not in session or when you otherwise are not required to serve on the jury, NPSG expects you to report to work. If you are dismissed from jury service mid-workday, you are expected to notify your supervisor of this so he/she can give you instructions as to whether you need to report to work for the remainder of the day or not. Failure to provide the required documentation of your jury service or keep NPSG posted regarding your return to work or to return to work in accordance with this policy will subject you to disciplinary action, up to and including termination, unless this is expressly prohibited by applicable federal, state or local law.

Time Off to Vote

NPSG encourages employees to fulfill their civic responsibility by voting. If due to his/her work schedule, any employee is unable to vote in a national or statewide election during his/her non-working hours, the Company will grant up to two (2) hours of paid time off to vote (unless additional time is provided by the applicable state's law). Employees should request time off to vote from their supervisor at least two (2) working days prior to election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule, and also in order to coordinate their missed time with other employees.

All employees should note that time off to vote will not be given in the event an employee has personal commitments during non-working voting hours, during which the employee otherwise would be able to vote.

This policy again is subject to applicable state voting leave laws. In the event this policy contradicts an applicable state voting leave law, the applicable state law shall govern.

Employee Expectations

4.1 *Employee Conduct and Work Rules*

To maintain an effective work environment and to assure orderly operations, NPSG expects employees to follow certain rules of conduct that will protect the interest and safety of all employees and the employer. Under no circumstance will physical altercations be tolerated. Any

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such behavior will result in termination, regardless of tenure, position or circumstance. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct which may result in disciplinary action, including suspension or termination of employment, as well as possible criminal proceedings.

- * Theft or inappropriate removal, or possession, of the property of NPSG or its clients.
- * Falsification of timekeeping records, application, or any other Company or work-related records.
- * Working under the influence of alcohol or illegal drugs as indicated by a positive illegal drug or alcohol screen.
- * Refusing to submit to an alcohol or illegal drug test or search or tampering or otherwise interfering with the same.
- * Negligence or improper conduct leading to damage to a customer relationship including comments to the customer about the Company that are negative or overly critical.
- * Violation of established safety rules or any action that creates or contributes to an unsafe work environment including failure to report unsafe conditions or actions that are contrary to safety policy.
- * Failing to immediately report an on-the-job accident, injury or illness (unless you were unable to do so due to being unconscious or otherwise medically unable to report it; the fact that an ambulance is called for you will serve as sufficient notice in this event.)
- * Insubordination (including, but not limited to, failure to work as directed or carry out a lawful instruction, that does not violate Company policy.)
- * Unauthorized absence from work (3 or more consecutive work days no call/no show will lead to termination).
- * Performing substandard work in quality or quantity.
- * Disorderly conduct.
- * Using profane or abusive language directed toward others in connection with work or work-related relationships.
- * A threat of or an act of violence including physical intimidation or altercation.
- * Carrying weapons of any kind on your person on Company or customer property or while otherwise performing work for NPSG or threatening to use a weapon against any NPSG employee or customer.
- * Giving or taking a bribe or gratuity of any nature as an inducement to obtain work, retain a position, or to gain any advantage in NPSG matters.
- * Sleeping during working hours.
- * Harassment of other employees, customers, agency temporary employees, contractors, or any other individuals.
- * Violation of Company policies.
- * Misappropriation of Company or customer funds.

All employees of NPSG are “at will” meaning the employment relationship may be terminated by either party at any time with or without notice.

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4.2 Timekeeping

Accurately recording time worked is an important responsibility of all hourly employees. Salaried employees may also be asked to record their time so that use of PTO and other time off can be tracked. NPSG uses the Replicon system for timekeeping. Federal and some state laws require NPSG to keep an accurate record of time worked in order to be compliant and, in some cases, to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Non-Exempt Employees (Hourly): All non-exempt (hourly) employees (Office and Field) must accurately record the time they begin and end their work. Tampering, altering or falsifying time records, or recording time on another employee's time record will result in discharge. It is the employee's responsibility to log into the Replicon system all work hours and to certify the accuracy of all time recorded. The employee's supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Nonexempt employees should report to work no sooner than their agreed upon starting time nor stay beyond the scheduled stop time without expressed, prior, written authorization from their supervisor. Employees should be at their workstations and ready to begin work on time.

No non-exempt employee is permitted to work off the clock. If you are asked to do this, or otherwise inadvertently do this by forgetting to record all of your time, etc., you should report this to the Human Resources Department by the end of the next payroll period so that you can be properly paid.

Exempt Employees: Field Exempt employees may be required to track work time for client billing purposes. Managers will notify you if this requirement applies to you.

4.3 Attendance and Punctuality

To maintain a safe and productive work environment, NPSG expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the company. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he/she must notify their supervisor or manager as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment. Specific attendance or tardiness standards may be implemented for different locations or departments as operational needs dictate.

4.4 Break or Rest Periods

Break or rest period regulations vary from state to state. NPSG will comply with applicable state and local laws concerning break and rest periods. Where such laws do not provide to the contrary, however, employees are typically provided two paid rest periods of 10 – 15 minutes and the ability to take a 30-minute unpaid lunch per each 8 or more hour shift. Site supervisors will communicate any legally-required deviations from this to site crews. Questions regarding break or rest periods also may be directed to the Human Resource Department.

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4.5 Personal Appearance & Professional Brand

NPSG is committed to providing professional services and products to its customers, and it is important that your personal presentation reflect professionalism at all times. Your personal appearance and attire is a reflection of you and the Company.

During regular business hours, employees must ensure they maintain a clean, neat appearance and that their personal presentation is suitable for business and their job function. If you have any questions regarding what is appropriate for your job function, please consult your manager.

It is expected that if you are attending a work-related event outside of working hours or off the job-site, your actions are aligned with our Employee Conduct and Work Rules listed above, including but not limited to the Non-Disclosure and Sexual and Other Forms of Harassment policy, and your interactions with other employees, clients, or customers alike are positive and professional. It is expected that your behavior will not cause a disruption to our business or result in a confrontation with other employees, clients, or customers. We take the experience that others have at NPSG, or with NPSG employees, very seriously; therefore, misconduct that occurs will lead to counseling, documentation, or termination of employment.

4.6 Illegal Drug and Alcohol Use

Illegal drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illegal drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by NPSG.

Possessing, distributing, transferring, purchasing, selling, using, or being under the influence of illegal drugs or alcohol while on Company property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the Company will lead to discharge.

The one exception to this policy is employees participating in Company or customer sponsored office parties and/or business lunch/dinners may, within reason/moderation, consume alcoholic beverages. However, this exception does not extend to authorizing any illegal activity relating to the consumption or possession of alcohol such as driving under the influence of the same or violating applicable open container laws. Employees also will remain subject to all other NPSG policies, including but not limited to the Non-Disclosure and Sexual and Other Forms of Harassment policies, if they choose to consume alcohol at Company or customer-sponsored events. This exception also does not extend to authorizing employees to perform any work while under the influence of alcohol. Mere attendance at a Company or customer-sponsored event is not considered "work" unless you are there performing a special assigned service such as checking in guests.

Lawfully-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace. Employees using lawfully-prescribed medications are responsible for becoming aware of the potential side effects of the same and asking the prescribing physician whether they could adversely affect your job performance or your own safety or the safety of others. If you need a copy of your current job description in order to assist a prescribing physician with this assessment, this is available through the Human Resources Department. Concerns or questions relating to the safe and effective performance of your job due to taking a lawfully-prescribed medication also should be discussed

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with the Human Resources Department before you work while taking it. You will not be required to tell Human Resources what prescribed medications you are taking or why you are taking them as part of this process, but you may be asked to provide a release from the prescribing doctor indicating that you can safely and effectively perform your job while taking a lawfully-prescribed medication or any restrictions which should remain in effect during this period. Accidents caused or mistakes made due to an employee's failure to follow this process will lead to disciplinary action, up to and including discharge depending on the seriousness of the injury or other harm which results from the same. Employees found to be under the influence of illegal drugs or alcohol on Company property or otherwise at or while performing work will result in discharge.

For purposes of this policy and the Employee Conduct and Work Rules section above, testing positive for a prescription drug (1) which has not been lawfully prescribed for you or (2) in an amount in excess of your lawfully-prescribed dosage will constitute testing positive for an "illegal drug" the same way testing positive for an illegal "street drug" would.

In support of this policy, NPSG reserves the right to require illegal drug and alcohol testing based on reasonable suspicion and following an on-the-job accident or injury (unless this is prohibited under applicable federal, state or local law). NPSG also reserves the right to search any Company property (or personal property which is located on or in Company property).

4.7 Use of Mobile Phones

Personal mobile/cell/smartphone usage should be kept to a minimum and is not allowed on the customer job-site except in designated areas during approved breaks and lunch. Personal calls must not interfere with your work or the work of others whether these are made on a personal or Company-provided phone.

Either Company-provided or personal mobile phones should not be used while driving any Company vehicle or any vehicle on any Company business purpose unless it is permitted by applicable driving laws.

4.8 Dealing with the Press/Media & Social Media

Only the CEO or his express designee is authorized to provide statements on behalf of NPSG to members of the press or broadcast organizations. Accordingly, all requests for a statement on behalf of NPSG must be directed to the CEO.

Social Media

The conduct of each employee must at all times inspire the confidence of our customers. This includes off-duty conduct. Specifically, employees may not at any time make negative comments about our products, services, customers or prospective customers, vendors or suppliers or reveal or otherwise comment on non-public information at any time.

All employees also are prohibited from referencing, referring to or otherwise revealing any non-public customer, supplier or vendor information via social media at any time. They also are prohibited from making any posts which jeopardize NPSG, our customers, suppliers, vendors or our employees' physical or personal security or which threaten bodily harm or property damage against any person or entity or which are otherwise in violation of any law at any time. Employees

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also may not reveal any NPSG or customer, supplier or vendor trade secrets at any time (unless they are expressly authorized as part of their job to do so).

Posts which violate any NPSG policy or which unduly disrupt your or others' work are prohibited unless such disruption is permitted by an applicable law. Please note that "joining," "liking," or otherwise agreeing with others who are communicating posts which are in violation of the above is the same from NPSG's perspective as your making the posts or comments yourself. The only exception to the above policy regarding making negative comments about customers, suppliers or vendors is if these entities are involved in a labor dispute; in this specific context, NPSG's non-supervisory employees are permitted to comment on the dispute on their own time and equipment via social media but may not do so by threatening violence, violating the law, or revealing any trade secrets or making other prohibited disclosures of non-public information. Please note that other off-duty behavior such as being arrested or social media posts which reflect employees in an unprofessional light (i.e., drunk, high, partially or fully unclothed, etc.) also may result in termination if in the Company's sole discretion such conduct or posts interfere with the employee's ability to credibly perform his/her job. Obscene or graphic sexual language or images or language or images which violate our harassment policy by depicting or using words or images which are degrading to protected groups on the basis of their religion, race, national origin, gender, etc. also are prohibited by this policy.

For purposes of this policy, "social media" means any facility for online publication and commentary, including without limitation social networks (Facebook, Twitter, LinkedIn, etc.), video/photo sharing sites (Flickr, Snapchat, Instagram, YouTube, etc.), chat rooms, podcasting, online forums and discussion groups, wikis, blogs, micro-blogging tools and any other websites that facilitate the publishing of user-generated content.

4.9 Regulatory or Legal Enquiries

Inquiries from federal, state and local governmental officials related to NPSG and its business affairs (or from comparable governmental officials or entities outside the United States) for statements, documents or other information on behalf of NPSG should be referred to the VP Global Human Resources or the Chief Financial Officer unless you have been specifically authorized to respond to such inquiries. In the latter case, you should inform the VP Global Human Resources or the Chief Financial Officer of any planned response to be given by you before giving it. Examples of government inquiries include requests for information, notice of an investigation or service of a subpoena.

4.10 Information Technology and Communications Equipment

NPSG's information technology systems, including computers, email, Internet access lines, networks, telephones, and voicemail are the property of NPSG and are to be used primarily for business purposes. These business systems and the data that reside on them are the property of NPSG. Users, therefore, should not have any expectations of personal privacy with respect to their use of NPSG business systems or data created, received or stored on them. NPSG information technology systems may be used for minor or incidental personal business provided that such use is kept at a minimum, does not interfere with your or others' work or cause damage or disruption of the business use of these systems, networks, or equipment.

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Employees should familiarize themselves with the NPSG IT policy that can be reviewed via the Paylocity employee portal.

Employees may not use, whether inadvertently or intentionally, NPSG's information technology systems to:

- Allow others to gain access to the Company's information technology systems through the use of your password or other security codes;
- Access files, data, or systems to which express authorization from the owner, whether NPSG or another company, has not been obtained.
- Remove, install or modify any NPSG-installed software or programs without authorization;
- Send copyrighted documents not authorized for reproduction;
- Attempt to circumvent or subvert system or network security measures;
- View network traffic for any reason (unless required by your position);
- Send or promote the distribution of unsolicited and unnecessary personal emails or "junk mail" (e.g., chain letters, advertisements or other communications that represent a waste of time or computer resources for NPSG or others);
- Access the internet for inappropriate use such as pornography or personal entertainment;
- Send harassing, threatening or obscene messages; and
- Engage in any non-NPSG-related commercial venture.

It is extremely important that you take all necessary measures to secure your computer and any of your computer or voicemail passwords. If you have any reason to believe that your password or the security of a Company computer or communication resource has in any manner been compromised, you must change your password immediately and report the incident to NPSG's corporate IT department.

NPSG's email system may not be used for personal use. Please limit use of your NPSG email to business only.

NPSG may monitor the use of its information technology and communication systems to the extent permitted by applicable law.

4.11 Privacy of Communications

NPSG provides services that reach into the business lives of our customers, who trust us to protect their privacy. Violating that privacy may result in serious criminal charges and civil liability for both the Company and for the individual employee responsible. We should each do our utmost to protect the privacy of all forms of customer communications whether voice, data, or image transmissions.

To protect our customers' privacy, you should adhere strictly to the following guidelines:

- You may not tamper with or intrude upon any communication to which you are not a party or otherwise alter it after it was sent to make it appear a different communication was sent.
- You may not access or divulge any customer communication or record, except as required in the proper management of the business and as required or permitted by applicable law.
- You may not use information from or about any communication for any purpose not directly related to the Company's business.

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- You may not review or disclose any information about our customers' communications or information processing arrangements – including non-published telephone numbers or billing, network, or equipment information – without a valid business reason.
- You may not release customer communications or related information even in response to a valid subpoena except in strict accordance with procedures approved by the Legal Department. Also, you may not disclose information concerning the issuance of a subpoena or summons without following procedures approved by the Legal Department.
- Without proper clearance, you may not disclose any of the types of information outline above even to a law enforcement organization or other government authority. If you lack such clearance, and a law enforcement organization or any other government authority asks for private information, immediately refer the request to the VP Global Human Resources.

4.12 Travel & Entertainment Expenses

All employees' travel and business entertainment must adhere to the policy guidelines established by the Finance department. Before incurring business expenses, please review a copy of the policy and consult the Finance department with any questions. Except in justifiable emergency circumstances, expenses incurred while conducting Company business will only be reimbursed with prior approval from your manager unless otherwise required by applicable law.

If you are issued a company credit card, it is important for employees to understand and follow the guidelines set forth in the Corporate Credit Card policy. Improper use of a Company credit card will lead to disciplinary action up to and including termination of employment.

4.13 Building Security and Customer Site Security

Due to the nature of business NPSG conducts, security of NPSG offices and client data is extremely important. Accordingly, all employees must follow all applicable security measures as outlined by NPSG management. Do not give out or lend your security code(s), security access fobs(s) or office key(s) to anyone other than management. If you require new office keys or security fobs, or if you've forgotten your security code, please contact your supervisor. Periodically office keys, security fobs and/or security codes may be changed. You will be notified of these, as appropriate, and receive replacements.

4.14 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all property of NPSG that is in their possession or control in the event of termination of employment, resignation or layoff, or immediately upon request. Where permitted by applicable laws, NPSG may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. NPSG may also take all action deemed appropriate to recover or protect its property. All data on computer equipment owned, leased or operated by NPSG, as well as data on computer equipment not owned by NPSG but used in the performance of NPSG projects, is the property of NPSG and/or its clients, in both electronic and hard copy formats.

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4.15 Separation

Separation from employment may occur for many reasons, such as:

Voluntary Termination

NPSG will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following:

- Elects to resign;
- Fails to return from an approved leave of absence; or
- Fails to report for work without notice for three consecutive days

Even though employment at NPSG is at-will, please consider giving your manager at least two (2) weeks notice. We appreciate as much notice as possible so that plans can be made for your replacement or reassignment of your duties. If you choose to resign, we ask that you do so in writing and indicate your reason for leaving and the effective date of your resignation, and provide a forwarding address. The company reserves the right to make any notice of resignation effective immediately. In this event, you will only be paid for time worked during the notice period.

Involuntary Termination

An employee's employment may be terminated involuntarily, with or without notice. Generally, the reasons for involuntary termination of employment may include, but are not limited to:

- Failure to meet performance standards;
- Failure to comply with company policies;
- Other unacceptable or intolerable behavior;
- Company reorganization, financial status, and workload;
- Other business conditions.

Employees will receive their final pay in accordance with applicable state law.

4.16 Security Inspections

NPSG wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, NPSG prohibits the control, possession, transfer, sale, or use of such materials on its premises.

NPSG requires the cooperation of all employees in administering this policy. Desks and other storage areas may be provided for the convenience of employees, but remain the sole property of the NPSG. Accordingly, desks and storage devices, as well as any articles found within them (i.e., briefcases, packages, bags, etc.), can be inspected by any agent or representative of NPSG at any time, either with or without prior notice.

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4.17 Visitors

Non-business visitors are not permitted on customer job sites or in NPSG offices, vehicles or other facilities unless there is an emergency or other approved reason or special occasion. Off-duty NPSG employees must follow this same policy.

Business visitors likewise must report to the authorized reception area and remain there until the employee they are there to see arrives. They must then be escorted by that employee throughout their visit, and the employee is responsible for instructing the visitor regarding any Company policies which may apply to them such as the Non-Smoking policy.

Great care should be taken to make sure no non-NPSG employee has access to any confidential Company or customer information, passwords, security or access codes, etc. All employees can help with this by not leaving such information in any area a visitor may be in.

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Appendix A – FMLA Poster

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

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Acknowledgment of Receipt

This is to acknowledge that I have received a copy of the NPSG Employee Handbook. I understand that the Employee Handbook contains important information on NPSG general policies and practices, as well as my privileges and obligations as an employee. I understand that I am expected to read, understand, and adhere to the Company's policies and procedures as reflected in the Employee Handbook. Other than the employment-at-will policies, I understand that the Company may from time to time change, rescind or add to any policies, benefits or procedures described in this Handbook at its sole discretion. I will be notified before these changes go into effect. It accordingly is also my responsibility as an NPSG employee to periodically review information about any changes. A complete copy of this Handbook including any current updates also is available through the Human Resources Department. I further understand that my employment relationship is at-will. This means that my employment is not for a specified period of time and that it may be ended by me or the Company at any time with or without cause, and with or without prior notice. No person other than the President/CEO of NPSG has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contract to the foregoing and any such agreement must be express, in writing, and signed by the President/CEO.

Any questions regarding the content of the Handbook and this Acknowledgment of Receipt should be directed to Human Resources.

EMPLOYEE'S PRINTED NAME

DATE

EMPLOYEE'S SIGNATURE

CC: EMPLOYEE FILE