

Patriot Enterprises Annual Training Guidance

We are excited to roll out the Patriot Enterprises Training Portal via iSolved University! Please follow the guidance below to complete the company mandated annual training. Annual training will be assigned to you on or around your anniversary hire date and must be completed in order to maintain compliance with various Federal, State, and contractual regulations.

When completing the company annual training, please allocate your time using the Training charge code on your time sheet.

You have been allocated up to 2 hours to complete these training assignments. The time charge code will be a drop-down menu in your Unanet time sheet. You can record your time in increments of .25 hours.

Note: You should record the time for training on the dates you complete the training. If you are unable to complete the training in a single session, then you should record your time for the training you completed the courses on that date and then record the time you completed the rest of the training on the other date.

Example: You completed the Ethics and Code of Conduct for a total of 1 hour on 10/1. You would record the 1 hour on your timesheet on 10/1. Then you complete the remaining training (Sexual Harassment) on 10/14. You would record the remaining .5 hours on 10/14. **However, we request that you complete all the training at the same time.**

NOTE: Your training is not considered “complete” until all 5 courses have been completed.

When completing your Unanet time sheet for the training, from the Project dropdown select **Patriot G&A**, and from the Task dropdown, select **Company Mandated Training** from the Task dropdown list. You will see a total allocation of 2 hours for the 5 training courses. You can record your time in increments of .25 hours not to exceed 2 hours of training. **Note: Overtime is not approved for the completion of this training. It must be done during your normal work schedule.**

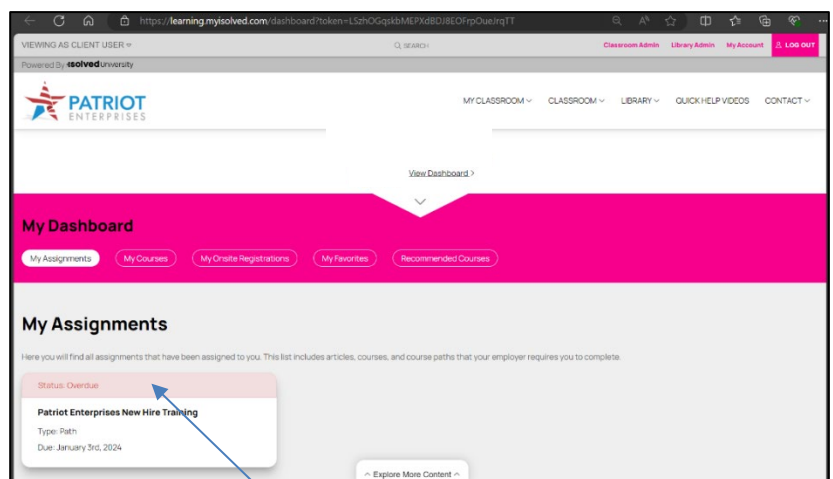
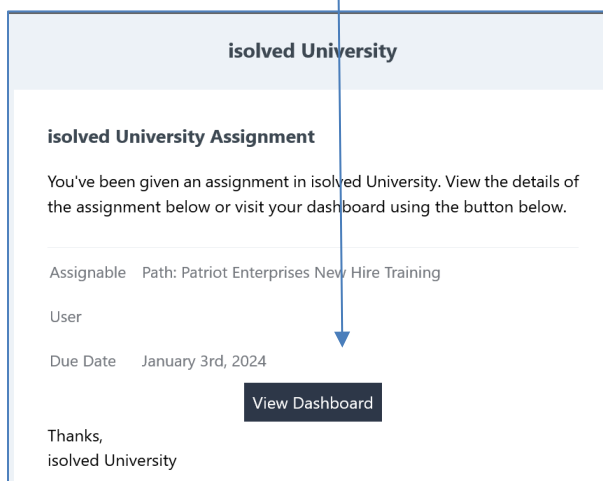
PROJECT	TASK	LOCATION	PAY CODE	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS
PATRIOT G&A	Company Mandated Training	Remote FL	REG		2													0
Totals:																		0

The four (4) required training courses that will be assigned to you are:

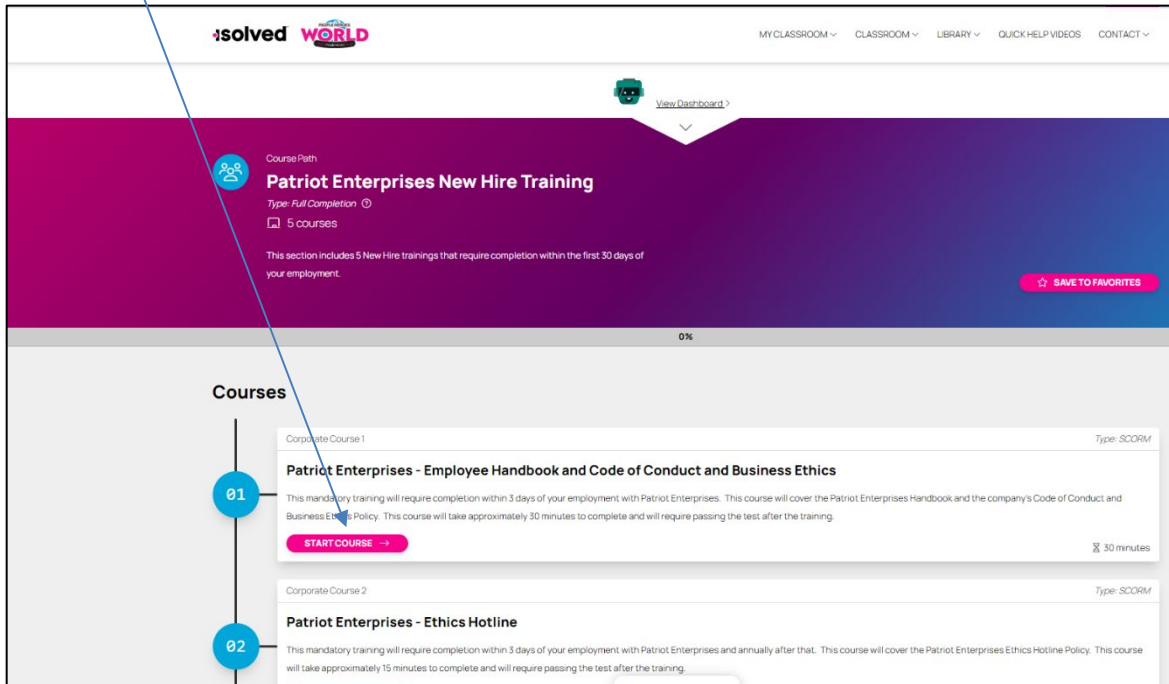
- Ethics Hotline – 15 minutes
- Recognize and Respond to Sexual Harassment – 15 minutes
- Annual Code of Conduct, Business Ethics, and Security Refresher – 30 Minutes
- Code of Conduct and Business Ethics Acknowledgement – 1 minute

1. You will receive an email from “isolved People Heroes University noreply@mg.learning.myisolved.com titled “Assignment Assigned”. **This will be sent to you each year on or around your anniversary date with Patriot.**

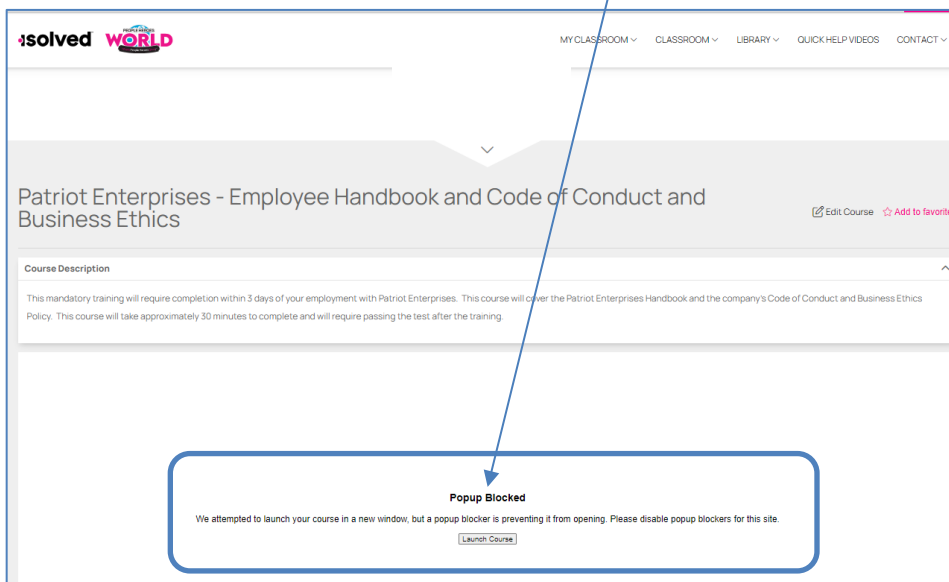
2. Click on “View Dashboard” to access the system.



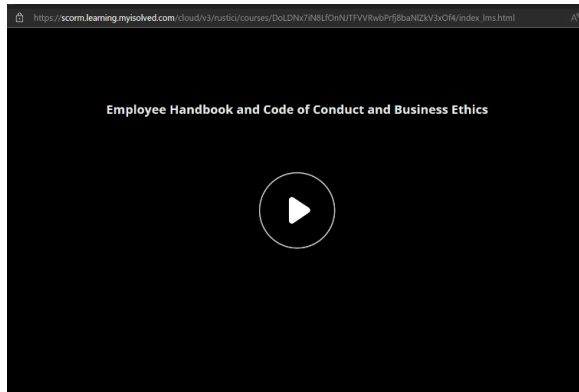
- Your landing page is your Dashboard as shown above. Click on the box under **“My Assignments”** to begin.
- This will take you to the screen below. The 4 annual training courses are shown here. Click on **“Start Course”** to begin any of the courses.



Note: If you receive the following screen, you will need to disable pop-up blockers in order to proceed.



- Once this is done, you will see a screen pop-up with the training video. Click on Play to continue.



- Follow the course directions which may vary by course.
- Once you have finished the training, click on “Complete Course”. This completes this course, and no further action is required. A record of your course completion will be maintained in your personnel file.

LESSON COMPLETE!



This concludes the Patriot Enterprises Employee Handbook and Code of Conduct and Business Ethics Training. Thank you for taking the time to complete it!

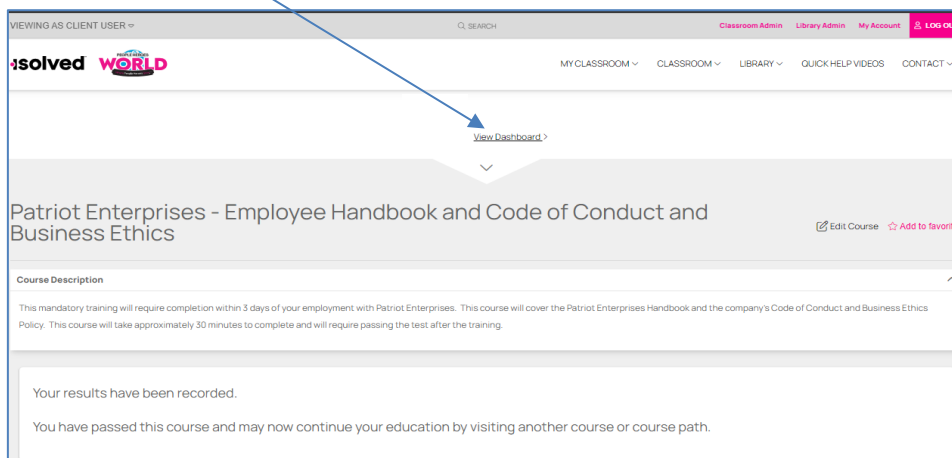
- Supervisors are responsible for ensuring policies are administered consistently and fairly
- If you have questions or concerns:
 - Talk to your Patriot Enterprises supervisor, or
 - HR at hr@patriotenterprisesllc.com or 804-215-2485

Click the button below to exit the course and mark it as completed.

Complete Course

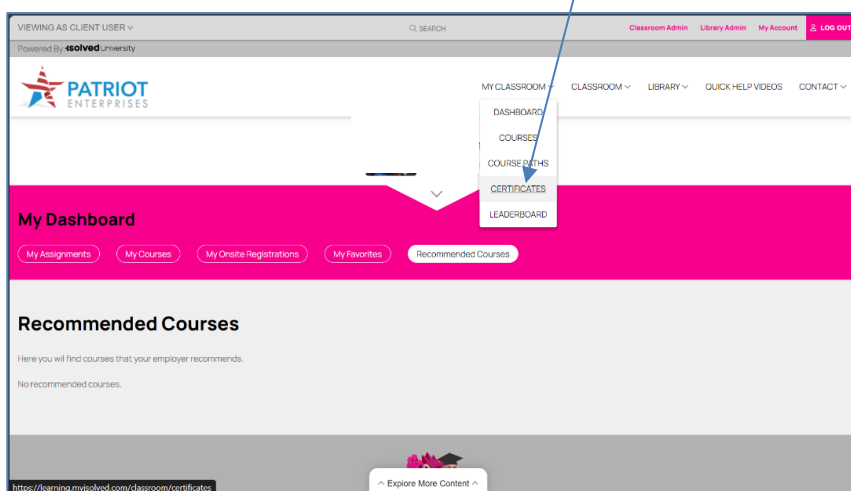
This may take up to a minute to process.

- Click on “View Dashboard” to return to your course listings to complete additional training.

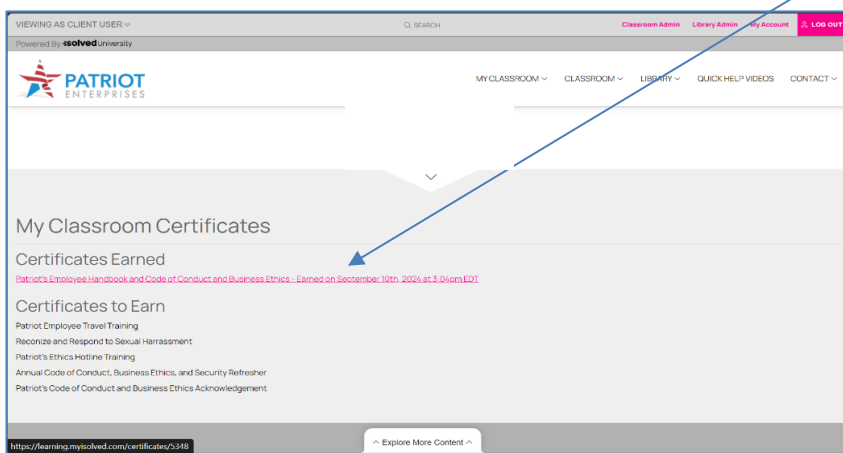


- Repeat the above process to complete the 4 courses.

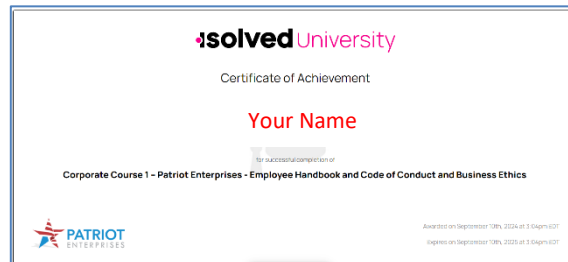
- Once you have completed all four (4) training courses you have completed the required annual training for Patriot. However, you may have additional training requirements that are specific to the program you are supporting. Your supervisor will advise you of any additional program specific training that may be required of you.
- If you would like to retain a copy of the certificates for your completed training you can get a copy by going to your Dashboard, the clicking on “My Classroom” → “Certificates”.



- On the screen which follows, you can click on the course title to open a Certificate of Completion.



- Once opened you can print and / or save this for your personal records.



For any questions or issues, please reach out to the Patriot HR Team hr@patriotenterprisesllc.com or 804-215-2485.