



Patriot Enterprises LLC

EMPLOYEE HANDBOOK



Revision and Approval:

| | | | |
|-----|------------|--|-----------|
| 7.0 | 01/14/2025 | Original Issue v7.0 | P. Weaver |
| 7.1 | 07/21/2025 | Revised Section 4.2: Personal Appearance and Cleanliness to add Subsection 4.2.1 Tattoos | P. Weaver |
| 7.2 | 09/17/2025 | Revised Section 3.3.1 PTO Accrual During Leave of Absence (LOA) | P. Weaver |

CONTENTS

WELCOME 6

DEFINITIONS 7

1.0 SECTION I - EMPLOYMENT 9

 1.1 EQUAL EMPLOYMENT OPPORTUNITY 9

 1.2 INTRODUCTORY PERIOD 9

 1.3 AT-WILL EMPLOYMENT 9

 1.4 WORK HOURS, BREAK TIMES, ABSENCES AND TIME OFF..... 10

 1.5 ATTENDANCE AND PUNCTUALITY 10

 1.6 INCLEMENT WEATHER 11

 1.7 LACTATION BREAKS 11

 1.8 JURY DUTY 11

 1.8.1 DISCRIMINATION..... 12

 1.8.2 JURY DUTY COMPENSATION..... 12

 1.9 RIGHT TO VOTE..... 12

 1.10 FAMILY AND MEDICAL LEAVE ACT (FMLA) - Federal..... 12

 1.10.1 ELIGIBLE REASONS AND LENGTH OF LEAVE 13

 1.10.2 BENEFITS AND TIME OFF DURING FMLA LEAVE 13

 1.10.3 RETURN FROM FMLA LEAVE 14

 1.11 DISABILITY ACCOMMODATION 14

 1.12 LEAVE OF ABSENCE (LOA) 15

 1.13 PROHIBITED HARASSMENT/DISCRIMINATION..... 17

 1.14 SEXUAL HARASSMENT..... 18

 1.14.1 EXAMPLES OF SEXUAL HARASSMENT: 18

 1.15 CONFLICT OF INTEREST 19

 1.16 EMPLOYMENT OF FAMILY MEMBERS OR PERSONAL RELATIONSHIPS 20

 1.17 OUTSIDE EMPLOYMENT STATEMENT 20

 1.18 SOLICITATION/LITERATURE DISTRIBUTION 21

 1.19 CONFLICT RESOLUTION 22

 1.20 SAFETY AND HEALTH 22

 1.21 DRUGS AND ALCOHOL POLICY 23

 1.22 WORKPLACE VIOLENCE PREVENTION..... 24

 1.23 SEPARATION OF EMPLOYMENT 25

 1.24 COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) 26

2.0 SECTION II – TIMEKEEPING AND PAYROLL 27

| | |
|---|----|
| 2.1 TIMEKEEPING | 27 |
| 2.2 EMPLOYEE CATEGORY/STATUS | 28 |
| 2.2.1 EMPLOYEE CLASSIFICATIONS | 28 |
| 2.2.2 ELIGIBILITY FOR OVERTIME BY CLASSIFICATION: | 28 |
| 2.3 PAYROLL..... | 29 |
| 2.4 PAYCHECKS..... | 29 |
| 2.5 PAY CALCULATION AND SALARY DEDUCTIONS | 29 |
| 2.6 OVERTIME PAY – HOURLY NON-EXEMPT EMPLOYEES..... | 30 |
| 2.7 LEAVE WITHOUT PAY (LWOP)..... | 31 |
| 2.8 BUSINESS EXPENSES | 31 |
| 2.9 CONTRACT-RELATED TRAVEL EXPENSES..... | 32 |
| 3.0 SECTION III - EMPLOYEE BENEFITS | 34 |
| 3.1 OVERVIEW | 34 |
| 3.2 OBSERVED HOLIDAYS | 34 |
| 3.2.1 HOLIDAY PAY | 35 |
| 3.2.2 RELIGIOUS OBSERVANCE ACCOMMODATION | 36 |
| 3.3 PAID TIME OFF (PTO) FOR NON-SCA EMPLOYEES..... | 36 |
| 3.3.1 PTO ACCRUAL DURING LEAVE OF ABSENCE (LOA):..... | 36 |
| 3.4 FUNERAL/BEREAVEMENT LEAVE | 37 |
| 3.5 STATE-SPECIFIC LEAVE BENEFITS..... | 37 |
| 3.6 BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE..... | 37 |
| 3.7 MILITARY LEAVE | 38 |
| 3.7.1 USERRA POLICY | 38 |
| 3.7.2 NOTICES | 39 |
| 3.7.3 RE-EMPLOYMENT..... | 39 |
| 3.7.4 DOCUMENTATION | 41 |
| 3.8 WORKERS’ COMPENSATION..... | 41 |
| 3.8.1 INJURY CARE/TREATMENT | 41 |
| 3.8.2 LOST WAGES..... | 42 |
| 4.0 SECTION IV - EMPLOYEE RELATIONS..... | 43 |
| 4.1 WORKPLACE CONDUCT AND DISCIPLINE..... | 43 |
| 4.2 PERSONAL APPEARANCE AND CLEANLINESS | 44 |
| 4.2.1 TATTOOS..... | 44 |
| 4.3 SMOKING/TOBACCO PRODUCTS..... | 45 |
| 4.4 HOUSEKEEPNG AT WORKSITES | 45 |

| | |
|---|----|
| 4.5 USE OF COMPANY/CLIENT EQUIPMENT | 45 |
| 4.6 COMMUNICATION SYSTEMS..... | 46 |
| 4.7 DATA STORAGE..... | 47 |
| 4.8 SOCIAL MEDIA POLICY | 48 |
| 4.9 PHONE SAFETY | 49 |
| 4.10 EMPLOYEE RECORDS ADMINISTRATION..... | 49 |
| 4.10.1 EMPLOYEE ACCESS TO PERSONNEL FILES..... | 50 |
| 4.11 EMPLOYMENT VERIFICATIONS..... | 50 |
| 5.0 SECTION V - BUSINESS ETHICS..... | 51 |
| 5.1 ANTI-BRIBERY AND CORRUPTION | 51 |
| 5.1.1 PROHIBITION ON BRIBERY AND CORRUPTION | 51 |
| 5.1.2 REPORTING BRIBERY AND CORRUPTION | 52 |
| 5.1.3 DISCIPLINARY ACTION | 52 |
| 5.2 FALSE CLAIMS ACT | 53 |
| 5.3 FRAUD, WASTE, AND ABUSE | 53 |
| 5.3.1 DISCIPLINARY ACTION | 54 |
| 5.4 HUMAN TRAFFICKING..... | 54 |
| 5.5 CONFIDENTIAL INFORMATION | 54 |
| 5.5.1 WHAT TO AVOID..... | 56 |
| 5.5.2 INTELLECTUAL CAPITAL/PROPERTY POLICY..... | 56 |
| 6.0 CONCLUSION..... | 57 |
| A. APPENDIX A – SERVICE CONTRACT ACT (SCA) SPECIFIC COMPENSATION AND BENEFITS POLICIES | 58 |
| A.1 SCA Benefits | 58 |
| A.2 SCA VACATION PAY..... | 58 |
| A.3 SCA SICK LEAVE..... | 59 |
| A.3.1 ACCRUAL..... | 59 |
| A.3.2 USAGE..... | 59 |
| A.3.3. SCA Sick Leave Payout | 60 |
| A.4 SCA HOLIDAYS | 60 |

WELCOME

Welcome to Patriot Enterprises, LLC (hereinafter referred to as ‘Patriot’ or ‘the Company’). This handbook is a guide to help employees understand our policies, procedures, and benefits. The policies set forth in this handbook are subject to change at the sole discretion of Patriot. Employees of Patriot are required to review and familiarize themselves with this handbook.

Circumstances may require the policies and practices described in this handbook to change from time to time. Updates to this handbook will be posted to the Human Resources Information System (HRIS) employee portal, and a notice will be sent to all employees about any material updates. It is the employee’s responsibility to remain up to date with any handbook changes and to review updates and/or future editions as they become effective. Any previously issued handbooks and any inconsistent policies are hereby replaced.

Except for the at-will employment policy, the Company reserves the right to interpret the provisions of this handbook as may be appropriate under the particular facts and circumstances, and to revise, modify, rescind, delete, or add to the provisions of this handbook at its sole and absolute discretion with or without notice.

While we generally follow the policies and procedures herein, the policies and handbook should not be construed to convey any actual, inferred, or implied guarantee of any fixed terms, conditions, or duration of employment with the Company. The employee handbook is not meant to create, nor should it be construed as creating, a contract of employment. All employment is at will and, as such, may be terminated by the Company or the employee at any time and with or without cause.

No Officers, Supervisors, or other representative of the Company, other than the CEO of the Company, have the authority to enter into any agreement for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, no employment agreement is enforceable unless it is in writing and signed by both the respective employee and the CEO of the Company.

For questions, reach out to our Human Resources (HR) team as they arise. For further information about subjects covered in this handbook or a copy of the current handbook, please contact our HR team at HR@patriotenterprisesllc.com. For assistance with reading the handbook or any of our policy-related communications, please contact HR for accommodation options or with any questions.

DEFINITIONS

The following definitions will be used throughout this handbook:

- **401(k) Plan** – A company-sponsored retirement account in which employees can contribute a percentage of their income on a pre-tax or post-tax basis.
- **CAO** – Chief Administrative Officer
- **CDO** – Chief Delivery Officer
- **CEO** – Chief Executive Officer
- **Compliance Officer** - An employee of the company that ensures the firm is in compliance with its outside regulatory and legal requirements, as well as internal policies and bylaws.
- **Director** – The Director has oversight of a specific corporate department or client project.
- **Egencia** – Patriot’s corporate travel management platform which allows Patriot employees to book travel arrangements, manage itineraries, and obtain travel-related receipts.
- **Facilitation Payments** - A financial payment that may constitute a bribe and is made with the intention of expediting an administrative process. It is a payment made to a public or government official that acts as an incentive for the official to complete some action or process expeditiously, to the benefit of the Company.
- **Facility Security Officer (FSO)** – The FSO maintains the company’s facility clearance and acts as the liaison between the Company and the U.S. government security agency.
- **Federal Travel Regulations (FTR)** – The Federal Travel Regulation summarizes the travel and relocation policy for all Federal civilian employees and others authorized to travel at the government’s expense.
- **Hourly Non-exempt Employees** - Employees who are entitled to earn at least the Federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate for every hour they work above and beyond a standard 40-hour workweek. These regulations are created by the federal Fair Labor Standards Act (FLSA).
- **HR** – Patriot’s Human Resources Team.
- **HRIS** – Human Resources Information System (currently iSolved) ([iSolved People Cloud](#))
- **Key Employee** – A salaried exempt, FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the Company within 75 miles of the employee's worksite.
- **Leave Earning Statement (LES)** - A military paystub for active-duty personnel. The LES provides a comprehensive breakdown of pay and benefits.
- **Leave of Absence (LOA)** – A period of absence from duty over two weeks in length which requires the employee to submit an LOA form and other required documentation.
- **Leave Without Pay (LWOP)** – A temporary non-pay status, where the employee requests time off from work, with the intention to return to duty.
- **Manager** – Employee’s second tier supervision (normally the supervisor’s superior), as

appropriate.

- **Military Differential Pay** - Payment made by the Company to an employee who has been called up for active duty with the National Guard or U.S. Air Force, Army, Coast Guard, Marine or Naval Reserves, which is intended to make up some or all of the difference between the employee's higher civilian wages and their active duty military pay.
- **Non-SCA Employees** – Employees who are not covered by the McNamara–O’Hara Service Contract Act (SCA).
- **Pay Period** – Patriot has 26 biweekly pay periods each year with pay periods beginning on Sunday and ending on Saturday.
- **PTO** – Paid Time Off
- **Salaried Exempt Employees** - Employee who does not receive overtime pay or qualify for minimum wage. Exempt employees are paid a salary rather than by the hour, and they work in professional, administrative, executive, outside sales, and computer-related fields.
- **SCA** – The McNamara–O’Hara Service Contract Act. Certain Patriot contracts are subject to Wage Determination (WD) requirements which results in employees being subject to the SCA labor and employment requirements.
- **SCA Employees** – Employees who are covered by the McNamara–O’Hara SCA.
- **Senior Operational Director** – The Senior Operational Director has oversight of multiple client projects and reports directly to the CDO.
- **Supervisor**– The employee’s direct Patriot supervisor who provides routine direction and guidance.
- **Third party benefits enrollment provider** – An outside company that is contracted to manage the enrollment, eligibility, and billing of Patriot’s various benefits plans. Currently this roll is filled by FCE Benefits Administrators, who can be contacted at PatriotFCESupport@fcebeneit.com or (800) 298-7269.
- **Timekeeping System of Record** – Patriot currently uses UNANET as its automated time and expense keeping system. ([v24.10.6 Unanet 24.10.6 — Login](#))
- **Travel Expense Form** - Official contractor travel expense report form, to be utilized for capturing all travel expenses for Government approval. For HRS contracts this is also referred to as TE5.
- **Travel Request Form** - Official contractor travel authorization request form, to be utilized for estimating and requesting travel approval from the Government. For HRS contracts this is also referred to as Tech Exhibit (TE) form 4.
- **USERRA (Uniformed Services Employment and Reemployment Rights Act)** - A federal law that protects military service members and veterans from employment discrimination on the basis of their service, and allows them to regain their civilian jobs following a period of uniformed service.
- **Wage Determination (WD)** – The WD sets forth the prevailing wages and fringe benefits that federal contractors must pay service employees working on covered contracts in specified geographic areas.

1.0 SECTION I - EMPLOYMENT

1.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, national origin, religion, age, pregnancy, sexual orientation, gender identity, perceived or actual physical or mental impairment, military service connection, genetic information, family or care-giving responsibilities, or any other legally protected class. This policy applies to all aspects of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, and training. The Company provides reasonable accommodation to the known disabilities of applicants and employees when requested by the applicant or employee. See section *1.11 Disability Accommodation*. Patriot accommodates the religious beliefs and practices of all employees, provided such accommodation does not cause undue hardship to the Company.

1.2 INTRODUCTORY PERIOD

The first ninety (90) days of employment with Patriot is considered an introductory period. This period should be used for the Employee to decide if Patriot is a company they wish to continue working with. Additionally, the employee’s work performance will be assessed during this ninety (90) day introductory period to determine if they are well suited for the position for which they were hired.

Upon advancement to a new position, there is another introductory period of ninety (90) days to determine whether the new position is a good fit.

Employment with the Company is voluntary and is subject to termination by the employee or the employer at-will, with or without cause, and with or without notice, at any time, including during the introductory period or after its completion.

1.3 AT-WILL EMPLOYMENT

Employment with the Company is voluntary and is subject to termination by the employee or the employer at will, with or without cause, and with or without notice, at any time. Nothing in these policies, handbooks, or forms shall be interpreted to conflict with, eliminate, or modify in any way the employment-at-will status of employees. This policy of employment-at-will may not be modified by any officer or employee of the Company and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the CEO of the Company.

1.4 WORK HOURS, BREAK TIMES, ABSENCES AND TIME OFF

Company management and manager set regular work hours for all employees. The work hours, break times, and schedules are determined by the contract and work site location. The manager will notify employees of scheduled work and break times. Federal law does not set hours of work. Please contact supervisors/managers with any questions. Scheduled work hours will be defined by the employee's manager.

1.5 ATTENDANCE AND PUNCTUALITY

An employee's attendance for work as scheduled is vital to Patriot's overall commitment to serving our customers and operating efficiency. If employees are absent or late, it places a greater responsibility on everyone else. In some cases, it could cause a loss of the business that our jobs depend upon. As such, unexplained and unexcused absences and tardiness will not be tolerated. The Company expects all employees to assume diligent responsibility for their attendance and promptness.

- Any time an employee will be late or absent from work, it is the employee's sole responsibility to personally notify their manager as soon as reasonably possible. 'Reasonably possible' is as soon as the need for absence is known, and no later than two hours before the start of the scheduled shift that will be missed, except in emergency situations. **Failure to properly report time off may result in the absence/tardy being considered an unexcused absence.**
- If an employee arrives to work late for the scheduled shift or wishes to leave before the end of the shift, the employee must check in with their manager before starting work or leaving.
- If an employee wishes to take time off for personal reasons, they must submit the request for that time to their manager at least two weeks in advance, or as soon as the need for the absence is known. Failure to properly comply with this requirement may result in the absence being considered unexcused.
- Unexpected absences or tardiness, such as those that result from illness or other emergencies, should be reported to the employee's manager prior to the start of the shift on **each day** of absence/tardy or as soon as reasonably possible. If the employee has been granted an approved leave for the time off for a specified period in advance, other notification procedures under the applicable Company leave policy would apply. See sections *1.12 Leave of Absence (LOA)*, *3.3 Paid Time Off (PTO) for Non-SCA Employees*, *A.1 SCA Vacation Pay*, and *A.2 SCA Sick Leave* for further guidance.
- If any employee is absent for three (3) consecutive scheduled workdays without notice to their manager, and without good cause for the absence or lack of notice, the employee will be considered to have resigned their position by abandoning their job and will be terminated immediately. The employee will not be eligible for any type of PTO payout, subject to relevant state or Federal law or regulation.

Any violations of the above policy and procedure may result in disciplinary action up to and including termination of employment.

1.6 INCLEMENT WEATHER

At certain times of the year, inclement weather may create a question if the assigned work location will be open for business.

- In the event such a situation arises, it is the employee's personal responsibility to call and speak to the manager regarding this question.
- Employees are expected to make every possible safe effort to report to work, even under unfavorable weather conditions.
- During those rare instances when the work location is to be closed because of inclement weather, the period for which no working activity takes place will go as **unpaid hours** or Paid Time Off (PTO) for hourly non-exempt employees, and salaried exempt employees will go as Leave Without Pay (LWOP) or PTO. See *sections 2.7 Leave Without Pay (LWOP)* and *3.3 Paid Time Off for Non-SCA Employees* for further guidance.

1.7 LACTATION BREAKS

The Company complies with all applicable Federal and State laws and regulations concerning nursing mothers, and aids nursing mothers who want to express and store breast milk at workplaces during business hours.

Accordingly, employees who are nursing can take reasonable break periods during the workday as needed to express milk for their children for up to one year from the date of the nursing child's birth.

The Company and/or the client site may designate or set aside a private or secure non-bathroom area to be used for lactation breaks when doing so does not constitute undue hardship. Please see the manager regarding break scheduling and designation of the lactation area.

1.8 JURY DUTY

The Company encourages employees to fulfill their civic responsibilities by serving as jurors when called upon to do so.

- The Company will excuse employees selected for jury duty from regularly scheduled work for the time they are required to serve. This excused time from work is not only for the usual work schedule (in the case of employees who may work an evening shift but are selected for jury duty during morning hours) but is for the entire 24 hours of each day of service (12:00 AM to 12:00 AM).
- Employees serving as jurors are required to return to work only after being formally discharged for all jury service, or if released from court prior to the end of the scheduled workday. For employees whose work schedule may begin during the afternoon, evening, or night, the employee is not required to report to work unless they have been excused for the entire day from jury duty and/or were not required to report to court on that day.
- Employees must notify their managers and HR of impending jury duty as soon as they receive a notice to serve. A copy of this notice must be provided. Failure to provide

proper documentation of notices, actual time served, or other documents required by the employer to validate jury service may result in disciplinary action up to and including termination.

1.8.1 DISCRIMINATION

The Company will not tolerate discrimination towards employees because they are called to jury duty, subpoenaed to appear at judicial proceedings, or miss work to appear as a victim or victim's representative. This protection does not extend to employees who are absent due to attending criminal proceedings as a defendant.

1.8.2 JURY DUTY COMPENSATION

Full-time exempt employees are eligible to receive pay from the Company for up to three (3) days (24 hours) served on jury duty. To receive compensation, proper documentation of time actually served for jury duty must be provided to HR. For hourly non-exempt full-time employees, pay will be based on a maximum of 24 hours, based on actual time spent on jury duty. This time will not count as time worked for the purposes of calculating overtime. Monies paid by the court as expense reimbursement will not be deducted from wages paid by the Company. If the employee needs to serve more than three (3) days, they can choose to use PTO or LWOP. See *sections 2.7 Leave Without Pay (LWOP)* and *3.3 Paid Time Off for Non-SCA Employees* for further guidance. Any superseding State or Local law will be observed.

1.9 RIGHT TO VOTE

The Company encourages its employees to exercise their privileges and duties as citizens, including their right to vote.

- Employees who do not have enough time outside their normal work schedules to vote should discuss the issue with their immediate manager as far in advance as possible, and no later than the day before the election.
- Generally, voting time is not considered hours worked for purposes of computing overtime. Hourly non-exempt employee time off to vote is generally not paid by the Company, unless specified otherwise by Company policy or under terms specified by State law.

The Company will not tolerate any employee/attempting to coerce, intimidate, threatening to discharge, or changing the wages of another employee to influence their vote in any election.

1.10 FAMILY AND MEDICAL LEAVE ACT (FMLA) - FEDERAL

Employees may be eligible for unpaid Family Medical Leave Act (FMLA) if the assigned worksite has fifty (50) or more employees employed by the Company within seventy-five (75) miles of the worksite. Please contact HR to see if the worksite location qualifies for FMLA. If the worksite qualifies for FMLA, there are other requirements that employees must meet to qualify for FMLA.

Employees may be eligible for unpaid leave for eligible reasons during a 12-month period under this policy provided the following circumstances apply:

- Employed for at least 12 months with the Company. These 12 months do not need to be consecutive, but employment periods prior to a break in employment of more than 7 years would not be counted, unless other contracts apply or the break in service was due to military leave. Time spent on military leave is considered time worked for FMLA eligibility.
- Worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave for the Company; and
- Employed at a worksite where 50 or more employees are employed by the Company within 75 miles of that worksite.

1.10.1 ELIGIBLE REASONS AND LENGTH OF LEAVE

FMLA leave may apply for any of the following reasons:

1. The birth of a child, or the placement of a child for adoption or foster care. Leave for this reason must be completed within the 12-month period beginning on the date of birth or placement. Leave after the birth of a child may not require a doctor's certification but leave prior to birth due to complications (i.e., 1.10.1.2 below) will require a doctor's certification.
2. A serious health condition that makes the employee unable to perform the essential functions of their job or a serious health condition affecting their spouse, child, or parent, for which they are needed to provide care. If they are requesting leave because of their own or a covered family member's serious health condition, it is the employee's responsibility to make certain the relevant health care provider supplies appropriate medical certification to certify the need for leave. Leave to care for a family member cannot also be designated as leave under 1.10.1.3 below. The employee will be required to have a doctor complete the FMLA Medical Certification form (to be provided by HR).
3. To care for a recovering service member (member of Armed Forces) who has suffered an injury or illness while on active duty that may render the person unable to perform the duties of the member's office, grade, rank or rating, for which the employee is needed to provide care. Leave for this reason provides up to 26 workweeks of FMLA during a single 12-month period.
4. Leave due to the employee's spouse, child, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

1.10.2 BENEFITS AND TIME OFF DURING FMLA LEAVE

FMLA leave is considered unpaid leave (unless otherwise required by specific state law); however, an employee will be required to use any available paid leave time in combination with

unpaid FMLA leave. The substitution of paid leave time for unpaid leave time does not delay or extend the 12-week FMLA leave period. If the employee will receive paid disability benefits through other coverage while on leave, or worker's compensation benefits while off work, the use of Patriot paid time off is not required but is at the employee's option.

While on FMLA approved leave, employees are allowed to remain on Patriot benefits; however, they will be responsible for maintaining the employee portion of any insurance coverage carried through Patriot. This will require the employee to work with the Patriot HR/Benefits team at benefits@patriotenterprisesllc.com to determine the process for insurance payment coverage while they are on FMLA.

If the employee does not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle them to FMLA leave; or (2) other circumstances beyond their control, they may be required to reimburse the Company for their share of any health insurance premiums paid on the employee's behalf during FMLA leave.

1.10.3 RETURN FROM FMLA LEAVE

If the employee does not return to work at the exhaustion of the 12 work weeks, or sooner if approved leave ends when the reason for approved leave ceases to exist (even if prior to the exhaustion of leave allotment), continued absence from work will be addressed under Company attendance policy or other applicable leave policies (see *section 1.5 Attendance and Punctuality*). If the circumstances of the leave change and the employee is able to return sooner than expected, they are required to contact their manager and HR at least two (2) workdays prior to the date they intend to report to work. If they are on FMLA leave for reason 1.10.1.2 above, as soon as the treating physician releases them to perform their essential job functions, or their family member no longer needs care, they are expected to notify their manager and HR immediately and return to work on the next scheduled workday.

If a fitness for duty certification is required at the end of leave by the Company, the certification should address an employee's ability to perform the essential functions of their position. This certification should be limited to the health condition that required leave.

Unless the employee is considered a "key employee", they will be returned to their former or equivalent conditions of employment upon return from authorized leave under the requirements of FMLA, assuming other requirements of leave have been fulfilled. Employees who have used, are anticipating use, or are currently on FMLA leave will be regarded in the same light as other employees. The Company will not tolerate any discrimination towards employees related to their use of or need for FMLA leave.

1.11 DISABILITY ACCOMMODATION

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy to not illegally harass/discriminate against

any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability, or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide ***reasonable accommodation*** to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of their disability and requested reasonable accommodation, provided that such accommodation does not constitute an undue hardship to the Company.

Send Accommodation requests to hr@patriotenterprisesllc.com. Upon receipt of an accommodation request, a member of the Patriot HR Department and the employee's manager will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Company might make to help overcome those limitations.

Patriot will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the Company's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on the Company's ability to conduct business.

Patriot will inform the employee in writing of its decision on the accommodation request and on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to request the decision be reconsidered by submitting a written statement explaining any additional reasons for the request. If the request for appeal is denied that decision is final.

The ADA does not require Patriot to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.). An employee or job applicant who has questions regarding this policy or believes that he or she has been harassed/discriminated against based on a disability should notify a member of the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent practicable by law.

1.12 LEAVE OF ABSENCE (LOA)

For any questions related to LOA, please reach out to the HR Team at hr@patriotentepriessllc.com or 804-215-2485 for guidance regarding your specific circumstances.

For Military Leave of Absence, please refer to Section 3.7 Military Leave.

- A. A Leave of Absence (LOA) is when an employee is out (paid or unpaid) to deal with non-routine circumstances such as:

- Medical situation for themselves or another person they are caring for lasting 4 work days or longer
- Abnormal vacation or other reasons (longer than 2 weeks)
- Request to use greater than 1 week of unpaid time off

Employees requesting a Leave of Absence must submit the Leave of Absence (LOA) Request Form HR-01, to Human Resources (HR) at benefits@patriotenterprisesllc.com. When foreseeable, all leaves requiring an LOA Request must be requested 30 days in advance. The form is available on the HRIS Employee Portal (isolated People Cloud) on the Company Information page.

Some situations may not require an LOA Form however HR will still need to be notified at benefits@patriotenterprisesllc.com. These situations include but are not limited to:

- Hospitalization of any duration
 - Surgeries (both in out-patient)
 - Any situation a medical provider is indicating employee has work restrictions
- These situations will require an employee to send a doctor's note dr.'s note for HR review prior to an employee being able to return to work.

- B. Once HR has received the LOA form, HR will review the request. Employees may not discuss any initial or extended leave of absence or requests with customers or Government/Military staff until the employee's manager and Director have been notified. For any time off for Family Medical leave, refer to s (FMLA) you will also use the LOA form to notify HR (For additional FMLA details/regulations, *see section 1.10 Family and Medical Leave Act (FMLA)-Federal*).
- C. Documentation: Employees must provide medical or other documentation necessary to support the leave request. All leave for medical reasons (whether for the employee or for family members) will require a doctor's note or, in FMLA-qualified situations, a specific FMLA Medical Certification form that HR will provide to the employee. The employee should send the required document(s) to benefits@patriotenterprisesllc.com
- D. HR will review the benefits status of the employee and will work directly with the employee regarding their options to continue to carry benefits, the cost associated with doing so, and how the employee will cover the payments required to maintain them if desired. HR will assist employees with filing for their disability claims if they have elected to enroll in that benefit plan.
- E. HR may request periodic updates from the employee on their status and expected return date. Any changes to the employee's expected LOA return date must be communicated to HR immediately once known.
- F. Paid time off usage: Employees are required to use accrued paid time off before using leave without pay (LWOP) unless otherwise required by Federal or State law (*See section 2.7*)

Leave Without Pay (LWOP)). Paid time off usage will be in conjunction with the LOA/FMLA time.

- G. Benefits Deductions: The employee acknowledges that if they have elected benefits that require a payroll deduction, they will be required to either:
- a) pay the company their cost of the benefits during their absence; or
 - b) have their benefit costs payroll deducted over a period of time to be managed by the Patriot HR and Payroll team.

1.13 PROHIBITED HARASSMENT/DISCRIMINATION

The Company, in accordance with applicable Federal and state laws, prohibits protected class discrimination/harassment in the workplace and is committed to prevent any employee from being subjected to such behavior.

It is a violation of Company policy, as well as of applicable laws, for any employee in any aspect of employment to harass/discriminate in word or action against a fellow employee or applicant based on the following:

- Race - This includes physical characteristics (e.g., color/ethnicity), language, and/or actual or perceived country of origin/nationality
- Sex (See details and explanation in the following section *1.14 Sexual Harassment*)
- Gender
- Gender Identity
- Sexual Orientation
- Religion
- Age - 40 years or older
- Pregnancy - This includes childbirth, or other related medical conditions as with other short-term disabilities
- Disability - Perceived or actual physical or mental impairment/disability
- Military service connection
- Genetic information of the employee or any of their family members
- Hair Style and Hair Textures
- Any other legally protected basis.

This policy prohibits the use of epithets and stereotypes, slang words or names, or any other language or action against which by their nature or effect degrade or insult a person, or any group of persons, based on the above-described groups.

If any employee feels that they have witnessed or been subjected to any type of harassment or discrimination, that employee is to report the complaint or incident immediately to HR or the 24/7 Anonymous Ethics Hotline. This can be accessed at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

1.14 SEXUAL HARASSMENT

The Company does not tolerate workplace sexual harassment/illegal discrimination. Such conduct violates an individual's fundamental rights and personal dignity and undermines the Company's commitment to ensuring freedom from such behavior in all aspects of employment. The Company considers sexual harassment/discrimination in all forms to be a serious offense. Any employee found to have violated this policy will be subject to disciplinary action, including possible termination, depending upon the seriousness of the offense.

Sexual harassment is unwanted sexual attention of a persistent or offensive nature from another person. This is defined under applicable laws to include sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile, or offensive working environment, as well as sexual harassment by tangible employment action (a.k.a. quid pro quo) where an employee is pressured to comply with a sexually oriented request as a basis for employment decisions.

Sexual harassment can be physical and/or psychological in nature. An accumulation of multiple minor incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees on or off Company or client premises during or outside of working hours.

Sexual harassment can involve males or females being harassed by members of either sex. All employees are governed by the Company's policy against sexual harassment. This includes where a supervisor/subordinate relationship may not exist between the harasser and the harassed.

Any person in the workplace is prohibited from engaging in prohibited harassment including third parties (non-employees) present in the workplace, such as customers or suppliers who interact with employees.

Our policy is not intended to discourage innocent activities, such as compliments on personal appearance that may contribute to healthy working relationships, good morale, and Company unity. At the same time, certain conduct and comments of a sexual nature that may not amount to unlawful sexual harassment are inappropriate in the workplace. We always expect our employees to use good judgment and avoid even the appearance of sexual impropriety in all their relationships with other employees.

All employees are required to complete training on Sexual Harassment Prevention upon hire and annually thereafter.

1.14.1 EXAMPLES OF SEXUAL HARASSMENT:

- Promising or denying, directly or indirectly, a reward, employment opportunity, or penalty based on an employee's response to a sexually oriented request.
- Threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually oriented request.

- Engaging in sexually suggestive physical contact, gestures, or touching.
- Displaying/communicating sexually themed jokes, taunts, drawings/writings, cartoons, posters, etc.
- Displaying/using sexual or other gender related epithets, slurs, slang terms, or profanity.
- Displaying, storing, or transmitting pornographic or sexually oriented materials using Company or client equipment or in the workplace.
- Comments or references to parts of a person's anatomy.
- Engaging in indecent exposure or displaying images of nude or scantily clad persons.
- Making sexual or romantic advances toward an employee and/or persisting despite the employee's rejection of the advances.

PLEASE NOTE: This list is not intended as, nor should it be considered to include all behaviors that may be considered sexual harassment.

Employees may report the complaint or incident immediately to HR or the 24/7 Anonymous Ethics Hotline. This can be accessed at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

1.15 CONFLICT OF INTEREST

The purpose of this policy is to protect employees from any conflict of interest that might arise. The Company expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable. A conflict of interest must be resolved for the employee to remain employed by the Company. Any such issues will be reviewed by the Compliance Officer along with the Director for final determination. Appeals of this decision can be made to the CAO or CDO as appropriate. Failure to resolve any bona fide conflict of interest may result in termination of employment.

The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts of interest so that the Company may assess potential conflicts of interest. A potential or actual conflict of interest occurs whenever an employee is in a position to influence or appears to be in such a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, or siblings) as a result of the Company's business dealings. These may include outside employment, financial interest in competing businesses, or the unauthorized disclosure of confidential information or products and procedures with outside parties or competitors.

In the event of outside employment or financial interest in competing businesses, prior approval must be obtained by the CAO or CDO as appropriate.

Approval will not be given unless the Company determines that the relationship will not interfere with the employee's duties and will not damage the Company's business dealings. Although it is not possible to specify every action that might create a conflict of interest, an employee must promptly disclose actual or potential conflicts of interest in writing to his or her manager. The manager must provide this to the CAO or CDO for review and approval.

If an employee has any question as to whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Compliance Officer to obtain advice on the issue. A failure to disclose will result in appropriate discipline, up to and including immediate termination.

1.16 EMPLOYMENT OF FAMILY MEMBERS OR PERSONAL RELATIONSHIPS

The employment of family members may cause potential conflicts of interest and issues of bias/favoritism. Family members of current employees may be considered for open positions within the Company when qualified, but in cases where the family members would be within the same line of authority/supervision, a prohibited conflict of interest may result, and will not be approved. The hiring of any family member must be approved in writing by the CAO or CDO prior to hiring to ensure a clear line of separation. Requests for exceptions must be made to Human Resources, who will coordinate accordingly with the approval authorities.

Family members or individuals involved in a dating relationship may not occupy positions with direct supervisor/subordinate reporting responsibility. Employees in a close personal relationship must refrain from public workplace displays of affection and excessive personal conversation. While there may be cases where an exception is granted for legitimate business reasons, if workplace disruptions or favoritism/negative bias occurs as a result of the relationship between two employees, disciplinary action may result and/or be cause for revocation of the exception.

For the purposes of this policy, family members are any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Any employees with concerns about this policy should follow steps as described in the conflict resolution process defined in section *1.19 Conflict Resolution* of this handbook.

1.17 OUTSIDE EMPLOYMENT STATEMENT

The Company expects its employees to give full attention to their assigned duties and responsibilities to meet acceptable standards of performance and productivity. It is the Company's goal to accomplish all work within regular established hours whenever possible and practicable. The Company does not attempt to regulate how employees spend their time away from work.

Employees are required to obtain written approval before participating in outside employment

activities elsewhere. Approval will be granted unless the activity conflicts with the Company's business interest.

To request approval, the employee must submit a written request to their manager. The manager will review the request, add any necessary comments, and will forward it to the Director or Sr. Operational Director for review and final approval by the CAO/CDO. Once approved or denied, the request will be sent to HR for the employee record, and HR will advise the employee of the outcome of the request.

In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments.
- Involve organizations that are doing or seeking to do business with the Company, including actual or potential vendors or customers, not including civic organizations; or
- Violate provisions of law or the Company's policies or rules.
- Compete with the Company or result in a conflict of interest (Refer to section *1.15 Conflict of Interest*).
- Involve any type of employment with the Federal Government.

From time to time, employees may be required to work beyond their normally scheduled hours as part of their job duties. Therefore, employees are expected to perform additional work hours when required. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority, except in emergency personal situations. Employees are hired and continue in our Company's employment with the understanding that the Company is their primary employer and that other employment or commercial involvement that conflicts with the business interests of the Company is strictly prohibited.

1.18 SOLICITATION/LITERATURE DISTRIBUTION

To ensure a productive and harmonious work environment, people not employed by the Company may not solicit or distribute literature in the workplace at any time for any purpose.

The Company recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time or in work areas. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Employees can distribute written information or materials to co-workers in non-work areas during meal and rest breaks or whenever the employees and their co-workers are not scheduled to be working. Any solicitation or distribution must also comply with any Company policies prohibiting harassment (See section *1.13 Prohibited Harassment/Discrimination*).

1.19 CONFLICT RESOLUTION

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Any non-work related or personal dispute that occurs offsite is not to be brought to the worksite or addressed during working hours.

The Company recognizes that problems and complaints may arise in the workplace at times. It is the Company's intention to attempt to resolve these differences promptly within the organization by the procedure below. It is the intent of this procedure to remind employees to address concerns appropriately by bringing the issue to the attention of Human Resources according to this procedure and to reduce the possibility that the concern will cause any further problems or disruption in the workplace or for other employees.

- An employee with a concern about policies, procedures, practices, or any issue arising in the workplace should express the concern to the employee's immediate manager and HR.
- If an employee believes it would be inappropriate to express their concern to the manager directly, the employee may bypass the manager and seek assistance from the Human Resources Department.
- Employees may report a complaint or incident to the 24/7 Anonymous Ethics Hotline. This can be accessed at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

Upon receipt of the concern, Patriot will investigate the concern and endeavor to work out a reasonable solution to the problem. Patriot will not tolerate any form of retaliation against any employee for good faith use of this complaint and conflict resolution process.

1.20 SAFETY AND HEALTH

The Company is committed to providing the highest level of safety and security for all employees and will comply with all applicable Federal, state, and local safety and health regulations. All employees must adhere to safe work practices and all applicable Occupational Safety and Health Administration (OSHA) regulations. It is the employee's responsibility to report any safety hazard to their manager immediately either verbally or via email.

Tripping hazards, potential fire hazards, exposed jagged edges, wet floors -- anything an employee perceives as a hazard -- should be reported immediately. In the event of an employee injury/illness or close call, the manager should be notified immediately.

The Company will not tolerate or engage in adverse action towards an employee because they report a safety concern in good faith.

An employee injured on the job must report the accident to their manager immediately. A First Report of Accident form (*Form HR.04*) must be submitted to HR by the manager within 24 hours of any incident. The First Report of Accident *Form HR.04* can be found on the HRIS

employee portal under Company Information. Under Company or worker's compensation insurance policy requirements, the employee may be required to submit to a drug and/or alcohol test. If the employee goes to a doctor or hospital without notifying their manager of an on-the-job injury or seeks medical attention due to an on-the-job injury without notification and authorization, it may be at the employee's expense.

Employees should not lift items that are too bulky or too heavy to be handled by one person. They should bend their knees, keep their back straight, and lift with their legs. They should ask for assistance when the load is too heavy. They should not participate in horseplay, practical jokes, or tease or otherwise distract fellow workers and increase the likelihood of injury.

Any violation of any safety rules, or unsafe use, vandalism, misuse, or unauthorized use of any property or equipment on Company premises or worksites which results in personal or property damage, may result in disciplinary action up to and including discharge for the first offense pending investigation and determination by management.

1.21 DRUGS AND ALCOHOL POLICY

For the employee's safety and protection, the Company is a Drug and Alcohol-Free Workplace. We comply with applicable Drug Free Workplace Guidelines and Department of Transportation (DOT) guidelines. The Company reserves the right to conduct pre-employment, random, post-accident, periodic, and fitness for duty drug/alcohol testing with or without notice.

The proper use of medication prescribed by a physician is not prohibited. However, the Company does prohibit the misuse of prescription or over-the-counter medications, or the use of prescription drugs when not under a valid prescription. For positions where safety concerns exist, the Company requires employees using medications at the direction of a physician to notify their manager and HR prior to beginning any work where these medications may potentially create a safety hazard to the employee or others. In such cases, the employee should contact their manager for a copy of their current job description so that their prescribing physician can properly assess any significant safety risks. Alternatively, the Company may verify the effects of any substance with HR prior to the employee beginning or returning to work.

The use, sale, transfer, or possession of alcohol, drugs, controlled substances, drug paraphernalia, or any combination thereof, on any Company or client premises or worksites (including Company vehicles and any private vehicles parked on Company or client premises or worksites) is grounds for immediate termination for the first offense.

Entry upon Company premises/worksites or being at work with drug paraphernalia or under the influence of alcohol, drugs, or unauthorized controlled substances, or any combination thereof, is grounds for immediate termination for the first offense. "Under the influence" is defined as having any detectable level, in excess of testing limit minimums, of alcohol, drugs, or controlled substances, or any combination thereof, in the blood; being unable to perform work in a safe and productive manner; or being in a physical or mental condition which creates a risk to the safety and/or well-being of the individual, other employees, the public, or Company property. The

Company may require reasonable suspicion testing under State Drug Free Workplace laws and guidelines. Any person with a non-definitive test result may be required to undergo immediate repeat testing. If the second test results are non-definitive without legitimate cause, it will be considered a positive test result and will result in immediate termination.

An employee's refusal to submit to a lawful security check (e.g., a search or inspection of their personal property located on Company or client premises, worksites, or facilities, including but not limited to Company or client parking lots), refusal to submit to drug or alcohol testing, knowingly altering samples, or attempting to falsify results of testing (e.g., urine sample, hair sample, saliva sample, blood sample, physical examination, sobriety examination) is grounds for immediate termination for the first offense.

As a condition of employment, employees must abide by the terms of this requirement and must notify the Company in writing of any convictions of a violation of a criminal drug statute no later than five calendar days after such conviction.

Employees who return to work following a suspension or rehabilitation may be required to undergo return to duty and periodic random follow-up testing in addition to the general Company testing requirements.

1.22 WORKPLACE VIOLENCE PREVENTION

The Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur during business hours or on its premises.

All employees, including supervisors/managers and temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Violent or threatening behavior can include, but is not limited to, physical acts, oral or written statements, harassing telephone calls, gestures and expressions, or behaviors such as stalking, violent horseplay, or "joking around".

The Company does not tolerate behavior, whether direct or using Company facilities, property, or resources that:

- Is violent
- Threatens violence
- Harasses or intimidates others
- Interferes with an individual's legal rights of movement or expression
- Disrupts the workplace, our collegial environment, or the Company's ability to provide service to the public

Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited

from the premises of the Company or any client site without proper authorization or specific exceptions under local laws.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by Federal, state, or local law.

All threats of violence, both direct and indirect, must be reported as soon as possible to HR and the employee's immediate manager. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

The Company encourages employees to bring their disputes or differences with other employees to the attention of a member of management before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns in good faith.

Any violation of this policy may be subject to disciplinary action up to and including possible termination of employment.

1.23 SEPARATION OF EMPLOYMENT

Employees that elect to resign are expected to give at least two (2) weeks' advance notice along with a written statement of resignation. The resignation notice period expectation does not alter the at-will status of employment.

- Prior to the employee's last day of work, regardless of the reason for separation, they should schedule a meeting with their manager to take care of details concerning work products and deliverable status, final pay, office key, credit cards, and any other Company/client-owned material or equipment.
- The payment of any remaining available unused paid leave time will be at the Company's discretion or as stated in applicable policy. However, employees that do not provide at least two weeks' notice will not be eligible to any unused paid leave time, pending any overriding State or Federal law or regulation.
- Prior to the employee's last day of work, the employee should schedule a meeting with HR to discuss benefit conversion, COBRA, and any other HR related activities.
- All forms, procedure manuals, material, equipment, software systems, etc., used by the Company are considered the private property of Patriot and are intended for the sole use of its employees. Also, company or client data may not be downloaded or retained by the employee. As such, these types of items shall not be removed from the Company or client premises and shall be returned on termination of employment. Failure to return such property may lead to civil and/or criminal action and/or police involvement.
- Employees must enter and submit their work hours in the timekeeping system of record

on their last day of employment, or send HR and their direct supervisor an email with hours worked by date.

Determination of eligibility for unemployment insurance benefits will be determined solely by the State unemployment office based on State criteria for eligibility, usually including earnings and reason for separation of employment.

Should employment be ended for any reason, the final paycheck will be issued on the next normally scheduled payday or as required by law.

1.24 COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)

Once an employee terminates employment with Company, the employee is eligible for COBRA to continue certain employee benefits after a qualifying event is determined and regulated by Federal and or State law, and eligibility may vary based on the type of benefit, company size, or the type of qualifying event or other criteria.

If the employee has questions about COBRA eligibility, they should contact the Human Resources Department at benefits@patriotenterprisesllc.com.

2.0 SECTION II – TIMEKEEPING AND PAYROLL

2.1 TIMEKEEPING

Patriot is required to ensure accurate, timely recording of labor hours for purposes of complying with all laws and regulations concerning payment of employees and billing to Government and commercial clients. This policy applies to all employees of Patriot.

Collection and reporting of labor shall be in accordance with all applicable legal and regulatory requirements. Patriot will comply with those laws and regulations designed to ensure integrity in contracting with the Federal Government. All employees and supervisors/managers are personally responsible for compliance with these laws and regulations as well as the accuracy and timelines of submitted time reporting. No employee shall falsify time, charge or shift labor costs to the wrong contract, or improperly execute or change any employee time records or be coerced to participate in such activities. Any such falsification or other mischarging of labor time reporting is a violation of law and Company policy and may result in civil and criminal penalties, as well as appropriate disciplinary action up to and including potential termination.

The reporting of labor is an important aspect of Patriot's contractual requirements. Much of the Company's business is attributable to contracts with the U.S. Government. Patriot, as a government contractor, is required to account to the Government for all contract costs and to maintain detailed labor hours records for all employees, both Exempt and Non-exempt.

It is Patriots policy that all employees submit properly completed and accurate timecards on a timely basis. The time entry must reflect the time allocated to appropriate projects for which the employee is compensated.

All employees are required to record the time worked using the Patriot Timekeeping system of record. The timekeeping application tracks and managers employee labor hours. The time recorded is a legal record used by both management and Government Auditors to track and verify labor charges.

- Employees should record time accurately and timely for the actual hours worked during the pay period. Time recorded **MUST BE ACCURATE** because this is the basis for preparing the employees paycheck and billing the customer where applicable. If an error is made while recording time worked, they should notify their manager immediately. The calculation of pay is based on verifiable hours worked and timely reporting of corrections.
- Employees must accurately enter their time each day no later than the following work day by 10:00am.
- Working an unauthorized schedule and/or unapproved overtime may lead to disciplinary action. Hourly non-exempt employees may not work 'off the clock' and no one may instruct an employee to do so. Violations of this policy may result in disciplinary action.
- At the end of the biweekly payroll period, employees submit their timecard for approval by their manager. Submission of a completed timecard indicates that the information provided reflects the work performed during the pay period.

- Employees may not sign or record time in or out on another employee's behalf. Falsification of the time records or recording or altering the time record of another employee, is cause for immediate discharge.

2.2 EMPLOYEE CATEGORY/STATUS

During employment with the Company, employees may be categorized in any of the following categories, based on the terms of their employment and/or position, work schedule, and length of employment. These categories are intended to clarify employment status and benefit eligibility and do not guarantee employment for any specified period.

Each employee will belong to one employment category:

- **REGULAR FULL-TIME** employees are those who are regularly scheduled to work the Company's full-time schedule, generally 40 hours or more per week. Generally, they are eligible for the Company full-time employee benefit packages, subject to the terms, conditions, and limitations of each benefit program. *For Benefits eligibility purposes, an employee is considered 'full-time' when regularly scheduled to work 30 or more hours per week.*
- **REGULAR PART-TIME** employees are those who are scheduled to work regularly on a part-time schedule of *fewer than 30 hours per week*. Part-time employees will receive all legally mandated benefits for part-time employees but are usually not eligible for additional Company sponsored benefits.
- **TEMPORARY/INTERN** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and may be either full or part-time or as needed. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until formally notified of a change in writing. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for most of the Company's regular benefit programs.

2.2.1 EMPLOYEE CLASSIFICATIONS

All employees will be classified as salaried exempt or hourly non-exempt, as defined under the Fair Labor Standards Act (FLSA). If employees have a question about their classification, they should contact HR.

2.2.2 ELIGIBILITY FOR OVERTIME BY CLASSIFICATION:

- **Non-Exempt**: Hourly non-exempt receive overtime pay at a rate of 1.5 times their regular effective hourly rate of pay for time worked more than 40 hours per workweek. This rule

will be superseded by any stricter applicable state law. See Section 2.6, Overtime Pay – Hourly Non-Exempt employees for overtime approval.

- **Exempt:** Exempt employees are not eligible for overtime and are generally expected to work hours as scheduled for their position unless designated as a position in which the employee may determine their own work schedule. Exempt employees are paid a set salary per period regardless of the number of hours worked except for deductions from pay allowed by law. As such, exempt employees are generally expected to work hours as required to successfully perform the duties of their position.

2.3 PAYROLL

Patriot has a dedicated HR team which manages all aspects of payroll. Any questions or concerns can be addressed to payroll@patriotenterprisesllc.com.

Direct deposits (or paychecks if applicable) are issued on a bi-weekly (26 pay-periods per year) basis on the Company's scheduled pay periods/check dates. Payday is every other Friday. If it is scheduled to fall on a bank holiday, the pay date will shift to the prior business day. Each payday covers a period of two weeks. Each workweek is calculated from Sunday (12am) through Saturday (11:59pm). There is a one-week lag between the last business day of the pay period, and the associated pay date.

In months where there is a third paycheck in the month, standard benefits deductions will not be taken on the third paycheck of the month.

The payroll calendar can be found on the HRIS Employee portal under the Company Information page.

2.4 PAYCHECKS

- The Company requests direct deposit for employee pay. For all direct deposit pay, employees will have access to the pay stub for the pay period. The pay stub is located in the employee portal on the HRIS Employee Portal.
- In the event direct deposit is not available the company will issue a company generated live paycheck, which will be mailed to the home address on record.
- If an employee requests reissue of a paycheck that has been misplaced or destroyed after distribution to the employee, that employee may be required to cover the associated costs.
- If employment ends for any reason, final pay will be processed on the next normally scheduled pay day unless required otherwise by state law.

2.5 PAY CALCULATION AND SALARY DEDUCTIONS

- The Company follows all applicable provisions of the Fair Labor Standards Act (FLSA), including those governing salary deductions from employees exempt from overtime pay

requirements.

- Pay stubs automatically include a statement of earnings for the pay period, and a summary for mandatory and voluntary deductions from pay. Voluntary deductions include elective programs for which the employee has signed up and contributes money, such as group health, dental and vision insurance, and the Patriot 401(k) savings plan. Mandatory deductions include Federal income tax and FICA, as well as state and local income taxes, which vary by location.
- The Company is legally required to comply with all valid garnishment/withholding orders in the processing of employee wages and will comply with applicable laws protecting employees from adverse action based on garnishment of his/her wages.
- The Company prohibits any pay deductions not allowed under the applicable terms of the FLSA or failure to pay compensation according to terms specific to the employee's employment/position.
- Hourly non-exempt employees may not work 'off the clock' and no one may instruct an employee to do so. Violations of this policy may result in disciplinary action.
- If the employee believes that an improper deduction from their pay has been made, or that they were not paid correctly under the terms of their employment, they are required to immediately report the matter to their manager or the HR Department. On receipt of the complaint, Patriot HR team will review the deduction for compliance with the FLSA and discuss the results of that review. In the event an improper deduction or pay error is made, the Company will reimburse the employee on the next scheduled check date.
- Patriot does not encourage employees to discuss their individual pay as a matter of privacy. In the event employees do discuss compensation information with other employees, Patriot will not take any disciplinary action or retaliate in any way.
- Violations of this policy may result in disciplinary action.

2.6 OVERTIME PAY – HOURLY NON-EXEMPT EMPLOYEES

- Overtime must be pre-approved by the CAO/CDO unless permitted by the governing task order.
- Overtime is normally defined by law as hours *worked* (i.e., not including PTO or Holidays) more than 40 hours within a defined 'workweek' unless a more stringent State or Local law supersedes this definition.
- 'Comp Time' or time off in lieu of overtime pay is generally prohibited by law unless specifically allowed under the FLSA statutory exemptions. If the employee has questions about what State or Federal law defines as 'time worked' for wage or overtime calculations, please contact Human Resources.
- If an employee is offered and accepts the opportunity to work overtime hours, the employee is expected to work the scheduled additional time as agreed by their manager and absences will be assessed under attendance policies just as absences from normally scheduled work would be.
- An employee may be restricted from participating in certain work activities at the discretion of the Company if it is determined that such activities will result in unauthorized overtime.

- Violations of this policy may result in disciplinary action.

2.7 LEAVE WITHOUT PAY (LWOP)

Employees are permitted to record LWOP on their timesheet in certain situations, such as religious holidays other than those observed by Patriot, and absences due to inclement weather conditions.

Salaried exempt employees should not use LWOP unless they have missed a *full day* (did not perform work on a given day), have worked *less than 80 hours* in the pay period, *and do not have PTO* available to make it up. Hourly non-exempt employees are not bound by this restriction.

Below are four examples for clarification.

- A. **Partial Day Worked, Under 80 Hours:** If a salaried exempt employee works 76 hours in a pay period and has missed half (½) of a day, they must use PTO to make up the other ½ day. LWOP cannot be used to finish off a partial day worked. If the employee has insufficient PTO accrued, they must go negative, and a performance issue might need to be addressed. Full salary will be paid.
- B. **Partial Day Worked, 80+ Hours:** If a salaried exempt employee missed a partial day, but has 80 or more hours worked in the pay period in total, no LWOP or PTO is required. Full salary will be paid.
- C. **Full Day Missed, Under 80 Hours:** If an exempt employee works 72 hours of the 80 hour period and has missed one (1) full work day (all 8 hours in 1 day), and didn't have PTO available, then 8 hours of LWOP will be used and the employee's payroll will be pro-rated to reflect the LWOP for that period. If they ended up with 73 hours for the 80-hour period and missed a full day and didn't have PTO available then as an exception to the 8-hour LWOP rule, 7 hours of LWOP would be used for that day to get them to the 80 (this is the only way the time keeping system can accurately calculate the pay rate).
- D. **Full Day Missed, Over 80 Hours:** If an employee misses 1 full day but still records 80+ hours worked for the period, no LWOP or PTO is required. Full salary will be paid.

Any abuse of this policy or on-going loss of time worked for salaried exempt employees must be addressed as a "performance issue" and cannot be handled by reducing pay.

The employee's manager must authorize the use of LWOP. Excessive use of LWOP may be cause for disciplinary action.

2.8 BUSINESS EXPENSES

Patriot may reimburse employees for pre-approved expenses incurred on behalf of the company. Reimbursable expenses must be pre-approved by the employee's manager. Employees may be personally financially responsible for expenses incurred without pre-approval.

Original receipts for reimbursable expenses must be submitted to the accounting department as directed in accordance with the expense incurred. Original receipts for reimbursable expenses must be submitted no later than 30 days after the expense is incurred.

2.9 CONTRACT-RELATED TRAVEL EXPENSES

The Company will reimburse employees for reasonable business travel expenses, which are outlined in this section, approved by the Government, and incurred while on assignments away from the normal work location. All travel procedures and reimbursement amounts will be governed by the Patriot Enterprises Handbook, the Patriot Enterprises Travel Training, and the Federal Travel Regulation (FTR).

- All business travel estimates and plans must be submitted to the Patriot Travel Team at least 2 weeks prior to departure, on the Travel Request Form corresponding to the employee's program. All forms and travel resources can be found in HRIS.
- Employees whose travel plans have been approved by the Government should make all travel arrangements as directed by the employee's manager, through the Egencia platform. The Egencia profile specific to each employee shall be used for official business travel only.
- No travel arrangements shall be booked prior to obtaining Government approval on the Travel Request Form corresponding to the employee's program.
- Reimbursement amounts for Meals and Incidental Expenses will be limited to the M&IE rate set by the U.S. General Services Administration for CONUS locations or the Defense Management Travel Office for OCONUS locations, which the employee is traveling for business purposes.
- Reimbursement amounts for lodging will be limited to the maximum base lodging rate set by the U.S. General Services Administration (GSA) for CONUS locations or the Defense Management Travel Office for OCONUS locations, which the employee is traveling, plus lodging taxes and destination fees when applicable. The employee will be personally financially responsible for lodging costs which exceed the maximum base lodging rate plus applicable taxes and fees, unless prior permission is obtained from the Government to exceed the set lodging rate.
- Reimbursement amounts for rental vehicles will be limited to the most cost-efficient Compact or Economy vehicle, unless prior permission is obtained from the Government to rent a different car class. The employee will be personally financially responsible for all additional costs associated with rental vehicles which must be accepted or declined, such as additional insurances, Collision Damage Waiver, Loss Damage Waiver, upgrades, fuel from the rental agency, etc. as outlined in FTR 301-10.450.
- Reimbursement amounts for airline tickets will be limited to the cost approved by the Government. The employee will be personally financially responsible for any seat upgrades unless medical necessity is proven and approved in advance. Reimbursement amounts for baggage will be limited to the cost of the first checked bag for each leg of the air travel.

- When approved, the actual costs incurred by an employee for travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. Employees are expected to limit expenses to reasonable amounts which are governed by either the Federal Travel Regulation (FTR – Civilian Agencies) and the Joint Federal Travel Regulation (JTR – DoD Agencies), per the Federal Acquisition Regulation (FAR).
- Travel expense reports must be submitted to the Patriot Travel Team within five (5) business days upon returning from travel, on the Travel Expense Report form corresponding to the employee's program. All forms and travel resources can be found in the HRIS.
- Any business that involves local travel in excess of that normally required to and from the employee's duty location must be approved in advance by the employee's manager in order to be eligible for reimbursement. Local travel when utilizing a Personally Owned Vehicle (POV) shall be reimbursed for actual miles at the mileage rate set by the U.S. General Services Administration. Local travel shall be submitted to the Patriot Travel Team as defined by the employee's manager covering a maximum 30-day period.
- All employees who are expected to travel for business purposes will be required to complete the online ***Employee Travel Training*** course. The employee will receive an email with this assignment which will include a link to the training system.

3.0 SECTION III - EMPLOYEE BENEFITS

3.1 OVERVIEW

The descriptions in this handbook relating to employee benefits, insurance policies, etc., are for general information only. In all cases, the insurance policies or the written plan documents are the controlling legal documents, and they determine eligibility, benefits, conditions, limitations, and all other details.

- Patriot offers a variety of benefits such as Medical, Dental, Vision, Life, Short Term Disability (STD) and Long-Term Disability (LTD).
- All eligible new hires will be able to enroll online in the benefits of their choice offered by Patriot.
- Patriot engages a third-party benefit enrollment provider that provides an on-line portal which contains detailed information on the various benefits plans offered as well as the employee's share of the premium costs.
- Employees may decline (waive) health insurance offered by Patriot. If an employee waives coverage for himself or herself, he or she may not cover dependents under the plan.
- Note that employees who decline coverage considered affordable and adequate under the Patient Protection and Affordable Care Act (ACA) will not qualify for government subsidies to purchase individual health insurance. Patriot medical coverage is qualified as affordable and adequate under the ACA.
- Any employee who declines coverage within their first (1st) month of the new-hire enrollment period will not be able to enroll in those plans until either:
 - 1) Open Enrollment.
 - 2) A Qualified Life Change Event (Contact HR for details).
- The Patriot plan year is from 1 June through 31 May. All eligible employees will have the ability to enroll in benefits during the annual open enrollment period which usually takes place in May of each year for a June 1 effective date.
- If the employee has any questions or concerns, they should contact the Human Resources Department at benefits@patriotenterprisesllc.com.
- For SCA-Specific information, see handbook section: Appendix A - SCA (*Service Contract Act*) *Specific Compensation and Benefits Policies*.

3.2 OBSERVED HOLIDAYS

The following are days on which the workplace may be closed in observance of a holiday:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

NOTE: SCA employee holidays are governed by the Department of Labor Wage Determination identified with each contract.

When one of the above holidays (or directed holidays in accordance with governing regulations) falls on a day that the business or segments of the business would normally be closed, management will determine the observance, and a notice will be posted in advance. There may be occasions based on the operating needs of the business where a holiday cannot be observed, or certain departments of the business may still be operating on a day when the holiday may be observed. Generally, Patriot will follow the guidance of the Federal Office of Personnel Management (OPM).

To be eligible for a paid holiday, an hourly non-exempt employee must work a day, or be pre-approved for paid leave, during the workweek in which the holiday occurs and be an active employee at the time of the holiday to be entitled to the holiday pay. Contact Human Resources for specific situations.

Hourly non-exempt and salaried exempt employees will not be paid holiday pay for any holiday closures while on approved unpaid leave (e.g., military (*see section 3.7 Military Leave*), FMLA, LWOP) for the entire week. Paid holiday time off is not considered hours worked for overtime calculation purposes.

In addition, if an employee is working at a client site which is closed due to a holiday not recognized by the company or is closed for any other reason (such as a government shutdown), an employee can choose to use their accrued paid leave or may choose to use LWOP as appropriate and in accordance with the LWOP criteria (*See section 2.7 Leave Without Pay (LWOP)*).

3.2.1 HOLIDAY PAY

- Employees will be paid for observed holidays beginning at hire.
- Salaried exempt employees are paid normal wages for the observed holiday, either as regular wages or holiday wages.
- Eligible hourly non-exempt employees will be paid for the number of hours normally worked per day up to eight (8) hours for each observed holiday at their straight time hourly rate.
- Part-time, non-SCA employees will not be paid for holidays.
- Employees on approved paid time off when the observed holiday occurs will

receive holiday pay for the day, but not both paid time off and holiday pay together.

- An employee must be on a paid status (i.e., regular hours, PTO, etc., *not* LWOP) on both the scheduled workday prior to and following the holiday to qualify for Holiday Pay. For SCA employees, please see section A.4 SCA Holidays.

3.2.2 RELIGIOUS OBSERVANCE ACCOMMODATION

The Company recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the normally observed holidays.

Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the Company's business or impose undue hardship and if the absence is approved through normal attendance policy procedures. Employees may use accrued paid time off for these occasions if available or may take the time off as unpaid (LWOP) as allowed by law.

The Company will attempt to accommodate employee religious observances or practices that conflict with an employment requirement when such accommodation does not impose undue hardship on the Company.

3.3 PAID TIME OFF (PTO) FOR NON-SCA EMPLOYEES

Paid time off provides employees with an opportunity for rest, relaxation, personal activities, or for use as sick time.

- PTO accrual: Normally, the Company grants 96 hours per year. PTO accrues incrementally with each pay period and is posted in Unanet.
- PTO Carryover: Unused PTO may be carried over to the following calendar year. PTO year end rollover is capped at a maximum of 120 hours.
- PTO Payout: Payout is capped at 96 hours of accrued and unused PTO.
- PTO may be paid out upon termination if the employee is leaving of their own accord, has given the company 2 weeks' notice, and leaves in good standing with the company.
- If an employee is terminated by the company for poor performance, misconduct, theft, etc., they will forfeit any unused vacation time unless otherwise required by law.
- Any unused PTO may be paid out if the employee is laid off due to lack of available work. This includes contract ending if the employee is otherwise in good standing.
- If a salaried or exempt employee is absent from work for personal reasons or illness, and has PTO available, the PTO may be applied to the time missed in lieu of regular wages as allowed by law. This may also apply for hourly and/or other non-exempt employees.

3.3.1 PTO ACCRUAL DURING LEAVE OF ABSENCE (LOA):

Employees on a Leave of Absence will stop accruing PTO in any unpaid pay periods during that leave.

3.4 FUNERAL/BEREAVEMENT LEAVE

We understand the need for an employee to be with their family (grieving, funeral planning, attending funeral, etc.) when there has been a death in the immediate family (as defined below).

- When it is necessary for a regular full-time employee to be absent from scheduled work for this reason, that employee will receive up to three (3) days (24 hours) of regular pay and be excused for those reasons. Bereavement Leave cannot be applied for any days that the employee is not scheduled to work.
 - Immediate family members are typically defined as those who are closely related by blood, marriage or legal adoption and include:
 - Spouse (including domestic partner)
 - Children (including step and guardianship)
 - Parents (including step and in-law)
 - Siblings (including step and in-law)
 - Grandparents
 - Grandchildren
- For any individual related by blood or affinity whose close association with the employee is the equivalent of an immediate family relationship, the employee can send a request to HR for consideration—be sure to explain the nature of the relationship.
- Paid bereavement leave is not considered hours worked for the purpose of calculating overtime.
- Proof of death, relationship, and funeral details may be required.
- The Patriot manager, Director, and HR (hr@patriotenterprisesllc.com) should be informed when requesting paid bereavement leave, including the nature of the relationship, the date of the event, and the amount of time off requested. If requesting unpaid bereavement (whether taking other paid time off like Vacation/PTO or, if out of paid time off, LWOP), then the employee only needs to inform their Patriot manager of their unavailability and reason.

3.5 STATE-SPECIFIC LEAVE BENEFITS

Depending upon work location, employees may be covered by various state and local laws superseding any Company policies. In such scenarios, each case will be evaluated independently as appropriate. In most cases, the law that is more beneficial to the employee will govern the situation.

3.6 BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE

Benefits continuation during any Leave of Absence not covered (or which has run out of coverage) by federal or state law stating otherwise (FMLA, USERRA, etc.), is governed by the following guidelines:

- **Employees on a Company-approved Leave of Absence may remain on Patriot coverage for up to 8 weeks.** Employees are responsible for maintaining their portion of the benefit premiums during the leave. The Company will determine, on a case-by-case basis, how the employee's portion will be paid (e.g., with make-up payroll

deductions upon return, lump-sum check from employee, etc.).

- **After 8 weeks of coverage:** The employee may still be considered an employee on an approved leave of absence, however, employee's benefit coverage will end, and employee will be eligible to continue coverage under federal COBRA regulations (*see COBRA section 1.24 for more details*).

3.7 MILITARY LEAVE

For any questions related to Military Leave of Absence, please reach out to the HR Team at hr@patriotentprisesllc.com or 804-215-2485 for guidance regarding your specific circumstances.

3.7.1 USERRA POLICY

The Company prohibits discrimination against a person who:

- Is a member of or applies to be a member of the uniformed services.
- Performs or has performed in the uniformed services.
- Applies to perform active duty.
- Has an obligation to perform service in a uniformed service.

In general, individuals will not be denied employment, reemployment, retention of employment, promotion, or any benefit for which they would otherwise be eligible because of their service. This policy applies to full-time and part-time employees as well as applicants and former employees.

If the employee is a member of the Military Reserves or National Guard required to be absent from work to participate in Annual Training (AT), Inactive Duty Training (ID), or ordered to Active Duty (AD), Patriot will adhere to the guidelines under Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Advanced notification is required for military leave. Documentation such as military orders or a commander-approved IDT schedule is preferred. If documentation is not provided by the employee, Patriot reserves the right to contact the unit for confirmation of the requirement for military leave. Documentation (Military Orders or Commander Approved IDT schedule) must be submitted to Human Resources and the supervisor/manager to receive pay differential.

The Employee must immediately notify their immediate Manager, Senior Director, and HR (via HR@patriotentprisesllc.com) of the timeframe they are requesting for their military absence and, if available, provide a copy of the orders or other documentation that validates the dates of military duty. If an employee does not have supporting documentation, they must provide the contact information for their military CO so that the dates can be confirmed.

Military Differential Pay is the pay that is calculated as the variance between normal Patriot gross pay and Basic Pay defined on the Leave Earning Statement (LES). In the event that Basic Pay exceeds or equals normal Patriot base gross pay, no differential pay will be awarded.

Military Differential pay is available to Active duty for training, initial entry training, annual training, or inactive-duty training (IDT) for members of the Reserve components. Patriot will pay the differential for up to 60 days in a 12-month period.

Patriot will not consider the following when calculating the amount of differential pay: Subsistence Allowance (meals); BAH (Basic Allowance for Housing); or Mileage payment since this is covered by the government.

To receive differential pay, the employee will be required to provide a copy of their Leave Earning Statement (LES) to HR at payroll@patriotenterprisesllc.com.

3.7.2 NOTICES

The employee must give written notice of military duty obligations as soon as possible to their manager and Human Resources. A minimum of 30 days' notice is required for forecasted and/or scheduled military events. No advanced notice is required if it is prevented by military necessity, or such notice is impossible or unreasonable.

3.7.3 RE-EMPLOYMENT

Based on USERRA provisions, the Company will not reemploy an individual when:

- The Company's circumstances have changed to make such reemployment impossible or unreasonable.
- The person is no longer qualified for the prior position because of a disability, and reemployment imposes an undue hardship on the Company.
- The position from which the person leaves to serve in the uniformed services is a temporary job, and there is no reasonable expectation that the job will continue indefinitely or for a significant period.

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

Less than 91 days of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by Patriot, in the position in which the employee had been employed prior to military service.

More than 90 days and less than 5 years of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by Patriot, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he

or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by Patriot; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR according to the following schedule:

If service is less than 31 days - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

If service is for 31 days or more but less than 181 days - the employee must submit an application for reemployment to HR no later than 14 days following the completion of service.

If service is over 180 days - the employee must submit an application for reemployment to HR no later than 90 days following the completion of service.

If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment to HR no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The Company's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon the Company.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.
- Cumulative length of active-duty leave is longer than 5 years, unless exception is required by law.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon

reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

3.7.4 DOCUMENTATION

For active-duty leaves, employees must also provide the Company with military discharge documentation to establish timeliness of application of reemployment, the duration of the military service, and the nature of the discharge.

3.8 WORKERS' COMPENSATION

Employees of the Company are protected under the Workers' Compensation (WC) State Laws at no cost to the employee. This benefit covers accidental injuries which are caused by and arise out of the course of employment with Patriot as defined by State law. This coverage is provided through the Company's WC insurance carrier. Payments **may** be made for medical expenses, lost wages, disability, death, and burial expenses **up to certain limits as provided by law**. Determination of payments to an employee related to a work injury are made under the terms of the WC insurance policy by the claims office and based on applicable State law. The Company will not engage in or tolerate adverse action against an employee because they suffer a work injury, file for WC benefits, or testify at a WC hearing.

In the event of an injury/illness, an accident report (*Form HR-004*) must be completed and returned within twenty-four (24) hours to the Human Resources Department. These forms are available from Human Resources. This form can be found on the HRIS portal under Company Information. The Company may require the employee to submit to post-accident Drug/Alcohol testing after the occurrence of a work-related injury.

Failure to abide by the instructions provided by the doctor of record for the workers' compensation case can result in decreased or loss of eligibility for workers' compensation benefits. As is required by law, the Company will forward cases of suspected fraud to the state for investigation and prosecution and encourages reporting of any suspected fraud. If the Workers' Compensation Insurance carrier or claims office determines the injury not to be a work-related injury, the employee will not be entitled to any compensation or other workers' compensation insurance benefits other than specifically authorized medical treatment.

3.8.1 INJURY CARE/TREATMENT

Should the employee sustain a work-related injury or illness, they must immediately notify their manager and HR team. Any treatment after the first evaluation/medical care or further specialized treatment must be authorized in advance by the Worker's Compensation Insurance case manager to ensure coverage. If the employee seeks treatment without authorization and/or from an unauthorized facility, they may be personally responsible for the costs of unauthorized medical care, as the WC carrier may not cover unauthorized treatment.

3.8.2 LOST WAGES

To be paid compensation for lost wages for work missed because of work duty restrictions, the WC carrier may require documentation from the authorized medical treatment provider listing any work duty restrictions. Employees are personally responsible for ensuring this documentation is issued by the medical provider and provided to the Company. State WC law may require a waiting period without compensation from the Company before WC lost time payments will begin. When safety concerns exist, before being returned to work the employee may be required to provide confirmation from the WC medical treatment provider of a release to full or light duty work restrictions that can be reasonably accommodated without undue hardship to the Company.

4.0 SECTION IV - EMPLOYEE RELATIONS

The Company believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their manager or the HR Team.

Our experience has shown that when employees deal openly and directly with supervisors/managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Company demonstrates its commitment to employees by responding effectively to employee concerns. An employee can reach out at any time to the HR team for additional information and to discuss any company-related issues.

4.1 WORKPLACE CONDUCT AND DISCIPLINE

It is the policy of the Company to require that its employees engage in appropriate and acceptable workplace conduct. The Company encourages employees to resolve work problems as soon as possible. Disciplinary Action may be required to address workplace issues in order to improve performance deficiencies, correct time and attendance problems, or conduct or other workplace problems.

The HR Department is responsible for providing guidance and assisting management and employees in the review, counseling, and resolution of employee conduct and performance issues. The HR department must be consulted in all instances of Disciplinary Action that may involve discipline at or above the Written Warning level. By establishing problem resolution and progressive disciplinary policies and processes, the Company does not waive or limit its right to terminate employees with or without notice or cause. Nothing contained in this Policy is intended to alter the *Employment-at-Will (Section 1.2)* relationship between the Company and its employees or to create legally enforceable contractual rights. Use of progressive discipline procedure before termination of employment is left to the discretion of the Company based on relevant factors, and the Company reserves the right to take more serious disciplinary action, including termination of employment, without recourse to this Policy and the implementing procedures.

Employees are expected to comply with applicable laws and regulations; to adhere to the Company's Code of Ethics, policies, procedures, and other standards established by the Company for appropriate workplace conduct or acceptable employee conduct; to meet work requirements and acceptable performance standards; and to maintain good time and work attendance. Company policies, procedures, and other documents outline acceptable and unacceptable actions, but they are the floor and not the ceiling.

The Company follows a system of progressive discipline, unless warranted otherwise, to correct workplace problems. When an employee fails to adhere to acceptable workplace conduct, to meet work requirements or acceptable performance standards, or to maintain good time and work attendance, the Company may correct the situation and prevent further occurrences. Appropriate disciplinary action may vary depending on the seriousness of the

offense, the circumstances under which it occurred, prior performance or conduct problems, duties of the employee, length of employment, and overall work record.

4.2 PERSONAL APPEARANCE AND CLEANLINESS

A well-groomed employee immediately makes a good impression for Patriot and to fellow employees. The opposite is also true. All employees are expected to maintain a neat and clean general appearance, keep their hair well-groomed, wear clean clothing, and have good personal hygiene habits with thought given to allergic substances which may cause problems for sensitive customers and employees.

Office employees should choose a conservative code of dress. Tight, worn-out outfits should not be worn. Halter and crop tops or any other "revealing" clothing should not be worn. Shorts are not allowed in the office area except on special occasions created by management. Any facial hair should be kept neatly trimmed.

Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not professionally appropriate and must not be worn during normal business hours. Multiple piercings are not professionally appropriate and should not be worn during business hours. Earrings should be no longer than two inches below the earlobe. Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

Employees are also responsible for knowing if their client's work site has an appearance and cleanliness policy. If it does, then employees must also fully adhere to that policy. In cases where the client's work site policy and Patriot's contradict one another, the work site policy will rule.

If the employee has questions about reasonable accommodation for dress or grooming directly related to a protected class, they should speak with the Human Resources Department.

4.2.1 TATTOOS

Patriot Enterprises recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to tattoos worn as a matter of personal choice.

Patriot Enterprises allows reasonable self-expression through personal appearance, unless it conflicts with an employee's ability to perform his or her job effectively or with his or her specific work environment, or it is regarded as offensive or harassing towards others.

We ask that you be considerate to which tattoos you have that are routinely viewable, as some body art may make others feel uncomfortable or may be potentially offensive. Patriot bans images or words that promote illegal activities, hate speech, or violence.

Here are some examples of potentially offensive body art:

- Tattoos that bash a specific religion, race, or gender
- Tattoos with profanity or controversial phrases
- Tattoos that bash or mock Patriot's values
- Tattoos of political figures
- Tattoos of weapons or threats of physical or emotional harm
- Tattoos of nudity or sexual innuendos
- Tattoos that promote drug or alcohol use

If Patriot determines that an employee's tattoos present such a conflict, the employee will be encouraged to identify appropriate options, such as covering of tattoos or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is Patriot's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. Resolution of any complaint or offense under this policy will be addressed by the Human Resources Department.

4.3 SMOKING/TOBACCO PRODUCTS

Smoking of any kind, including vaping, is prohibited in the workplace and throughout the company or client premises.

4.4 HOUSEKEEPING AT WORKSITES

All employees are expected to keep work areas clean and free of hazards and to help with general housekeeping in all common work areas. This is to include when food is consumed at the employee's workstation. When they have finished, they should place the remains in the trash.

4.5 USE OF COMPANY/CLIENT EQUIPMENT

All workplace supplies/tools are the property of the company or the Government and should not be used for personal purposes. If the employee needs any supplies or tools to perform their job more effectively or comfortably, they should make a request to their manager.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Company or Government property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The employee's manager should be notified immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or

vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Employees may be solely responsible for the reimbursement of the cost of equipment.

Certain contracts may require the use of client or company vehicles for the sole purpose of conducting business and are not to be used for personal transportation purposes. In addition, no passengers are to be transported in company or client vehicles unless they are employees of the Company.

4.6 COMMUNICATION SYSTEMS

The Company recognizes that the use of technology has many benefits for the Company and its employees. The Internet, e-mail, mobile phones, personal digital assistants, and other digital/electronic media make communication more efficient and effective. Therefore, employees are expected to use these Company and personal media appropriately, keeping in mind that improper usage can place the Company and others at risk.

All electronic communication systems and all electronic communications and information transmitted by, received from, or stored in these systems are the property of the Company and subject to monitoring. All pass codes are the property of the Company. The Company retains the right to monitor all of its electronic communication systems at its discretion, including listening to and/or printing and reading all e-mail messages, memos, photos, or any other data stored in these systems, as well as non-personal phone calls.

Employees should have no expectation of privacy on Company or client premises or in usage of Company or client property. Employees using Company or client systems for work purposes, to access personal email/websites, or to send/receive personal text messages should have **no expectation of privacy**. Verbal statements of supervisors/managers will not supersede this notice, and employees should keep this in mind before using Company systems to handle personal electronic communications. Be aware that the Company may prohibit any personal use of communication systems. Please be sure to refer to related policies within this handbook for applicable guidelines.

The following guidelines have been established for using the electronic communication systems in an appropriate, ethical, and professional manner.

- The Company Internet and e-mail access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory, or harassing nature, or materials that are obscene or pornographic.
- Disparaging, abusive, profane, or offensive language or materials that would adversely or negatively reflect upon the Company, or would be contrary to the Company's best interests, as well as any illegal activities -- including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet, e-mail or other electronic/digital media -- are forbidden.
- Copyrighted materials belonging to entities other than the Company may not be transmitted by employees on the Company's network.

- Do not use the system in a way that disrupts its use by others. This includes sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)
- Employees are not permitted to use a code, access a file, download information or software, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Company representative.
- Each employee is responsible for the content of all text, audio, or images that they place or send over the Company's Internet, e-mail, or phone system.
- E-mail, or any other electronic/digital communications, copying, storage, or system use, is not guaranteed to be private or confidential. All electronic communications are the Company's property. Therefore, the Company reserves the right to examine, monitor, and regulate e-mail messages, directories, and files, as well as Internet usage.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.
- Unauthorized employee "blogging" from the Company premises or when utilizing Company hardware, software, or systems is prohibited. Employee blogging from home on other non-Company hardware and/or systems containing confidential or proprietary information is also prohibited.
- PDAs and electronic files taken off site must be password-protected or encrypted.

All Company-supplied technology, including computer systems and Company-related work records, belong to the Company and not the employee. The Company routinely monitors usage patterns for its e-mail and Internet communications. Since all computer systems and software, as well as e-mail, are Company-owned, all Company policies are always in effect. Any employee who abuses the privilege of the Company facilitated access to these systems or violates the above policy may be denied access and, if appropriate, be subject to disciplinary action up to and including termination.

4.7 DATA STORAGE

This policy requires that all employees that develop, maintain and store Patriot company related data will use Patriot SharePoint sites as the central repository for all company data and document storage. This policy is to establish the location for storage of Patriot company and data on the Patriot SharePoint site.

There are several drivers for implementing this policy. Storing company documents on employees' desktop computers or backup devices creates a single point of failure for the company in many instances. For example:

- In the event an employee is unexpectedly out of work and no other employee has access to their files there is no way to retrieve potential critical data for the company.
- The employee's computer crashes and has not been backed up on a separate hard drive, causing loss of data.
- Keeping data on your computer or hard drive does not allow for data sharing among co-workers and therefore limits visibility to view data anytime and across the team.

- Keeping data on your computer/hard drive can result in data loss due to human error. Accidental loss of files and deletion is common in a decentralized environment.

This policy is effective for all employees that develop, maintain or store company-related data. Employees that store company related data on their desktop or personal folders or hard drive and not on the company SharePoint repository is a violation of this policy and could be subject to disciplinary actions.

We recognize that some information is sensitive and/or proprietary in nature and therefore, we will ensure that all Patriot company related data and Client Deliverables that is stored in the Patriot SharePoint site has the security and permission requirements necessary to protect the data and ensure access is restricted as appropriate. When setting up SharePoint sites, at a minimum, all sites must provide access to the CEO and CAO for Corporate Operation Sites and the CDO for Delivery related sites as owners of the site.

4.8 SOCIAL MEDIA POLICY

At Patriot, we understand that social media can be a fun and rewarding way to share the employee's life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to their own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with Patriot, as well as any other form of electronic communication.

Ultimately, the employee is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects the employee's job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Patriot or Patriot' legitimate business interests may result in disciplinary action up to and including termination. Follow these four overarching principles:

- Know and follow the rules
- Be respectful
- Be honest and accurate
- Post only appropriate and respectful content

Refrain from using social media while on work time or on equipment the Company of the Government provides unless it is work-related as authorized by the employee's manager. Do not use Patriot email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Employees are not allowed to speak to the media on Patriot' behalf without contacting the Human Resources Department. All media inquiries should be directed to HR.

4.9 PHONE SAFETY

Under Executive Order of the President of the United States (E.O. 13513), each Federal agency shall encourage contractors to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Government owned vehicles, or while driving personally owned vehicles when on official Government business, or when performing any work for or on behalf of the Government. Therefore, as a government contractor, Patriot and its employees are required to adhere to this Executive Order while performing work.

The primary responsibility while driving is to operate a motor vehicle safely. The task of driving requires full attention and focus. Cell phone use can distract drivers from this task, risking harm to themselves and others, and may be specifically prohibited by State or Federal law. Employees whose job responsibilities include regular or occasional driving are prohibited from phone use while driving. Safety must come before all other concerns. Text messaging and/or emailing while operating a motor vehicle is especially dangerous and distracting to the driver and is strictly forbidden by the Company.

Employees should use a hands-free device when placing or accepting a call while driving.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

4.10 EMPLOYEE RECORDS ADMINISTRATION

To keep records current, the employee will be responsible for notifying the Company of all changes in their status from the information that they originally submitted on their employment application. Updates can be made by the employee directly in the HRIS system.

The employee should always be certain that the Company has their correct legal name for wage/tax reporting purposes. Generally, this is the employee's name as listed with the Social Security Administration (e.g., on their Social Security card) or alternatively, under their assigned individual taxpayer ID number. Other information needed may include their current telephone number, mailing/residential address, and the name and telephone number of whom to notify in case of an emergency.

Any change in the employee's family status, including the birth or adoption of children, marriage, or divorce, can affect the employee's benefit coverage and tax status.

Should a change in status occur, immediately contact the Human Resources Department and

report a change in family status. Failure to provide notice of these changes within fourteen (14) days of the event may result in a delay of coverage, lack of coverage, or a loss in coverage for a spouse or children.

4.10.1 EMPLOYEE ACCESS TO PERSONNEL FILES

Confidential employee files are maintained by the Company and are considered the property of the Company.

Other than Human Resources, only Directors and the Company's security team may have access to personnel file information on a need-to-know basis. Representatives of government or law enforcement agencies, during their business, may be allowed access to file information. This decision will be made at the discretion of the Company in response to the request, a legal subpoena, court order, or applicable laws. Other than the exceptions described above, former employees or non-employees will generally not have access to personnel files unless required by law.

4.11 EMPLOYMENT VERIFICATIONS

Any agency needing to verify the employment of any present or past employee should be directed to contact the Human Resources Department. It is the Company's policy that, without a signed release from the employee in question, only dates of employment may be provided to a requesting agency unless required otherwise by law.

If additional and/or confidential information is requested by any outside agency regarding employment, both a release signed by the employee allowing HR to release certain information as well as the requesting agency's own forms for completion specifying the information requested will be required. If appropriate, notice of separation letters or employment references may be requested from Patriot directly.

5.0 SECTION V - BUSINESS ETHICS

The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Company is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to the Company and its customers to act in a way that will merit the continued trust and confidence of the public.

Patriot complies with all applicable laws and regulations, and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws as well as to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide the employee with respect to determining acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with their immediate manager, and if necessary, with a senior member of management or the Human Resources Department for advice and consultation.

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

Patriot is committed to the highest possible standards of ethical, moral, and legal business conduct. In conjunction with this commitment and our commitment to open communication, we have implemented a 24/7 Anonymous Ethics Hotline where employees can, in good faith, raise concerns or report suspected violations of law, refuse to engage in criminal activity, or assist in criminal investigations. This can be accessed at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

Employees will be required to take Ethics Hotline training upon hire and annually thereafter.

Patriot provides reassurance that employees will be protected from reprisals or victimization for whistleblowing in good faith.

5.1 ANTI-BRIBERY AND CORRUPTION

Patriot is committed to engaging in ethical business practices. The actual or attempted use of any form of Bribery or Corruption either directly or indirectly on behalf of Patriot to advance its business interests or those of its associates is strictly prohibited

5.1.1 PROHIBITION ON BRIBERY AND CORRUPTION

Employees must not give, offer, promise, accept, request, or authorize a bribe, whether

directly or indirectly through Third-Party Partners or other intermediaries. Bribes are illegal and may expose the Company and individual employees to criminal penalties, significant fines, and imprisonment. The Company has zero tolerance for bribery and corruption. Violations of this policy are subject to disciplinary action up to and including termination.

The Company strictly prohibits the use of facilitation payments, regardless of whether such payments are legal or common practice in a particular jurisdiction. This prohibition also applies to Third-Party Partners acting on the Company's behalf, and it is important that this is clearly communicated to any such Third-Party Partner prior to their engagement.

5.1.2 REPORTING BRIBERY AND CORRUPTION

Employees must report any suspected or actual violations of this policy and any attempted or actual instances of bribery or other corrupt practices in relation to Company activities to the Compliance Officer and Facility Security Officer (FSO). If the employee reasonably suspects the Compliance Officer has participated or is complicit in the suspected or actual violations, the Employee must directly report the activity to the CAO for escalation to the CEO. Employees who refuse to pay a bribe will not suffer any penalty, demotion, or other adverse consequence as a result, and employees are protected from retaliation in accordance with applicable law.

5.1.3 DISCIPLINARY ACTION

The great majority of our employees live up to the Company's expectations, respecting the rights of fellow employees, and abiding by the employment policies of the Company. However, when an employee's performance is unsatisfactory or when an employee violates the rules of the Company, appropriate disciplinary action will be taken.

Whenever an employee's conduct warrants disciplinary action, that action may include using verbal or written warnings, written Performance Improvement Plans (PIP), unpaid suspensions, or termination of employment. Disciplinary action is not restricted to proceed in a sequence from lesser to more severe warnings but may vary depending on the seriousness of the offense committed, the employee's past conduct with the Company, and the circumstances of the violation. Employees should be aware that engaging in prohibited conduct may result in a reduction or loss of eligibility for unemployment benefits as determined by the State unemployment office.

If necessary, a PIP will provide details of the performance issues noted to date and a specific plan of improvements required within a specified time frame and which must continue after the established time frame. The employee will be asked to sign an acknowledgement of the PIP.

The Company's failure or perceived failure to adhere to the types of Disciplinary Action stated above does not limit its right to discharge an employee at will. Likewise, the types of disciplinary action stated in the disciplinary policy are not exclusive. Employees may be discharged with or without cause, and with or without previous notice, counseling,

reprimands, or suspensions.

5.2 FALSE CLAIMS ACT

The False Claims Act is one of many Federal laws that help prevent fraud, waste, and abuse in industry. Any submission of false information, records, or claims regarding Federal programs may violate the False Claims Act and can result in severe financial penalties to both the Company and the employees involved. Examples of false claims can include billing for services not provided, billing for the same service more than once, or making false statements to receive payment for services. Violators of the False Claims Act can submit a false claim either actively knowing that it is false or can submit it with “reckless disregard” to whether the claim is false. With either case, violators may face steep fines and civil penalties that can equal three times the amount of the false claim plus additional fines per claim.

The Company will abide by all Federal and state laws to effectively implement and enforce procedures to detect and prevent fraud, waste, and abuse in receiving payments from Federal programs.

Complaints, allegations, and concerns reported through the compliance hotline and/or received directly by the Compliance Office concerning fraud and abuse will be handled under the direction and coordination of the Compliance Officer. This can be accessed at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

To the extent practical or allowed by law, the Compliance Officer will maintain the confidentiality or anonymity of any employee when requested.

Retaliation or retribution for reporting issues in good faith is prohibited.

All employees, contractors, and agents with knowledge of potential fraud and abuse situations will report them by notifying:

- Their direct manager.
- Any supervisor or member of management.
- Human Resources.
- The Compliance Officer, either in person or by phone.
- The confidential compliance hotline.

5.3 FRAUD, WASTE, AND ABUSE

Patriot is committed to conducting its affairs ethically and in accordance with applicable laws, rules, regulations, policies, and procedures. Each Patriot employee is expected to share in this responsibility. Patriot is committed to establishing and maintaining strong internal control systems to assist in the prevention, deterrence, and detection of fraud, waste, and abuse.

Employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud, waste, or abuse. All employees are responsible for reporting suspected or known violations of

this policy. Patriot will investigate allegations of fraud, waste, or abuse in accordance with established policies and procedures.

5.3.1 DISCIPLINARY ACTION

Employees engaging in fraud, waste, or abuse, as defined by this policy, may be subject to disciplinary action. Employees suspected of fraud, waste, or abuse may be placed on administrative leave during the course of the investigation. If the violation is identified as a crime, it will be reported to the appropriate law enforcement organization. Criminal investigations will be conducted separately from any internal investigation. Information obtained by the internal investigation will be made available to law enforcement to assist in the criminal investigation.

5.4 HUMAN TRAFFICKING

The Company does not tolerate forced or involuntary labor in any form. Further, as a supplier of goods and services to the US Government, the Company has developed and maintains this compliance policy and plan for combating trafficking in persons in accordance with US Federal Acquisition Regulation 52.222-50 (“FAR 52.222-50”). This Plan is intended to address the Company’s obligations in contracts and subcontracts for the supply of goods and/or services to the US Government that incorporate FAR 52.222-50 and require a compliance plan.

The US Government has adopted a policy, documented in FAR 52.222-50, prohibiting trafficking in persons, including trafficking-related activities set forth below. The Company complies, and requires its employees, directors, officers, independent contractors, and other employees performing services on behalf of the Company to comply with the Policy.

The Company will take appropriate action, up to and including termination, against employees that violate the Policy.

All employees are required to report to the HR Team any activity inconsistent with this Policy, with the assurance that there will be no retaliation or other negative consequences for persons acting in good faith. Any credible information received from any source that any Company employees have violated FAR 52.222-50 must be reported immediately to the Compliance Officer.

Alternatively, Employees may also report a violation by contacting the Patriot Anonymous Compliance Hotline at <https://safehotline.com/> or 1-855-662-SAFE. Our Company Code is 5464185883.

5.5 CONFIDENTIAL INFORMATION

In the course of work, employees may have access to confidential information regarding the Company, its clients/customers, or other employees. Such information is only to be disclosed and/or communicated in the normal performance of the employee’s duties, and only on a need-to-know basis. If the employee should have any questions regarding the dissemination of

Company information, consult their manager, or Director. Unauthorized disclosure of confidential information to any person, employee, independent contractor, company, client, customer, vendor, etc., may result in disciplinary action up to and including termination.

Although it is not possible to specify every example of what constitutes confidential information, it is the responsibility of each employee to ensure that unauthorized release of confidential information does not occur. Such information may be in print or electronic formats. If any employee believes this has occurred, they must report the occurrence or suspicion immediately. Failure to do may result in disciplinary action up to and including termination.

Employees are also expected to comply with applicable Company document/electronic information procedures for retention and disposal. If the employee has questions about current procedure, please contact a member of management. Even if the employee leaves the Company's employment, subsequent disclosure of confidential or proprietary information can result in the Company pursuing legal remedies to protect its interest.

The employee may be asked to sign a non-disclosure/confidentiality agreement, however not signing such an agreement does not release the employee from the provisions of this policy.

As part of the protection of confidential information of employees, customers, and the Company, employees are expressly prohibited from: i) recording phone or other oral communications in the workplace; ii) copying Company documents records outside of normal processes as part of their work duties; iii) removing such recordings or copies from Company property without specific authorization of management personnel. This policy also applies to the use of personal or Company issued cell phones or other electronic portable devices that can record audio, video, or take photographs. Violation of this policy will result in disciplinary action up to and including termination.

Examples of confidential information can include but are NOT limited to:

- Client lists/Information/Preferences
- Marketing strategies/sales information
- Internal Processes
- Software/Systems Information/Codes/Programs
- Employee Records
- Pricing
- Business Plans
- Product/Material Costs
- Research and Development Data/Processes, and Strategies
- Proprietary Production Techniques/Processes
- Medical Information
- New Materials/Products
- Research
- Labor Relations Strategies
- Pending Projects and Proposals
- Formulas/Scientific Formulae/Data
- Pass Codes
- Financial Information
- Agreements/Contracts
- Technological Prototypes or Data
- Scientific Prototypes

5.5.1 WHAT TO AVOID

- Do not talk about sensitive Company information with friends and family, or when overheard in public places, such as elevators, airplanes, or restaurants.
- Disclosing the Company confidential information to anyone outside the Company who does not have a confidential non-disclosure agreement protecting that information, or to anyone inside the Company who does not have a need to know the information.
- Divulging information about a new product or service before any necessary patent applications have been filed.
- Receiving confidential information from an employee about his or her former employer.
- Accepting proprietary information from an outsider, under circumstances where a confidential relationship exists or may be implied, without first consulting the Company's legal counsel.
- Interviewing or hiring employees and consultants of competitors if it appears that the employe may be attempting to obtain confidential information they are not authorized to disclose.
- Using third party confidential information that has been obtained illegally or unethically.

5.5.2 INTELLECTUAL CAPITAL/PROPERTY POLICY

Employees should recognize that Intellectual Capital (IC) is central to our Company's success and competitive advantage. The Intellectual Capital of our Company is its possession of the knowledge, applied experience, organizational technology, customer relationships, and professional skills that provide it with a competitive edge in the market. It is this intellectual material – knowledge, information, intellectual property, and experience – that the Company uses to create the Company's wealth, or value. Intellectual Capital includes factors such as technology, leadership, ongoing employee training, brand names and trademarks, and even speed of response to client service calls.

- While employed by the Company, employees are expected to protect and keep confidential this intellectual property. If the employee leaves employment with the Company, all intellectual property will remain with the Company. Any removal from the Company of the intellectual property will be considered theft.
- While the Company is not restricting the former employee from the use of any knowledge, programming skills, training or other developed skills while employed with the Company, intellectual property must remain the property of, and not used in competition with, the Company.

6.0 CONCLUSION

It is the employee's responsibility to read and comply with the policies in this handbook. The handbook and all other written and oral materials provided to the employee are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. The policies and benefits, both in the handbook and those communicated in any other fashion, are subject to interpretation, review, removal, and change by Patriot at any time without notice.

All employees are at-will employees, and neither this document nor any other communication shall bind the company to retain the employee now or hereafter. Employment may be terminated by the employee or the company without reason at any time. No representative of the company has the authority to enter into any agreement for employment for any specified period of time.

It is our sincere hope that the information contained in this handbook will provide general guidelines for working with Patriot, and will clarify many complex issues and circumstances. As stated in the introduction, the policies set forth in this handbook are subject to change at the sole discretion of Patriot.

We hope that your employment with Patriot will be a rewarding and successful one.

If you have any questions at any time, please reach out to the HR Team.

Brian Jenkins – HR Director | bjenkins@Patriotenterprisesllc.com | 571.287.2775
Rob Docherty – Senior HR Generalist | rdocherty@patriotenterprisesllc.com | 571.287.2779
Kay Williams – Senior HR Administrator | kwilliams@patriotenterprisesllc.com | 571.287.2770

Or

HR@patriotenterprisesllc.com
Benefits@patriotenterprisesllc.com
Payroll@patriotenterprisesllc.com

A. APPENDIX A – SERVICE CONTRACT ACT (SCA) SPECIFIC COMPENSATION AND BENEFITS POLICIES

The SCA requires government contractors and subcontractors performing services on Federal service contracts in excess of \$2,500 to pay employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality as determined by the United States Department of Labor. Employees covered under the SCA are specifically notified of this in their employment offer letter. *This section applies only if the employee has been expressly and currently designated as an SCA Employee. SCA employees are subject to this Employee Handbook in its entirety, all Patriot policies and procedures, and/or any SCA-specified items in this section that supersede them.*

A.1 SCA BENEFITS

In compliance with the SCA WD and Health and Welfare benefits (H&W) directives, Patriot provides various qualified benefit plans in which the employee may elect to enroll. The employee costs specified in the enrollment materials will be deducted from the total H&W allowance earned by the employee for the pay period (H&W rate multiplied by the number of H&W-eligible hours worked, up to 40 per week). Any excess H&W funds will then be applied to the employee's 401(k) account. If this amount is insufficient to cover the costs of the employee's elected premiums, additional deductions will be taken from payroll to cover the rest.

This meets the employer/contractor obligation to provide fringe benefits by contributing to a trustee or third person pursuant to a "bona fide" fringe benefit fund, plan, or trust on behalf of the covered employees.

H&W contributions start with the first paycheck and are 100% vested from the start. Immediate entry does not mean the employee can self-contribute to the 401(k) plan immediately; it means that they are set up with an individual account on the 401(k) Plan. Employer contributions are not eligible for any discretionary matches provided by the company.

A.2 SCA VACATION PAY

SCA employees receive their vacation allotment in one lump sum on the anniversary of their seniority date as outlined below. The seniority date relates to the 'Original start date on the Contract' and it can be different than the employee's hire date with Patriot.

- SCA vacation days are governed by the Department of Labor Wage Determinations identified with each specific SCA-designated contract/location.
- SCA Vacation Carryover: Unused vacation may not be carried over to the next anniversary year. It will be paid out to the employee on the payroll cycle that includes their anniversary date.
- SCA Vacation Payout: Any unused vacation will be paid out upon termination.

- Employees in their first year of SCA employment may obtain an advance on their vacation allotment, not to exceed forty (40) hours. In the event an employee terminates with a negative vacation balance, the value of any negative vacation hours will be deducted from their final pay or reimbursed to Patriot. Approval of this request must be given by the program's Director.

A.3 SCA SICK LEAVE

SCA sick leave is governed by the Department of Labor (DOL) Wage Determination (WD) identified with each contract. SCA employees may be eligible for SCA sick leave if provided in the contract under which an employee is assigned. The following accrual and usage rules are regulated by DOL and may be modified by either a DOL WD or the terms of the relevant contract.

A.3.1 ACCRUAL

Employees accrue one (1) hour of paid sick leave for every thirty (30) hours worked on a covered contract. Employee accrual amounts are displayed in the financial and time management system. Sick leave is only available once accrued and it will not be advanced unless applicable law supersedes.

The maximum amount of paid sick leave employees may accrue is 56 hours (7 days) each year. Employees may carry over accrued and unused paid sick leave from one year to the next, however the maximum amount of accrued time is limited to 56 hours at any point in time.

A.3.2 USAGE

Employees may use paid sick leave, if approved by their manager, for an absence resulting from:

- Physical or mental illness, injury, or medical condition of the employee.
- Obtaining diagnosis, care, or preventive care from a health care provider.
- Caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or need for diagnosis, care, or preventive care described in (i) or (ii). or
- Domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described in (i) or (ii) or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, or assist an individual related to the employee as described in (iii) in engaging in any of these activities.

Employees may use paid sick leave in increments as small as one-half (0.5) hour.

When using sick leave, employees are provided with the same regular pay and benefits they would have received if they had not used the leave, except that they will not earn additional paid sick leave during that time.

The Company reserves the right to request documentation to verify the need to miss work due to illness, injury, or related circumstances.

A.3.3. SCA SICK LEAVE PAYOUT

Any unused sick leave will not be paid upon termination.

A.4 SCA HOLIDAYS

In the event a Wage Determination defines holidays other than Federal holidays, the Company, in coordination with the client, may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved. This is negotiated between the Senior Director and the Client on a contract-specific basis. Holidays are enumerated in the Employee Benefits section.

Part-time SCA employees will be paid for holidays in proportion to their normal working hours.