

# **IBEX Engineering Services, Inc.**

## **Employee Handbook**

**Issue Date: May 10, 2001**

## **Welcome to IBEX Engineering Services, Inc.**

We're very happy to welcome you to IBEX Engineering, Inc. Thank you for joining us! We want you to feel that your association with IBEX will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products/services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Handbook provides answers to most of the questions you may have about IBEX's benefit programs, as well as the company policies and procedures we abide by -- our responsibilities to you and your responsibilities to IBEX. If anything is unclear, please discuss the matter with your manager. Successful working conditions and relationships depend upon successful communications.

You are responsible for reading and understanding this Employee Handbook, and your performance evaluations will reflect your adherence to IBEX policies. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of IBEX's interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including email alerts to new or changed policy.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. IBEX is committed to doing its part to assure you of a satisfying work experience.

We extend to you our personal best wishes for your success and happiness at IBEX.

Sincerely,

Robert E. Sweeney  
President

William B. Derrickson  
Chairman & CEO

## **About IBEX**

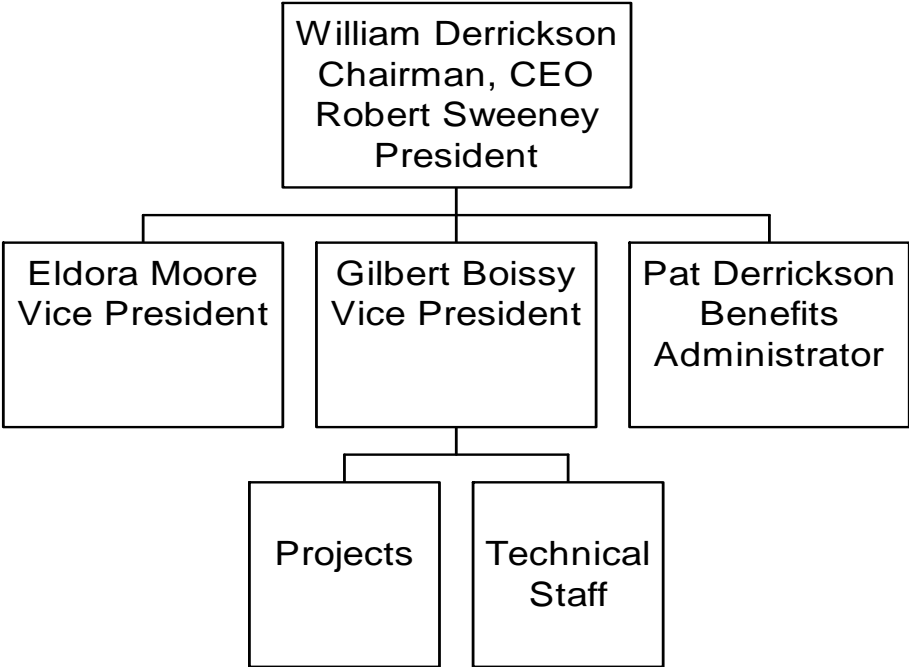
IBEX Engineering Services was incorporated in 1995 as a spin-off of the Energy Services Division of Quadrex. IBEX provides specialty staff support to clients predominately in the energy field. Expertise is provided in areas such as electrical, mechanical and instrumentation engineering, quality assurance, computer aided design, plant support and health physics.

The principals in the IBEX Engineering team are William B. Derrickson, Robert E. Sweeney, Gilbert J. Boissy, Robert Stein and Alfred Hagen. Collectively they have well over a century of business experience. All have spent most of their careers in the energy field. They are supported by a team of professionals with specialties in project management, project control, regulatory and licensing, quality assurance, operations support and staff support.

The IBEX management team is continually looking for new opportunities to bring value to client companies while assisting with their problems and projects and augmenting their existing staff.

**IBEX Engineering Services, Inc.**

**Organizational Chart**



## Receipt & Acknowledgement of IBEX Employee Handbook

This Employee Handbook is an important document intended to help you become acquainted with IBEX Engineering Services, Inc. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of IBEX and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of IBEX. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on IBEX.

Please read the following statements and sign below to indicate your acknowledgement of the IBEX Employee Handbook.

- I have received and read a copy of the IBEX Engineering Services, Inc. Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of IBEX at any time. I understand that this manual supersedes all other previous manuals for IBEX as of May 1, 2001.
- I further understand that my employment is terminable at will, either by myself or IBEX, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Chairman of IBEX.
- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the IBEX Engineering Services, Inc. Employee Handbook.

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Employee's Printed Name

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Position

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Employee's Signature

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Date

## **Customer Relations**

Customers are among our organization's most valuable assets. Every employee represents IBEX to our customers and the public. The way we perform our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of IBEX. Positive customer relations not only enhance the public's perception or image of IBEX, but also pay off in greater customer loyalty and increased sales.

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## **EMPLOYMENT**

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## **1.01 Nature of Employment**

Effective Date: 5/10/01

All employment and compensation with IBEX Engineering Services, Inc. is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, IBEX may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between IBEX and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at IBEX's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer of IBEX.

## **1.02 Employment Classifications**

Effective Date: 5/10/01

At the time you are hired, you are classified as either full-time direct, part-time, designated or temporary employee and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Handbook apply only to full-time direct employees (but in many cases are available for purchase by part-time, designated and/or temporary employees). All other policies described in this Handbook and communicated by IBEX apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position falls under, please ask your manager.

### **Full-Time Direct Employees**

IBEX employees who work a regular schedule of 40 hours each week are eligible to receive corporate benefits upon fulfillment of certain eligibility requirements. Some direct full-time employees may work irregular schedules due to shift assignments. Special circumstances may dictate other mutually agreed upon individual arrangements. While it is the intent of the company to provide 40 hours per week for non-exempt employees in this category, this is not guaranteed.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-Time Employees**

A part-time employee is one who is employed by IBEX on a continuing basis for less than forty (40) hours per week.

A part-time employee receives an employment offer with IBEX showing wage and benefit conditions. This offer letter must be signed by the employee and returned to the manager, President or CEO prior to any duties being undertaken by the employee.

A part-time employee who regularly works a specified number of hours is provided prorated employee benefits.

## **Designated Employees**

A designated employee is one who, with the approval of IBEX, has voluntarily elected to perform work activities for a defined compensation rate without fringe benefits beyond government mandated benefits.

A designated employee receives an employment offer indicating an hourly wage or weekly salary and confirming that he/she is not entitled to fringe benefits. The designated employee receives an offer letter from IBEX stipulating the terms of employment. This letter must be signed by the employee and returned to the manager, President or CEO prior to any duties being undertaken by the employee unless other specific return arrangements are pre-approved by an officer.

During a period when a designated employee is assigned at a field site, the terms of employment will be given either directly in the employee's offer letter or in a project-specific field assignment letter. The terms of a field assignment letter will supersede those of the offer letter during the period of the assignment, if utilized.

## **Temporary Employees**

From time to time, IBEX may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than eight (8) hours in one day or more than forty (40) hours during any work week will receive overtime pay.

## **Compensation**

The department manager, prior to the execution of the employment agreement, must approve the rate of compensation for part-time and designated employees. However, if the overall contribution margin is less than the minimum established for the department, CEO approval is required.

## **"Non-Exempt" and "Exempt" Employees**

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty hours (40) per work week. These employees are referred to as "non-exempt" in this Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are executives, managers, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## 1.03 Hiring Procedures

Effective Date: 5/10/01

Potential candidates for hire are identified through various resources; i.e., resume data base, advertising, external sources, referrals, etc. Candidates are initially contacted to determine eligibility, availability, and overall technical competence and resume accuracy. If there is mutual interest in employment with IBEX Engineering Services, Inc., the candidate may be asked to provide a brief listing of references (past employers, supervisors, co-workers, etc.) that can be readily contacted for verification. The candidate should complete a "Release of Information Statement" (see Forms Appendix B) at this time. NOTE: This is a brief initial verification of references. A complete and detailed verification process may also be accomplished.

The following actions must be accomplished for each individual where qualifications require confirmation:

- The candidate must complete an application providing references who can be readily contacted and sign the release statement contained therein or submit a signed and dated resume that incorporates references and a signed "Release of Information Statement" provided by management so that proper and legal verification can be accomplished.
- Through the signed application or validated resume, it must be determined that the candidate is qualified to accept employment.
- The hiring manager or officer shall make a reasonable effort to verify prior employment, previous job responsibilities (job, titles) and education credentials. U.S. citizenship shall be verified via the completed I-9 form (see Immigration Law Compliance, 1.06 and Forms Appendix B.)

Upon acceptable verification of references, candidate is again contacted to discuss in detail the terms and type of employment. NOTE: Salary offers are discussed with the understanding that the discussions are informal and the binding terms are contingent upon issuance of an "Offer Letter" or "Agreement".

In most cases, interviews and offers of employment as a designated employee (see 1.02) are conducted via telephone communications. On a case by case basis, and normally for employees being offered direct employment (see 1.02), the interested manager may conduct personal interviews and offers. If an invitation is extended to the candidate for an in-person interview, the arrangements shall normally conform to the following policies:

- The candidate shall travel by the least expensive discount or promotional coach airfare.
- Travel for the candidate's family will not be provided.
- Overnight lodging and related expenses will be covered for one day and night.
- A rental car will be provided for one day, if appropriate.
- Reasonable meal expenses.

Deviations from the above must be approved in advance by an officer.

Requesting management shall interview the candidate with respect to technical competence, compatibility with existing staff, aspects of availability as it affects the workload or schedule and,

in general, determine the suitability of the candidate as an employee. Interviews may involve other staff members to secure as effective an evaluation as possible.

After telephone and/or personal interview, management may desire to extend an offer. An offer of employment is extended by issuance of an "Offer Letter." Upon notification that the offer has been accepted, all other concerned parties shall be notified that another candidate has been selected for the job under consideration. In the event that the offer is declined, some effort should be made to ascertain the reason as the knowledge might be helpful to IBEX in future offers.

## **1.04 Equal Employment Opportunity**

Effective Date: 5/10/01

IBEX has a record of nondiscrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, sex or age. The CEO and President have issued the following policy stating IBEX's views in this matter:

IBEX will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of IBEX to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). IBEX will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. IBEX also will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notice is posted in the Appendix A of this Handbook. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that IBEX's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **1.05 Business Ethics and Conduct**

Effective Date: 5/10/01

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

IBEX will comply 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 and to refrain from any illegal, dishonest, or unethical conduct.

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

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



## **1.06 Immigration Law Compliance**

Effective Date: 5/10/01

IBEX is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed Federal Form I-9 with IBEX within the past three years, or if their previous I-9 is no longer retained or valid.

This form may be requested from the home office or may be accessed via Dept. of Justice website (<http://www.ins.usdoj.gov/graphics/formsfee/forms/i-9.htm>). Please print, complete and return the signed form and copies of identity information as described on page 2 of the form. These should be returned to IBEX Engineering Services, Inc., P.O. Box 2078, Palm City, FL 34991, along with a completed Application for Employment prior to issuance of your first paycheck.

## **1.07 Conflicts of Interest**

Effective Date: 5/10/01

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

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of IBEX. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of IBEX as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

## **1.08 Outside Employment**

Effective Date: 5/10/01

Employees may hold outside jobs as long as they meet the performance standards of their job with IBEX. All employees will be judged by the same performance standards and will be subject to IBEX's scheduling demands, regardless of any existing outside work requirements.

If IBEX determines that an employee's outside work interferes with performance or the ability to meet the requirements of IBEX as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with IBEX.

Outside employment that constitutes a conflict of interest is strictly prohibited. Employees may not receive any income or material gain from individuals outside IBEX for materials produced or services rendered while performing their jobs and any violation of the procedures may be grounds for immediate termination.

If you are thinking of taking on a second job, it is suggested that you discuss this with your manager immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job with IBEX nor pose a conflict of interest.

## 1.09 Non-Disclosure

Effective Date: 5/10/01

Our customers and suppliers entrust IBEX with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, IBEX earns the respect and further trust of our customers and suppliers. Such confidential information includes, but is not limited to, the following examples:

- compensation data
- computer processes
- computer programs and codes
- customer lists
- customer preferences
- financial information
- marketing strategies and contact data
- pending projects and proposals
- proprietary production processes
- technological data
- technological prototypes

Your employment with IBEX assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures IBEX's reputation and effectiveness. Therefore, please do not discuss IBEX business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with information they get from you.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your manager or to the President.

No one is permitted to remove or make copies of any IBEX records, reports or documents without prior management approval.

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **EMPLOYMENT STATUS & RECORDS**

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<b>2.03</b>	<b>Personnel Data Changes</b>
<b>2.04</b>	<b>Introductory Period</b>
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<b>2.07</b>	<b>Job Descriptions</b>

## **2.01 Access to Personnel Files**

Effective Date: 5/10/01

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

Personnel files are the property of IBEX, and access to the information they contain is restricted. Generally, only the employee, supervisors and management personnel of IBEX who have a legitimate reason to review information in a file are allowed to do so.

The task of handling personnel records and related personnel administration functions at IBEX has been assigned to Eldora Moore, Vice President. Questions regarding your personnel file may be directed to her. Verbal requests for information from personnel files will not be honored. Requests may be made via email, fax or mail and if requested via fax or mail, must be signed and dated.

## **2.02 Employment Reference Checks**

Effective Date: 5/10/01

To ensure that individuals who join IBEX are well qualified and have a strong potential to be productive and successful, it is the policy of IBEX to check the employment references of all applicants. From time to time, client requirements may dictate extended reference checking and verification of employment histories, degrees, licenses, certifications, etc. In such cases, IBEX may ask for additional information to be supplied by either the employee or third party. Also, for positions where physical or national security is involved (e.g. access to a secured federal nuclear weapons facility), employees may be asked for additional personal information.

IBEX will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **2.03 Personnel Data Changes**

Effective Date: 5/10/01

It is the responsibility of each employee to promptly notify IBEX of any changes in personnel data. If you have a change in any of the following items, please be sure to notify Eldora Moore, Vice President:

- Legal name
- Home and/or mailing address
- Home and/or cell phone number
- E-mail address
- Person to call in case of emergency
- Names and number of dependents
- Marital status
- Changes of beneficiary
- Military or draft status
- Exemptions on your W-4 tax form
- Educational accomplishment

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with Eldora Moore.



## **2.04 Introductory Period**

Effective Date: 5/10/01

Your first ninety (90) days of employment at IBEX are considered an Introductory Period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. IBEX uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or IBEX may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If IBEX determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

At the end of the Introductory Period, the manager will discuss job performance with the employee. This review will be much the same as the normal job performance review that is held for direct full-time or part-time employees on an annual basis. During the course of the discussion, the employee is encouraged to give his/her comments and ideas as well.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

## 2.05 Employment Applications

Effective Date: 5/10/01

IBEX relies upon the accuracy of information contained in the employment resume and application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Each employee is required to submit (at a minimum) the following as a condition of employment:

- Application for Employment (see Forms Appendix B)
- Federal form I-9 (see section 1.07 as well as Forms Appendix B)
- Identity documentation as required by form I-9
- Receipt and Acknowledgement of IBEX Employee Handbook (see introductory section at front of Handbook)
- Federal form W-4 (see [http://ftp.fedworld.gov/pub/irs-pdf/fw4\\_01.pfd](http://ftp.fedworld.gov/pub/irs-pdf/fw4_01.pfd) and Forms Appendix B)

The above forms must be fully completed, signed, dated and returned to Eldora Moore, Vice President, prior to receipt of the first paycheck.

## **2.06 Performance Evaluation**

Effective Date: 5/10/01

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additionally, formal annual performance evaluations are conducted to provide both supervisors and employees the opportunity to consider the following items, among others:

- Attendance, initiative and effort
- Employee's knowledge of his or her work
- Attitude and willingness
- The quality and quantity of employee's work
- The conditions under which employee works

It will also afford the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

A review may also be conducted in the event of a promotion or change in duties and responsibilities.

## **2.07 Job Descriptions**

Effective Date: 5/10/01

IBEX makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

IBEX maintains job descriptions for regular full-time employees to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. Job descriptions for other categories of employment are generally provided by the client contractors.

New job descriptions are written when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the President if you have any questions or concerns about your job description.

***(Job descriptions currently being updated.)***

## **EMPLOYEE BENEFIT PROGRAMS**

<b>3.01</b>	<b>Employee Benefits</b>
<b>3.02</b>	<b>Vacation Benefits</b>
<b>3.03</b>	<b>Holidays</b>
<b>3.04</b>	<b>Workers' Compensation Insurance</b>
<b>3.05</b>	<b>Sick Leave Benefits</b>
<b>3.06</b>	<b>Time Off to Vote</b>
<b>3.07</b>	<b>Relocation Benefits</b>
<b>3.08</b>	<b>Jury Duty</b>
<b>3.09</b>	<b>Benefits Continuation (COBRA)</b>
<b>3.10</b>	<b>Health Insurance</b>
<b>3.11</b>	<b>Life Insurance</b>
<b>3.12</b>	<b>401(k) Savings Plan</b>

### **3.01 Employee Benefits**

Effective Date: 5/10/01

Eligible employees at IBEX are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Other benefits may be available for purchase by employees.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 401(k) Savings Plan
- Auto Mileage
- Benefit Conversion at Termination
- Dental Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Insurance
- Prescription Plan
- Short-Term Disability
- Sick Leave Benefits
- Vacation Benefits
- Vision Care Insurance

### 3.02 Vacation Benefits

Effective Date: 5/10/01

Vacation time off with pay is available to eligible **direct full-time employees** to provide opportunities for rest, relaxation, and personal pursuits.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- After 1 year of eligible service the employee is entitled to 10 vacation days each year.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will be paid for the unused time bringing the benefit balance to zero. Vacation time accruals will begin again in the next benefit year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if IBEX, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

### **3.03 Holidays**

Effective Date: 5/10/01

The IBEX home office recognizes the following holidays as paid holidays:

- New Year's Day (January 1)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

Employees on client assignments are subject to the contractual agreements with the client as it relates to holidays.

IBEX will grant paid holiday time off to all eligible Regular full-time employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the proceeding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized company-paid holiday falls during an eligible employee's scheduled vacation, that employee will receive an additional day of vacation.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 1 floating holiday in each year. This holiday must be scheduled with the prior approval of the employee's supervisor.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.



### **3.04 Workers' Compensation Insurance**

Effective Date: 5/10/01

IBEX provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor within 24 hours of the occurrence. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither IBEX nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity whether or not sponsored by IBEX.

### **3.05 Sick Leave Benefits**

Effective Date: 5/10/01

IBEX provides paid sick leave benefits to all eligible Regular full-time employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 3 days per year (.25 of a day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### **3.06 Time Off to Vote**

Effective Date: 5/10/01

IBEX encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If, however, an employees' work schedule requires that they be on the job at both the beginning and end of polling hours and they are unable to vote in an election during their non-working hours, IBEX will grant up to 1 hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

### 3.07 Relocation Benefits

Effective Date: 5/10/01

When IBEX asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred or newly hired employee who must relocate in order to reside within 50 miles of the new place of work. For the purposes of this policy, the following definitions apply:

**Company office:** an office established by IBEX as a permanent or long-term place of business to which employees are assigned. This does not include offices located in client facilities.

**Field location:** a plant site or office location other than a Company office in which IBEX employees will normally work while on assignments for a client.

**Home base:** the last location to which IBEX paid relocation monies to an employee or, in the case where no IBEX relocation was initiated, the location of the employee's current Company office or field assignment.

**Direct full-time employees:** IBEX employees who work a regular schedule of 40 hours each week and are eligible to receive corporate benefits upon fulfillment of certain eligibility requirements. Some direct full-time employees may work irregular schedules due to shift assignments. While it is the intent of the company to provide 40 hours per week for non-exempt employees in this category, this is not guaranteed.

**Direct part-time employees:** IBEX employees who work a regular schedule of less than 40 hours per week. Part-time employees receive certain pro-rated benefits according to the time ratio established in their initial offer letter: e.g., a minimum work time of 20 hours per week earns half benefits, a minimum work time of 30 hours per week earns three-quarters benefits, etc.

**Designated employees:** IBEX employees who have voluntarily elected to perform work activities for a defined salary or an hourly compensation rate that is their only compensation except for fringe benefits required by law, i.e., unemployment insurance, worker's compensation, and the employer's portion of FICA (social security).

**Contractors:** non-IBEX personnel or firms subcontracted to IBEX.

**Home office personnel:** IBEX employees assigned to a corporate office.

**Field personnel:** IBEX employees on assignments to field locations or employees on temporary assignment at a corporate office.

For assignments expected to last more than four weeks, the field assignment and relocation benefit package for the duration of that assignment shall be detailed in an offer letter for each direct or designated employee or contractor undertaking either a client-chargeable or non-chargeable project assignment involving a work location change or a change in the contract under which the Corporation is performing services. Revised offer letters may be generated during the assignment to update, clarify, or revise the terms of the assignment.

The only benefits or agreements regarding relocation and the field assignment terms are those identified in the offer letter or its revisions. For client-chargeable assignments, the terms and conditions of the IBEX contract guide the provisions of the benefit package with its client. The benefits in the assignment letter may require revision when the terms and conditions of IBEX's contract with its clients are revised. A mutual agreement between IBEX and the employee shall be the basis for associated revisions to assignment benefits; the assignment letter shall be revised to state the revised assignment benefits. In the event no agreement can be reached, the employee may elect to terminate voluntarily and be returned (by relocation if the employee has been relocated to the present assignment) to his or her home base. Otherwise, the employee may be terminated involuntarily and not be returned to his or her home base, but rather be given the benefits prescribed for termination for lack of work.

**Common Practice Benefits** are field assignment benefits that may be provided to direct employees of IBEX Engineering Services, Inc. on a case-by-case basis. Management may exercise discretion in establishing varied benefit packages. The benefits described below may be revised depending on IBEX's contract with its client:

- Benefits When Employees are Relocated
- Lump-Sum Moving and Readjustment Allowance

Lump-sum moving and readjustment allowances may be made available to employees on a case-by-case basis for personnel relocated for long-term assignments. The lump-sum moving and readjustment allowance is intended to cover all expenses associated with relocation. IBEX does not expect or require receipts, invoices, etc. in order to exercise this option, however, IBEX entrusts that each employee accepting this option will use his/her full and prudent discretion to ensure the allowance is utilized for the sole purpose as described herein. When lump sum moving benefits are provided, no per diem or ongoing living expenses will be provided.

The employee's assignment offer letter, or amendments thereto, will specify the amount and terms of the relocation allowance and the schedule for its payment. The offer letter will stipulate that, if a relocated employee is terminated except due to a lack of work, or initiates termination before the first year of an assignment is completed (or before a less-than-one-year assignment is completed), the employee shall repay to IBEX, a percentage of the total relocation benefit equal to the percentage of the first year that was not completed.

When **Employees are not relocated**, the following related to actual travel and living expenses will apply:

Actual and reasonable costs associated with normal travel and living will be reimbursed when supported by receipts. For employees on temporary assignments, actual travel and living expenses are usually paid during the entire assignment. However, a per diem allowance (e.g., government contracts, and augmentation assignments) will be substituted for reimbursement of actual expenses, based upon individual client contracts

Meal expenses for contracts with unspecified policies or for IBEX activities (including tips) should be reimbursed to a maximum of \$25.00 per day for the employee only. Dependent travel and meal expenses are not reimbursed, unless specifically approved by the employee's manager (or client representative). Airline coach-class flights at the lowest available fare are to be used. When a personal vehicle is used for the employee's convenience, reimbursement for actual and reasonable mileage will be made for an amount not to exceed the cost of the least expensive available airline flight(s). During the trip to the new location, no expenses, other than

those normally incurred with the use of air coach travel will be paid. Extra time spent in traveling by personal vehicle will be without pay or, at the election of the employee, may be deducted from any accrued and unused vacation.

Employees on per diem allowances will not be entitled to additional living expenses for the time period during which they receive a per diem allowance unless they have a concurrent temporary assignment or business trip to another site while on a field assignment.

In the event that the offer letter or other company-approved policy specifies eligibility for a **trip home**, IBEX may reimburse the employee to allow a return to his or her home base for a weekend at a specified interval. Authorization is usually dependent on client contract authorizing reimbursement for home base trips. Travel to or from locations other than the home base will not be remunerated without prior written approval from the employee's manager. Cash will not be paid in lieu of reimbursement of travel expenses. Travel must be done on the employee's own time. The employee will not be reimbursed for other expenses (e.g., living expenses and local travel) during the period of the home base trip. If practical, reservations for the trip should be made with sufficient lead-time to assure the lowest fare, such as coach class discount or promotional fares where available.

If an employee chooses to move himself/herself instead of using a professional mover, the employee will be reimbursed for actual out-of-pocket expenses, not to exceed the charges that would have been incurred with a standard professional mover. Losses or damages to persons or property under these circumstances will be at the employee's own personal expense.

If an employee is terminated, voluntarily or otherwise, while on an assignment, IBEX is not obligated to provide transportation, relocation, or any benefits beyond payment for actual time worked, any unused accumulated leave or other benefits to which that employee would be entitled if terminated while assigned to the home office.

**Relocation benefits for Federal Government Projects** are based on contract agreements and reimbursement policies of the client. Approved reimbursable relocation costs may include such things as:

- house hunting expenses
- spouse trip to Las Vegas
- temporary living assistance while relocating
- moving expenses for household goods
- assistance on housing closing costs

Maximum benefits, all inclusive, not to exceed \$30,000 or client budgeted amount, and subject to IBEX and client approvals, receipts and backup information to support expenditures will be required

Eligibility applies to hired full-time professional personnel, with client approved relocation. Employees must remain assigned to the project and remain employed full-time by IBEX for at least one year following receipt of relocation expenses.

**Taxes** will be withheld for an employee in accordance with requirements of the state in which he or she is working unless he/she presents documentation that he/she can be taxed in a state that has a reciprocal agreement with the state in which he/she is working.

The employee and his manager are responsible for advising Eldora Moore, Vice President, of any change in the state to which IBEX will pay the withholding and other required taxes for the employee. Notification should occur two weeks prior to any change.

Relocation packages for Designated Employees will be negotiated on a case by case basis; however, limits and provisions as stated above shall apply.

Assignment letter benefits that are not the usual practice and other departures from the practices described herein shall be reviewed and approved by an officer of the company.

Anything not expressly included herein shall be deemed deliberately excluded. An officer of the company shall resolve matters requiring interpretation of the provisions of this policy.

### **3.08 Jury Duty**

Effective Date: 5/10/01

IBEX encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time employees may request up to 1 week of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence less any jury pay that might be received.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either IBEX or the employee may request an excuse from jury duty if, in IBEX's judgment, the employee's absence would create serious operational difficulties.

IBEX will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.



### **3.09 Benefits Continuation (COBRA)**

Effective Date: 5/10/01

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under IBEX's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at IBEX's group rates plus an administration fee. IBEX provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under IBEX's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **3.10 Health Insurance**

Effective Date: 5/10/01

IBEX's health insurance plan provides all employees and their dependents access to medical, dental, and vision care insurance benefits.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between IBEX and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the IBEX Benefits Administrator for more information about health insurance benefits.

### **3.11 Life Insurance**

Effective Date: 5/10/01

Life insurance offers you and your family important financial protection. IBEX makes a basic life insurance plan available to all employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is included as part of the basic life insurance plan.

Employees may participate in the life insurance plan subject to all terms and conditions of the agreement between IBEX and the insurance carrier and between IBEX and the employee.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to each employee. Contact the IBEX Benefits Administrator for more information about life insurance benefits.

### **3.12 401(k) Savings Plan**

Effective Date: 5/10/01

IBEX has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the IBEX Benefits Administrator for more information about the 401(k) plan.

## **TIMEKEEPING / PAYROLL**

<b>4.01</b>	<b>Timekeeping / Time Sheets</b>
<b>4.02</b>	<b>Payroll Periods</b>
<b>4.03</b>	<b>Pay Rates</b>
<b>4.04</b>	<b>Payroll Determining Factors</b>
<b>4.05</b>	<b>Employment Termination</b>
<b>4.06</b>	<b>Pay Advances</b>
<b>4.07</b>	<b>Administrative Pay Corrections</b>
<b>4.08</b>	<b>Pay Deductions, Setoffs and Garnishments</b>

## **4.01 Timekeeping / Time Sheets**

Effective Date: 5/10/01

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require IBEX to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Each employee of IBEX must submit a completed time sheet no later than the first business day following the 15th and again following the last business day of the month. If an employee time sheet, notification of hours worked, or corrections occur greater than 72 hours after the end of the pay period, payment may not occur until the following pay period.

Time sheets must be signed by the employee to certify the accuracy of all time recorded. They are then turned in to his/her manager for approval. If any changes are necessary, the employee and his or her manager must initial them if such changes affect total hours the employee will be paid for or the distribution of said hours for vacation, personal business or sick leave.

Each workday must be accounted for, showing actual straight time, overtime and shift hours worked and time used for holidays, vacation, sick time, or personal business. Any overtime submitted must receive client approval in advance.

An employee who has insufficient accrued hours for vacation, sick leave, or personal business shall indicate zero hours on those days, to the extent they exceed the hours available.

All hours worked must be charged to either a client job number or a company provided account number/code.

Time sheets may be requested from the home office and will be sent to the employee via email. All time sheets must be approved by the employee's manager and turned in to Eldora Moore, Vice President, no later than the deadline established for the employee's department. Managers are responsible for timely and accurate processing of time sheets for employees in their organizations.

Altering, falsifying, or tampering with time sheets or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## 4.02 Payroll Periods

Effective Date: 5/10/01

Each calendar month is divided into semi-monthly time reporting periods, with employee paychecks scheduled to be disbursed by IBEX and received by the employee as follows:

<u>Time Reporting Period</u>	<u>Paycheck Receipt</u>
1st-15th, each month	25th of the same month, except as noted
16th-end of month	10th of the following month, except as noted

In the event that a regularly scheduled payday falls on a Friday holiday or a Saturday, employees on Direct Deposit will receive pay on the day of work before the regularly scheduled payday. In the event that a regularly scheduled payday falls on a Sunday or a Monday holiday, employees on Direct Deposit will receive pay on the day of work following the regularly scheduled payday.

IBEX strongly urges each employee to authorize direct deposit of their pay into their personal bank account. If direct deposit is not elected and authorized, paychecks will be sent to the employee's home address or other address as designated by the employee. Mailed checks will be sent via regular U.S. mail. Employees wishing their checks to be sent other than U. S. (regular) mail may elect to request U.S. Post Office Express or Priority Mail, Federal Express, Airborne Express or UPS overnight or second day service at their own expense.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to IBEX. (See "Direct Deposit of Payroll Check" form in Forms Appendix B.) This completed form should be returned to Eldora Moore, Vice President, for processing. Employees will receive an itemized statement of wages when IBEX makes direct deposits.

### **4.03 Pay Rates**

Effective Date: 5/10/01

Employees may be hired, or receive salary changes, on the basis of stated hourly, weekly, semi-monthly, monthly or annual pay amounts. Regardless of the pay base cited, for the purposes of payroll accounting and automatic data processing, employees will be paid for the proper number of hours shown on the appropriate time report, multiplied by the hourly equivalent rate.



## **4.04 Payroll Determining Factors**

Effective Date: 5/10/01

The objective of the payroll system is that all pay should be a direct result of performance to authorized scope of work with properly approved time reports received on schedule.

Time reports, corrections and changes must be approved, received and processed before the established deadlines (see 4.01) in order for such reports to be considered for current pay adjustments.

Time reports or corrected time reports not received according to this criterion will be processed in the subsequent pay period.

No manually prepared paycheck or other forms of payment will be issued unless management determines that a hardship would otherwise exist.

## 4.05 Employment Termination

Effective Date: 5/10/01

Termination of employment may occur within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee. Employees are requested to give IBEX two weeks or more written notice of termination. When an employee has given IBEX written notice of termination, the employee may be terminated at the Company's discretion prior to the date identified in or inferred from the employee's written notice of termination. An employee who refuses to accept a valid assignment (which may or may not require relocation) may be considered a voluntary resignation.
- Discharge - involuntary employment termination initiated by the organization. IBEX may terminate an employee at any time for any reason, except as may be prohibited by statute or public policy. Prior to taking termination actions, management personnel must discuss the situation with the President and/or Chief Executive Officer. Termination may be effective immediately and the employee will receive no further compensation if deemed appropriate by a manager and the President and/or CEO. Otherwise, IBEX will attempt to give the employee two weeks or more written notice of termination. Should client contract status change upon short or no notice to IBEX, verbal notification of termination date followed up by formal written notice may occur.

IBEX will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to IBEX, or return of IBEX-owned property. Suggestions, complaints, and questions can also be voiced. In the case of some nuclear projects, termination procedures may also require exit interviews related to safety concerns. Employees are encouraged to check with their immediate supervisor or manager to determine that exit procedures are adhered to.

Since employment with IBEX is based on mutual consent, both the employee and IBEX have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay on the next regularly scheduled payday or in accordance with applicable state law. Employees are encouraged to settle any outstanding advances, expenses, etc. upon termination. If not, any monies owed to IBEX will be deducted from the employee's final paycheck.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee may contact the Benefits Administrator regarding specific benefits that may be continued, including the terms, conditions, and limitations of such continuance.

## **4.06 Pay Advances**

Effective Date: 5/10/01

Payroll advances are generally not given. However, in the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The request must be submitted via the “Check Request Form” (see Forms Appendix B of this Handbook.) The supervisor or manager will evaluate the request and submit it to an authorized IBEX officer to determine whether a pay advance can be granted.

Funds you owe to IBEX may be deducted from current wages according to the terms and conditions agreed upon at the time of your advance from IBEX and as approved by an IBEX officer.

## 4.07 Administrative Pay Corrections

Effective Date: 5/10/01

IBEX takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Eldora Moore, Vice President, so that corrections can be made as quickly as possible. In the event that an overpayment occurs and is not acknowledged by the employee and brought to IBEX's attention, the matter could be cause for termination.

## **4.08 Pay Deductions, Setoffs and Garnishments**

Effective Date: 5/10/01

IBEX is required by law to make certain deductions from every employee's compensation. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law (IBEX matches the amount of Social Security taxes paid by each employee.) Deductions are itemized on each individual paycheck stub. The amount of the deductions may depend upon earnings and on the information furnished on the W-4 form regarding the number of dependents/exemptions claimed. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Eldora Moore, Vice President, immediately, to ensure proper credit for tax purposes. W-4 forms for reporting changes in exemptions may be requested from the home office or may be printed from the website at [http://ftp.fedworld.gov/pub/irs-pdf/fw4\\_01.pfd](http://ftp.fedworld.gov/pub/irs-pdf/fw4_01.pfd). The form W-4 must be signed and dated and returned via fax or mail prior to the requested changes being instituted. The W-2 form received annually by each employee indicates precisely the amount of the earnings that were deducted for these purposes. Other changes (e.g. address, telephone, etc.) may be sent via email, fax or mail.

IBEX offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

We hope that each employee will manage his or her personal financial affairs so that IBEX will not be obligated by order of the courts to execute any assignment or garnishment against employee wages. However, whenever court-ordered deductions are to be taken from a paycheck, that employee will be notified. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Questions concerning paycheck deductions or how they were calculated should be directed to Eldora Moore, Vice President.

## **WORK CONDITIONS & HOURS**

<b>5.01</b>	<b>Work Schedules</b>
<b>5.02</b>	<b>Use of Phone and Mail Systems</b>
<b>5.03</b>	<b>Smoking</b>
<b>5.04</b>	<b>Meal Periods</b>
<b>5.05</b>	<b>Overtime</b>
<b>5.06</b>	<b>Use of Equipment and Vehicles</b>
<b>5.07</b>	<b>Travel Expenses</b>
<b>5.08</b>	<b>Expense Reimbursement Procedure</b>
<b>5.09</b>	<b>Computer and E-mail Usage</b>
<b>5.10</b>	<b>Internet Usage</b>
<b>5.11</b>	<b>Workplace Violence Prevention</b>

## **5.01 Work Schedules**

Effective Date: 5/10/01

Work schedules for employees vary throughout our organization. Supervisors will advise employees of project specific schedule requirements and hours of work. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## **5.02 Use of Phone and Mail Systems**

Effective Date: 5/10/01

Personal use of telephones can result in unnecessary expense for IBEX (or our clients) and significantly reduce an employee's productivity, therefore the use of the telephones for personal calls is strongly discouraged. Additionally, the use of telephones for personal long distance calling is not permitted. Employees may be required to reimburse IBEX (or our clients) for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting ("Good morning or good afternoon. IBEX. [Your name] speaking.") Always speak in a courteous and professional manner. When transferring a call to another employee, say "May I tell him/her who is calling please?" If the recipient of the phone call is unavailable, state that the person is out of the office or on another phone call before asking who is calling. To ask the caller's identity first and then say the employee is unavailable gives the impression of screening calls. Information asked of the caller when taking a message should include the caller's name, the organization with which the caller is affiliated, their phone number(s), the date and time of the call and the message they wish to leave. Reconfirm (read back to the caller) information received from the caller including correct spelling of name and business, phone number and message. Hang up only after the caller has done so. Document the call and message in the appropriate message book or log. Follow-up with the recipient of the call to confirm that they have received and understand the message.

The use of IBEX-paid postage for personal correspondence is not permitted.



### **5.03 Smoking**

Effective Date: 5/10/01

In keeping with IBEX's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is only allowed outside IBEX facilities.

This policy applies equally to all employees, customers, and visitors.

Employees working at client facilities are expected to observe the smoking policies of the client location.

## **5.04 Meal Periods**

Effective Date: 5/10/01

All Regular full-time employees are provided with one meal period each workday (e.g. lunch). Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. However, IBEX expects that employees do not engage in any activities during their lunch break which may in any way jeopardize their productivity, their safety or the safety of others upon return to work.

## 5.05 Overtime

Effective Date: 5/10/01

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization and in some cases, prior client approval. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. There are two types of overtime work:

**Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your manager. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

**Incidental Overtime:** Incidental overtime is not scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the manager will offer the overtime to a suitably qualified person who is available to perform the overtime work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions (generally, one and one-half (1-1/2) times your regular hourly wage for any time over eight (8) hours per day or forty (40) hours per week that you work.) Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

## **5.06 Use of Equipment and Vehicles**

Effective Date: 5/10/01

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

Please notify the supervisor if any equipment or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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.

## 5.07 Business Travel Expenses

Effective Date: 5/10/01

IBEX will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by management. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives would be reimbursed by IBEX. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Air or train travel in the lowest available coach or economy class fare.
- Car rental fees, compact or mid-sized cars only, unless transporting 3 or more people.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, if less expensive transportation is unavailable. Use of personal cars for IBEX business will be reimbursed at the then current IRS or client approved rate.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips (percentages as generally accepted for restaurants and taxis)
- Charges for telephone calls, fax, and similar services required for business purposes.
- Laundry only if on travel for more than 5 working days. Then hotel services should not be utilized if at all possible to avoid the premium charged by such establishments.

If a non-exempt employee must travel after normal working hours, on weekends or holidays, the employee will be compensated for the travel time. No travel time will be paid to an exempt employee for travel after normal working hours or on weekends or holidays unless such time is billable directly to a client.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by IBEX may not be used for personal use without prior approval.

Travel advances may only be requested in emergency situations when an employee expects to incur abnormal expenses other than those normally chargeable on a credit card. Employees are required to complete a "Check Request Form" (see Forms Appendix B) prior to receiving a cash advance. The Check Request Form must have the approval signature of the appropriate management personnel. Completed Check Request Forms for travel advance should be submitted to Eldora Moore, Vice President, for processing no less than 7 days prior to when the travel advance is required.

Travel advances are at the discretion of management. However, as a guideline, the maximum allowable domestic advance is one hundred dollars (\$100) per day and international is one hundred and fifty dollars (\$150) per day plus airfare.

No additional travel advance will be issued if an employee has an outstanding travel advance. For those employees whose field assignment is extended and need to request additional travel advance, an approved expense report must be submitted documenting expenses previously paid by the employee with an approved travel advance.

When travel is completed, employees should submit completed travel expense reports by the second business day following the last day of the month in which travel occurred. Reports should be accompanied by original receipts for all individual expenses. All receipts should be clean and legible and should be clearly identified on both the expense form and attachment. Where a receipt does not specifically match the recorded figures on the expense form, a written explanation should be provided. **If possible, expense reports should be approved by the appropriate manager or supervisor prior to submission the home office.**

Employees should contact their manager or Eldora Moore for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Expense report forms may be requested from the home office and will be sent to the employee via email.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## 5.08 Expense Reimbursement Procedure

Effective Date: 5/10/01

IBEX will reimburse employees for actual, reasonable and proper expenditures incurred in the conduct of company business. Particular care and good judgement shall be exercised in incurring expense for the entertainment of customers and other associates. When customer organizations, government agencies or others have published or non-published policy guidelines intended to provide direction with respect to acceptance of business and entertainment expenses, such policies shall be respected.

Employees shall submit an accounting of expenses incurred using the corporate approved "Travel and Living Expense Form." The expense report shall list and describe all expenditures clearly and correctly. Any unusual amounts shall be fully explained. Appropriate details of entertaining expenses shall be provided including names of persons entertained, titles and firms represented, a brief description of the business discussed, the name, date and location where the business entertainment took place, the amount of the entertainment expense and whether for "goodwill" purposes only. Receipts should be obtained and submitted for all incurred expenses whenever possible and are required for all expenses greater than \$25.00. Credit card receipts for meals are preferred to receipt stubs. If credit cards are not used and receipt stubs are provided, they should be completed by the establishment and list the date, amount and name of the establishment.

The Tax Reform Act of 1993 limits the tax deductibility of most meal and entertainment expenses to fifty (50) percent of actual amounts incurred. If the expenditure is for goodwill purposes only, it is not deductible. It is important that care be taken in segregating these expenditures accurately.

Expense reports shall be submitted to the appropriate manager for approval by the second business day of the month following the month in which the travel expenses were incurred. The appropriate manager shall review expense reports within five (5) business days of receipt and forward them for payment. If corrections are required, the expense report shall be returned to the employee within these five working days. When the appropriate manager is unavailable to approve the expense report within the five working day period, another manager shall review the expense report and either forward the original for processing or, if corrections are required, return it to the employee.

Any expenditure disallowed by the reviewing manager shall be discussed with the employee and adjustments will be made to the employee's travel account. The appropriate manager shall forward a copy of the amended expense report to the employee.

All chargeable expense reports are reviewed and a copy is sent to the client to document billing charges. All IBEX expense reports are reviewed, approved, processed and filed in the appropriate travel file.

It is the employee's responsibility to report the equitable allocation of charges when he/she takes a trip which the expenses are to be divided between two (2) or more charge numbers. This allocation shall be described on the bottom of page 1 of the expense report and shall include airline tickets and any other credit charges paid directly by IBEX. All charges shall appear on the expense report as the total represented on the supplied receipt. When a trip is taken primarily for the purpose of one client but allows minor stops to serve other clients, the employee is in the best position to determine the allocation of airline fares and related charges

based on service rendered. In the absence of other governing factors an allocation based on hours charged would be next in preference. Client chargeable expenses shall be submitted on separate expense forms.

Expenses paid directly by IBEX, such as an airline fare, is considered to be a credit charge and is treated the same as a cash advance. All such charges shall be reported and listed in the "Paid by Company" column. Reimbursement for expenses incurred by the employee will be for the total of items listed in the "Paid by Employee" column. If a travel advance was issued it shall be matched against the total of the "Paid by Employee" column for determining the appropriate reimbursable amount. If the total of the amount listed in the "Paid by Employee" is less than the travel advance issued, the employee shall repay IBEX within fourteen (14) days.

Any expenses paid directly by IBEX and not reported and approved will be discussed with and could be charged to the employee.

**Submitting Expense Reports:** Expense reports shall be submitted listing the employee's name, customer serviced (if any), purpose of the trip, signature of the employee, employee ID number, report date and the appropriate manager's approval. Any applicable charge numbers and department numbers should also be provided. If receipts made out to an individual should clearly state the name of the employee (i.e. receipts should not be made out in the name of a spouse or other family member, friend, associate or other third party.)

Items listed must be necessary, prudent and reasonable business expenses. This includes but is not limited to airfare, car rental, hotel charges, meals, tolls and fuel charges.

Receipts must be submitted whenever possible for all listed expenditures and are required for any expenditure over \$25, including meals. This includes but is not limited to taxis, shuttle services, parking, fuel, postage and/or any unusual items. Receipts are to be attached to an 8-1/2" by 11" sheet of paper in date sequential order. Expense reports submitted without the receipts taped to an 8-1/2" by 11" sheet of paper will be returned.

A sample expense report follows the blank form in Forms Appendix B of this Handbook.



## **5.09 Computer and E-mail Usage**

Effective Date: 5/10/01

Computers, computer files, the e-mail system, and software furnished to employees are IBEX property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

IBEX strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, IBEX prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

Employees should notify their immediate supervisor, the President or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## 5.10 Internet Usage

Effective Date: 5/10/01

Internet access to global electronic information resources on the World Wide Web (where provided either by IBEX or by a client organization) is to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of IBEX and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of IBEX. As such, IBEX reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

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

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

Abuse of the Internet access provided by IBEX in violation of law or IBEX policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

Employees on assignment at a client location should also adhere to the policies and practices of the client.

## **5.11 Workplace Violence Prevention**

Effective Date: 5/10/01

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

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of IBEX without proper authorization.

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

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

IBEX will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

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

IBEX encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the President before the situation escalates into potential violence. IBEX is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

## **LEAVES OF ABSENCE**

- 6.01 Medical Leave**
- 6.02 Military Reserves or National Guard Leave**
- 6.03 Personal Leave of Absence**
- 6.04 Pregnancy-Related Absences**

## 6.01 Medical Leave

Effective Date: 5/10/01

IBEX provides medical leaves of absence without pay to direct full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to IBEX. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, IBEX will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefits such as vacation, sick leave, and holiday benefits, will not continue to accrue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide IBEX with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, IBEX will assume that the employee has resigned.

## **6.02 Military Reserves or National Guard Leave of Absence**

Effective Date: 5/10/01

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your manager as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

## **6.03 Personal Leave of Absence**

Effective Date: 5/10/01

In very special circumstances, IBEX may grant an unpaid leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your manager in writing on the "Request for Personal Leave" form (see Forms Appendix B in this Handbook.) A personal leave of absence must not interfere with the operations of your department, the client contractor (if applicable) or IBEX. Your request must be approved by the manager as well as the client contractor.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

If you accept any employment or go into business while on a leave of absence from IBEX, you will be considered to have voluntarily resigned from employment with IBEX as of the day on which you began your leave of absence and all benefits, bonuses, remaining remuneration due, etc. will be effectively terminated as of that day.



## **6.04 Pregnancy-Related Absences**

Effective Date: 5/10/01

IBEX will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

<b>7.01</b>	<b>Employee Conduct and Work Rules</b>
<b>7.02</b>	<b>Drug and Alcohol Use</b>
<b>7.03</b>	<b>Sexual and Other Unlawful Harassment</b>
<b>7.04</b>	<b>Attendance and Punctuality</b>
<b>7.05</b>	<b>Personal Appearance</b>
<b>7.06</b>	<b>Return of Property</b>
<b>7.07</b>	<b>Resignation</b>
<b>7.08</b>	<b>Problem Resolution</b>
<b>7.09</b>	<b>Dismissal</b>
<b>7.10</b>	<b>Workplace Etiquette</b>

## **7.01 Employee Conduct and Work Rules**

Effective Date: 5/10/01

To ensure orderly operations and provide the best possible work environment, IBEX expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employees on assignment at a client location should also adhere to the policies and practices of the client.

Employment with IBEX is at the mutual consent of IBEX and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **7.02 Drug and Alcohol Use**

Effective Date: 5/10/01

It is IBEX's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on IBEX premises and while conducting business-related activities off IBEX premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify IBEX of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

## 7.03 Sexual and Other Unlawful Harassment

Effective Date: 5/10/01

IBEX is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.

In addition to sexual harassment, IBEX also prohibits all other forms of unlawful harassment based upon race, color, religion, gender, national origin, ancestry, age, veteran status, marital status, mental or physical disability or any other basis protected by law, including verbal, non-verbal and physical conduct. Examples of other forms of unlawful harassment include but are not limited to:

- Verbal conduct of a discriminatory nature, such as using degrading, vulgar or discriminatory words to describe an individual, or making derogatory discriminatory comments, slurs, taunts, jokes or epithets (i.e., those which are based upon race, color, sex, sexual orientation, age, religious belief, national origin, ancestry, marital status, mental or physical disability);
- Non-verbal conduct of a discriminatory nature, such as making derogatory or discriminatory gestures, displaying discriminatorily based objects, pictures, posters or cartoons, or giving, sending or circulating derogatory or discriminatory letters, e-mail messages, voice-mail messages, gifts, notes or invitations;

- Retaliating or threatening retaliation for protesting about harassing conduct or for making a complaint about such behavior.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the President or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the President or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **7.04 Attendance and Punctuality**

Effective Date: 5/10/01

To maintain a productive work environment, IBEX expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism, tardiness and/or leaving early place a burden on and are detrimental to other employees and IBEX. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

Poor attendance and excessive tardiness or early departures are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Absence from work for three (3) consecutive days without notifying management will be considered a voluntary resignation.

## **7.05 Personal Appearance**

Effective Date: 5/10/01

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image IBEX presents to the community.

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

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Employees on assignment at a client location should also adhere to the policies and practices of the client.



## **7.06 Return of Property**

Effective Date: 5/10/01

Employees are responsible for all IBEX property, materials, or written information issued to them or in their possession or control. Employees must return all IBEX property immediately upon request or upon termination of employment. Where permitted by applicable laws, IBEX may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. IBEX may also take all action deemed appropriate to recover or protect its property.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

## **7.07 Resignation**

Effective Date: 5/10/01

Resignation is a voluntary act initiated by the employee to terminate employment with IBEX. Although advance notice is not required, IBEX requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

See also 4.05 Employment Termination.

## 7.08 Problem Resolution

Effective Date: 5/10/01

IBEX is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from IBEX supervisors and management.

IBEX strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Employees on assignment at a client location should also adhere to the policies and practices of the client.

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

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 7 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to President or any other member of management.
2. Supervisor responds to problem during discussion or within 7 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to President within 7 calendar days, if problem is unresolved.
4. President reviews and considers the problem and counsels and advises the employee. If resolution is not attained within 7 days, the President assists the employee in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to the CEO for review of problem.
5. Employee presents problem to the CEO in writing.
6. CEO reviews and considers the problem. The CEO informs employee of decision within 7 calendar days, and forwards copy of written response to President for employee's file. The CEO has full authority to make any adjustment deemed appropriate to resolve the problem.

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

## **7.09 Dismissal**

Effective Date: 5/10/01

If your performance is unsatisfactory due to lack of ability, failure to abide by IBEX rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

## 7.10 Workplace Etiquette

Effective Date: 5/10/01

IBEX strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. IBEX encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Eldora Moore, Vice President, if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Return copy machine and printer settings to their default settings after changing them.
- Replace paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by e-mail or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

## **Forms Appendix B**

**Check Request Form**

**Direct Deposit of Payroll Check Request**

**Employee Information Update**

**Expense Report**

**Expense Report Sample**

**Military Duty Absence**

**Personal Leave Request**

**Personnel Data Form**

**Release of Employee Information Authorization**

**Time Sheet**

**Vacation Request Form**

**IBEX Engineering Services, Inc.**

**CHECK REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_

**PAYEE:** \_\_\_\_\_

**DELIVER TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PURPOSE:** ( ) **TRAVEL ADVANCE**      **Current Travel Advance Outstanding: \$** \_\_\_\_\_  
( ) **PAYROLL ADVANCE**      **Current Travel Advance Outstanding: \$** \_\_\_\_\_  
( ) **OTHER (DESCRIBE):**

**REPAYMENT METHOD:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_ **FREQUENCY:** \_\_\_\_\_

**EXPLAIN CIRCUMSTANCES/NEED FOR ADVANCE:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB ASSIGNED TO:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FINANCE USE ONLY**

**DATE PAID:** \_\_\_\_\_  
**CHECK#:** \_\_\_\_\_  
**DATE MAILED:** \_\_\_\_\_  
**METHOD MAILED:** \_\_\_\_\_  
**DONE BY:** \_\_\_\_\_

**IBEX Engineering Services, Inc.**

**DIRECT DEPOSIT OF PAYROLL CHECKS**

**TO PAYROLL:**

**DATE:** \_\_\_\_\_

Please deposit my payroll check directly into:

Total to Checking

Partial to Checking Amount: \_\_\_\_\_

Total to Savings

Partial to Savings Amount: \_\_\_\_\_

My bank confirms they are a member of the Automated Clearing House (EMT).\*

My bank confirms the routing number is \_\_\_\_\_ (ABA#).\*

My checking account number is \_\_\_\_\_.\*  
(Ask your Bank EXACTLY how the account should be listed in order to post Direct Deposits.)

My savings account number is \_\_\_\_\_.\*  
(Ask your Bank EXACTLY how the account should be listed in order to post Direct Deposits.)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

\* This information is vital and differs from bank to bank. Payroll relies on **you** for the correct information.

*PLEASE NOTE: It takes 2 pay periods for a direct deposit to become effective. (Example: If this is processed for the payroll of the 10<sup>th</sup>, it will not take effect until the payroll of the 25<sup>th</sup> and vice versa). This also applies when you change an account number.*

ATTACH VOIDED CHECK HERE FOR CHECKING DEPOSITS

FURNISH BANK INFORMATION FOR SAVINGS DEPOSITS

Banking Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



**IBEX Engineering Services, Inc.  
EMPLOYEE PROFILE**

Last Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
First Name: \_\_\_\_\_ Payroll #: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Dept./Location: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_ #of Dependents: \_\_\_\_\_  
(If applicable) (List Below)

**ADDRESS:**

Permanent Address: \_\_\_\_\_  
Temporary Address: \_\_\_\_\_  
Address to Mail Payroll: \_\_\_\_\_  
Business E-mail Address: \_\_\_\_\_  
Personal E-mail Address: \_\_\_\_\_

**EXTENDED AND EMERGENCY PHONE NUMBERS:**

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Status: \_\_\_\_\_ Reason: \_\_\_\_\_

**DEPENDENT INFORMATION:**

NAME: _____	DOB: _____	SS#: _____
NAME: _____	DOB: _____	SS#: _____
NAME: _____	DOB: _____	SS#: _____
NAME: _____	DOB: _____	SS#: _____

(If applicable, include spouse above.)

**MISCELLANEOUS INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IBEX Engineering Services, Inc.**

**EMPLOYEE INFORMATION UPDATE**

(please type or print)

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address (if different from present address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ FAX \_\_\_\_\_

Social Security # \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Marital Status \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Name(s) and Ages of Dependents \_\_\_\_\_

\_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ Other (Country) \_\_\_\_\_

Passport Number \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date of Passport Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Rev. 4/01

# IBEX Engineering Services, Inc.

## EXPENSE REPORT

Name: \_\_\_\_\_

Report Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

Billable: \_\_\_\_\_ (if yes, enter client/project symbol/ID)

Report No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Non-billable: \_\_\_\_\_ (if yes, enter IBEX symbol)

Supervisor's Approval: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date Mo/Day	General Description Expenses and Location	Air Fare	CarRental/ Taxi/Limo	Auto Gas	Hotel/ Lodging	Meals & Incldts. (1)	Personal Mileage (2)	Other (3)	Paid by Company	Paid by Individual
1-Mar-01										-
2										-
3										-
4										-
5										-
6										-
7										-
8										-
9										-
10										-
11										-
12										-
13										-
14										-
15										-
16										-
17										-
18										-
19										-
20										-
21										-
22										-
23										-
24										-
25										-
26										-
27										-
28										-
29										-
30										-
31										-
<b>Totals</b>		-	-	-	-	-	-	-	-	-

(1) Meals & Incidentals: If business related include other individuals, provide details on pg. 2 with receipts attached, otherwise submit pg. 1 of 1.

Grand Total \$ -

(2) Provide purpose and complete description below for usage of personal car and mileage charged.\*

Company Paid Advance \$ -

(3) Provide purpose and complete description below.\*

DUE Individual (Company) \$ -

\* If more space is required, see page 2.

Seq. No.	Expense Summary Description	Code/Job No.	Notes	Amount	Finance only
01				\$ -	
02				\$ -	
03				\$ -	
04				\$ -	
<b>Totals</b>				\$ -	



# IBEX Engineering Services, Inc.

## SAMPLE EXPENSE REPORT

Name: John Q. Engineer

Report Date: 31-Mar-01

Purpose: [Job/Company/Project Code]

Billable: [Company] (if yes, enter client/project symbol/ID)

Report No.: JQE-BSC-01-03-1

Signature: J. Quality Engineer

Non-billable: \_\_\_\_\_ (if yes, enter IBEX symbol)

Supervisor's Approval: John Doe

Supervisor Name: John Doe

Date Mo/Day	General Description Expenses and Location	Air Fare	CarRental/ Taxi/Limo	Auto Gas	Hotel/ Lodging	Meals & Incdtls.(1)	Personal Mileage (2)	Other (3)	Paid by Company	Paid by Individual
1-Mar-01	T&L to/at City, State	325.00			67.00	28.50	9.75			430.25
2	T&L at City, State				67.00	38.00				105.00
3	T&L at City, State				67.00	38.00				105.00
4	T&L at City, State				67.00	38.00				105.00
5	T&L at City, State				67.00	38.00				105.00
6	T&L at City, State				67.00	38.00				105.00
7	T&L at City, State				67.00	38.00				105.00
8	T&L at City, State				67.00	38.00				105.00
9	T&L at City, State				67.00	38.00				105.00
10	T&L at City, State				67.00	38.00				105.00
11	T&L at City, State			13.75	67.00	38.00				118.75
12	T&L at City, State				67.00	38.00				105.00
13	T&L at City, State				67.00	38.00				105.00
14	T&L at City, State				67.00	38.00				105.00
15	T&L at City, State				67.00	38.00				105.00
16	T&L at City, State				67.00	38.00				105.00
17	T&L at City, State				67.00	38.00				105.00
18	T&L at City, State			10.00	67.00	38.00				115.00
19	T&L at City, State				67.00	38.00				105.00
20	T&L at City, State				67.00	38.00				105.00
21	T&L at City, State				67.00	38.00				105.00
22	T&L at City, State				67.00	38.00				105.00
23	T&L at City, State				67.00	38.00				105.00
24	T&L at City, State				67.00	38.00				105.00
25	T&L at City, State				67.00	38.00				105.00
26	T&L at City, State				67.00	38.00				105.00
27	T&L at City, State				67.00	38.00				105.00
28	T&L at City, State				67.00	38.00				105.00
29	T&L at City, State		178.00	14.50		28.50	9.75			230.75
30	Monthly Leave									-
31	Monthly Leave									-
<b>Totals</b>		<b>325.00</b>	<b>178.00</b>	<b>38.25</b>	<b>1,876.00</b>	<b>1,083.00</b>	<b>19.50</b>	<b>-</b>	<b>-</b>	<b>3,519.75</b>

(1) Meals & Incidentals: If business related include other individuals, provide details on pg. 2 with receipts attached, otherwise submit pg. 1 of 1.

Grand Total \$ **3,519.75**

(2) Provide purpose and complete description below for usage of personal car and mileage charged.\*

e.g., Spouse drop/pickup trips to/fr airport on monthly trip home, 2 X 15 mi. each way X \$0.325 per mi = (30)X(\$0.325)=\$9.75

Company Paid Advance \$ -

(3) Provide purpose and complete description below.\*

DUE Individual (Company) \$ **3,519.75**

\* If more space is required, see page 2.

Seq. No.	Expense Summary Description	Code/Job No.	Notes	Amount	Finance only
01	<u>[Job/Company/Project Code]</u>	<u>3#####</u>		\$ 3,519.75	
02				\$ -	
03				\$ -	
04				\$ -	
<b>Totals</b>				<b>\$ 3,519.75</b>	

**IBEX Engineering Services, Inc.**

**MILITARY DUTY ABSENCE**

Date:

I, \_\_\_\_\_, hereby requests absence or leave from my employment for purposes of temporary active military duty from \_\_\_\_\_ to \_\_\_\_\_.

I certify that I am a member of the \_\_\_\_\_.

I understand that if my military base pay for this period is less than my regular salary, I will be reimbursed for the difference for a period not to exceed 2 work weeks (10) days.

I agree to furnish you a copy of my military pay statement immediately upon receipt with adjustments in salary to be made from my next paycheck.

Furthermore, I agree to furnish the company a copy of my orders to report for service or such other appropriate certification of duty as the company may require.

---

Employee Signature

Date

**IBEX Engineering Services, Inc.**

**PERSONNEL DATA FORM**

(please type or print)

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address (if different from present address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ FAX \_\_\_\_\_

Social Security # \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Marital Status \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Name(s) and Ages of Dependents \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ Other (Country) \_\_\_\_\_

If not, do you have work papers? (If so, please attach copy) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Passport Number \_\_\_\_\_ Place of Issue \_\_\_\_\_

Date of Passport Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Education: High School \_\_\_\_\_ Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Business / Trade School \_\_\_\_\_ Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Degree(s) or Certifications \_\_\_\_\_

College / University \_\_\_\_\_ Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Degree(s) \_\_\_\_\_

Graduate / Professional \_\_\_\_\_ Graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Degree (s) or Certifications \_\_\_\_\_

Previous Employment: (begin with most recent position)

Firm \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Nature of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Nature of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Nature of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Reason For Leaving \_\_\_\_\_



References:

Please furnish the names and addresses of three people to whom you are not related and by whom you have not been employed.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Who referred you to IBEX or how did you learn about us? (person, advertisement or agency)

\_\_\_\_\_

In Emergency Notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

I understand that false or misleading information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**IBEX Engineering Services, Inc.**

**PERSONAL LEAVE REQUEST**

Employee Name (Please Print): \_\_\_\_\_

I request personal leave: From \_\_\_\_\_ Through \_\_\_\_\_

My alternate choice is: From \_\_\_\_\_ Through \_\_\_\_\_

Reason for requesting personal leave: \_\_\_\_\_

\_\_\_\_\_

\*\* Please note: Prior to submitting Personal Leave Request, please refer to section 6.03 of the IBEX Handbook for policy on personal leaves.

\_\_\_\_\_  
Employee Signature Date

Personal Leave Dates As Approved:

\_\_\_\_\_

\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Client Contractor/Management Date

\_\_\_\_\_  
IBEX Officer Date

**IBEX Engineering Services, Inc.**

**AUTHORIZATION TO RELEASE INFORMATION**

Date:

To:

Please be advised that I have applied for a position with IBEX Engineering Services, Inc. I have been requested to provide information for their use in reviewing my background and qualifications. Therefore, I authorize the investigation of my past and present health, character, education, military and employment qualifications.

The release in any manner of all information by you is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies or firms from any liabilities resulting from providing such information.

This authorization is valid for 30 days from the date of my signature below. Please keep this copy of my release request for your files. Thank you for your cooperation.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness Date



**IBEX Engineering Services, Inc.**

**VACATION REQUEST**

Employee: \_\_\_\_\_ Employment Date: \_\_\_\_\_

I request a vacation time off: From \_\_\_\_\_ Through \_\_\_\_\_

My alternate choice is: From \_\_\_\_\_ Through \_\_\_\_\_

---

Vacation Dates As Approved:

\_\_\_\_\_

\_\_\_\_\_

Approved by:

---

Manager / Management Name

Date

## Index

(Policy number shown in brackets)

401(K) SAVINGS PLAN [3.12]  
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