

January 6th, 2020

ORION CONSORTIUM EMPLOYEE HANDBOOK

ORION CONSORTIUM, LLC

EMPLOYEE HANDBOOK November 12, 2013

Revised on 6 January 2020

Orion Consortium, LLC
315 Kyle Road
Crownsville, Maryland 21032

Phone: 410-923-5585

Fax: 410-923-6336

www.orionconsortium.com

Welcome

We would like to welcome you to Orion Consortium

If you are a new employee, we hope your new job will be rewarding and live up to your expectations. Early in your employment with us, you will realize that we have set very high **ethical** standards for **all of our employees**.

If you are an existing employee, we want to express our sincere appreciation for your valued contribution that has helped build this great Company.

January 6, 2020

ORION CONSORTIUM: DEFENDING OUR NATION. SECURING THE FUTURE.**MISSION FIRST**

Orion Consortium's purpose is to support some of the most complex government, defense, and intelligence projects across the globe. We are a dedicated and talented workforce that first and foremost supports the National Security of the United States. We bring the expertise needed to understand and service critical missions. We help to ensure America's safety.

OUR PROMISE

To support our client's needs. The Orion Consortium Team works around the clock to ensure that customers receive the critical intelligence and cybersecurity products and services they need to accomplish their missions and to protect the nation. Orion requires our employees to adhere to stringent rules and the highest standards of behavior. We strive for impeccable customer satisfaction.

Orion effectively focuses on action and response in a rapidly changing environment, with a strong and knowledgeable team.

ONE GOAL

Together, with our partners in the service of our country, we strive to achieve excellence in every aspect of national security with integrity, respect and transparency.

OUR PRIORITIES

Here at Orion we believe that what we do makes a difference for our Country and it is for that reason that we take our employees and our mission very seriously.

Our main priorities are:

- The mission – making sure that we are abiding by contract rules and regulations to support the greater mission **of keeping our Nation secure.**
- Our employees – they are our most important asset; we will do everything within our power to make sure you are taken care of
- Our **clients - making sure that we understand our clients needs and support them with exceptional 24/7 services to meet their goals.**

We are available to you at any time; please reach out to us should you need our support.

Thank you for being an important part of our Team!

Employee Handbook Overview

Introduction		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total pages: 2

Purpose

This handbook outlines some of the policies and practices in effect here at Orion Consortium. These policies and practices are necessary to allow each of us to be safe, productive, and prosperous. It contains basic guidelines, and policies that will be interpreted at the company's sole discretion; we also retain the right to apply policies with flexibility.

This handbook does not create a contract of employment; additionally, it maintains the **Maryland** at-will employment status.

This version of the manual replaces all previous written and unwritten policies of the company. **The manual will be reviewed and revised (as needed) on an annual basis. The most updated version of the employee handbook can be found online at the Orion website, www.orionconsortium.com. Please refer to the online version for the most up-to-date information.**

This Handbook includes:

Section 1: General Employment Policies

Section 2: Codes of Conduct and Corrective Action

Section 3: Employee Communication Policy

Section 4: Travel Policy

Section 5: Employee Expense Reimbursement

Section 6: Employee Safety and Health

Section 7: Use of Company Resources Policy

Section 8: Compensation and Pay

Section 9: Employment Benefits

Section 10: Holidays

Section 11: Leave of Absence without Pay

Section 12: Acknowledgements

Employee Handbook Acknowledgement of Receipt
Workers Compensation Procedure Acknowledgment

Addendums

EEOC Policy

General Employment Policies

Section 1: General Employment Policies		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total pages: 5

Overview

This policy handbook will help introduce you to Orion Consortium, LLC and applies to all employees of the Company. These policies are presented as a matter of information only and its contents should not be interpreted as a contract between the company and its employees.

Please read this handbook carefully, it will acquaint you with many of the more important, rules, policies, benefits, and practices that apply to all employees of Orion Consortium, LLC.

If you are uncertain about any policy or procedure, please ask your supervisor.

Employment Relationship

Maryland – Employment at-will State

Employment at will means that, in the absence of an express contract, agreement or policy to the contrary, an employee may be hired or fired for almost any reason -- whether fair or not -- or for no reason at all.

Your employment with the Company is entered into voluntarily. You are free to resign at any time, with or without notice, and for any reason. The company is free to conclude the employment relationship at any time, with or without notice, and with or without cause.

At the beginning of your employment with Orion Consortium you are required to sign a Non-Disclosure Agreement (NDA) that must be adhered to.

This handbook is not intended to modify or alter the at-will employment relationship in any way.

Company right to change policies

The Company expressly reserves the right to change any of its policies at any time. You may not rely on any policies that have been superseded. Changes will become effective on revision dates determined by the Company. We will notify you of changes by memorandum, posting them on our website and, updating the related manuals. It is your responsibility to take note of these changes.

Definitions

Exempt

Employees who are exempt from overtime pay. These positions meet specific tests of the Fair Labor Standards Act.

Non-exempt

Employees who are paid a multiple of their regular rate for hours worked in excess of forty hours in a week. These positions do not meet exemption tests of the Fair Labor Standards Act.

Management

Employees designated by corporate officers that provide supervision and make the decisions necessary to meet the objectives of the shareholders.

Regular Full Time

Employees who work the required number of contracted hours as expected on a yearly schedule. The majority of the weeks should be 40 hours **per work week**. **Full time employees are required to work a minimum of 40 hours per week.**

Relatives

Relatives include husband, wife, parent, child, brother, sister, in-laws (brother, sister, father, mother, son, daughter), and any significant other.

Equal Opportunity Employment

It is the policy of the Company not to discriminate against any employee or job applicant. No aspect of your employment with the Company will be influenced by age, sex, color, race, national origin, religion, disability, marital status, veteran status or any other basis prohibited by law. See EEOC addendum.

All equal opportunity matters from any source shall be referred to the Company President or Vice President.

Orientation Period

The first ninety days of your employment is **regarded as** your orientation period. During this period, as during your regular employment, you and the company each have the right to terminate your employment with or without cause or notice. Upon satisfactory completion of your orientation period you will become a regular employee.

Hours of Work

Our normal workweek is Monday through Friday, but there might be some instances where shift work is required. **An 8 hour day or 40 hour week is expected on most contracts, (unless officially hired as a part time employee).** Frequently working under 40 hours a week has been subject to contract dismissal from the contract administrator. Negative hours must be made up to assure you are working the hours required by the contract. Exceptions will come only from your on-site supervisor and be communicated to **the** Orion Human Resource Office. Occasionally your work hours may include overtime, and may include evenings and/or weekends. This will vary from week to week. Your on-site supervisor will provide your schedule. **Full-Time employees who do not meet the expected average full-time work hours will be considered part-time employees and will lose their benefits. Benefits are only available to full time employees.**

Time Records

Each day all non-exempt employees are required to properly fill in their time card with all required information including the total amount of hours worked. This includes contract specific time keeping procedure (i.e. ETES, etc.) and the Orion electronic timecard (OET) found on the Orion Consortium website. Your timecard is the legal record of the hours you work. **Timesheets must be submitted to be valid.**

Daily timekeeping is a requirement, not an option. Please contact the office if you have any issues or questions.

Note: Please use the submit button on the Orion website Weekly timesheet tab every Friday and the submit button on the Timesheet tab on the 15th and last day of the month once all hours are logged. An additional Timekeeping Reference guide will be provided at the start of your contract.

Personnel Records

Your personnel file contains information regarding your employment. Information in this file may include your employment application, resume, commendations, change of status records, corrective action warnings, performance reviews, etc.

This file also contains information you must provide. You are required to notify the payroll administrator of changes in telephone numbers, address, tax status and family status that may impact your employee benefits.

Privacy Notice: Orion Consortium takes your privacy seriously and complies with any federal and state regulations regarding the privacy of systems of records.

Employment of Relatives

The President or Vice President will evaluate any case involving employment of relatives.

All employees are required to inform the payroll administrator of any relatives working for the company and of any changes in relatedness of an employee.

Employment of Minors

Regular employees must be 18 years of age or older. Occasionally the Company may hire student interns who are 16 or 17 years old.

Promotions

We recruit and hire the most qualified individual for any particular job opening. At the same time, the Company promotes from within whenever practicable.

Termination of Employment

Orion Consortium follows the at-will employment relationship and may terminate your employment at any time, with or without cause. Please see the Personal Conduct and Corrective Action policy for more details.

Severance Pay

Orion Consortium does not make severance payments. Any severance pay, if any, is given at the sole discretion of management. Whether an employee is terminated by the company or chooses to leave voluntarily, a final paycheck will be executed with the next scheduled payroll. Any remaining holidays will be forfeited. Any positive accrued leave balance will be paid out on the last paycheck. Outstanding fees owed to Orion Consortium will be deducted from the final payment. Outstanding fees are defined but not limited to tuition reimbursement, **negative leave balance** and or other fees paid by Orion Consortium on behalf of the employee. Orion reserves the right to apply this policy at management's sole discretion.

Employee Expense Reimbursement

All reimbursement requests shall be submitted on the Company Employee Expense Report form. Expense reports must be signed by the employees' supervisor in order to be processed. If additional paperwork is necessary to process the reimbursement request (receipts, logs, etc.) the expense report will be returned and additional documents will be requested. Partial payments for incomplete expense reports will not be issued. See Employee Expense Reimbursement Policy section.

Codes of Conduct and Corrective Action Policy

Section 2: Codes of Conduct and Corrective Action Policy		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 6

Purpose

This policy identifies standards of conduct expected of all employees and explains corrective action measures that may be taken by Orion Consortium.

Discussion

The very nature of our industry sets very high standards of acceptable conduct for every individual and company alike. There are certain circumstances that dictate a report being filed to the Defense Security Service (DSS) via the Joint Personnel Adjudication System (JPAS).

Not every incident report leads to clearance revocation. Questions and concerns can be directed to either your supervisor or Orion's Facility Security Officer (FSO).

This discussion is intended to be general and representative of the type of behavior, which may result in corrective or disciplinary action. The discussion is not intended to be comprehensive and does not alter the employment at will relationship between the employee and Orion Consortium. Orion reserves the right to terminate any employee for any reason, at any time, and with or without cause or notice.

Administrative Dismissal

There are four rules, whereby grounds for immediate dismissal can be enacted:

- When an individual's clearance is terminated, suspended or revoked
- When a client or customer has requested Orion remove an individual from their place of business
- Failure to comply with probation requirements
- When an employee acts maliciously in an effort to hurt or tarnish the reputation of the company or any of its leadership

When an event is identified by DOD regulation as one where an incident report is required, Orion's FSO will file the report within 3 business days of the date of dismissal.

Violation of Company standards will result in one of the following corrective actions:

- Oral Warning
- Written Warning
- Suspension
- Termination of Employment

The following may be considered in arriving at a decision for corrective action:

- The seriousness of the violation
- The employees' past record
- The circumstances surrounding the violation

A partial list of violations includes:

Alcohol and Drugs

Orion Consortium operates as an Alcohol and Drug Free Workplace. This means that the Company prohibits the use or possession at any of its premises, worksites, or job sites, any of the following:

- Alcoholic Beverages
- Narcotics including marijuana
- Illegal Drugs
- Drug Paraphernalia

No employee shall report to work, or work under the influence of any intoxicant or drug (including prescription drugs) that will adversely affect their performance or the safety of others.

Employees at work and suspected to be under the influence of an intoxicating substance, involved in an accident, or injured, may be requested to submit to a breath, blood, or urine sample for testing.

All employees will submit to and follow all designated plans regarding alcohol and drug testing defined by the clients and or customers when working on-site, on contracts.

Legally prescribed drugs are permitted on company property and worksites provided they are legally prescribed to the patient in possession of the drug and are in the originally prescribed container. Employees in dangerous or safety sensitive positions must register prescription drugs with the safety office.

Sexual Harassment

Orion Consortium prohibits and will not tolerate any form of sexual harassment. Sexual harassment is harassment that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment also include, but are not limited to:

- Sexually suggestive comments or jokes
- Verbal, graphic or physical conduct relating to sex

Any of the following may be true in sexual harassment:

- The victim can be either a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be a supervisor, coworker, or a non-employee.
- The victim can be anyone affected by the offensive conduct.
- The victim does not need to be discharged or suffer economic injury.

It is helpful for the victim of sexual harassment to directly inform the harasser that the conduct is unwelcome and must stop.

Any employee that has a complaint of sexual harassment should immediately bring the complaint to the attention of the President or Vice President. All complaints will be free from retaliation or reprisal. All complaints will be confidential and be promptly and thoroughly investigated. Management's investigation will include interviews with the complainant(s), accused, and any witnesses.

Orion Consortium's management will review its findings with the complainant when the investigation is finished. If the complaint appears valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence; this may include termination of the accused. If the complaint cannot

be validated all parties to the complaint will be reacquainted with this policy to prevent sexual harassment from occurring in the future.

You can learn more about sexual harassment by visiting the EEOC website at <http://www.eeoc.gov>.

Theft, Fraud, or Embezzlement

No employee shall be involved in theft, fraud, or embezzlement. If you know or suspect an employee is involved in theft, fraud, or embezzlement it is your duty to report wrongdoing to the Company President or Vice President. Theft is the unlawful taking of another's property with the intent of depriving the lawful owner of its use. Fraud is the intentional deception of another. Elements of fraud include material misrepresentation, concealment, no-disclosure of material facts, and omissions. Embezzlement is the misappropriation of property legally in one's possession.

Conflict of Interest

No employee shall be, potentially be, or appear to be, engaged in any activity that is not in the best interest of the Orion Consortium.

Kickbacks and Gratuities

Orion considers it to be unethical and illegal for any employee to accept or offer payment, gift, gratuity, or employment to or from vendors, contractors, or government officials as an inducement for preferential treatment. All offers for kickback and gratuity shall be reported to the President or Vice President.

The Company does not consider the giving or acceptance of a ball cap, tee shirt, jacket, an occasional lunch, holiday basket, game of golf, or the like with non government officials to be a kickback, gift or gratuity for the purpose of this policy. **If there are any questions as to the acceptance of any gift or gratuity, contact the Orion Human Resources Department.**

Falsifying Company Documents or Records

Behaviors including forgery, inaccurate employment documents, inaccurate time cards, and inaccurate expense reports are considered falsifying documents or records.

Firearms, Fireworks, Explosives and Weapons Policy

Under no circumstances shall firearms, fireworks, explosives, or weapons be brought to any company office, jobsite, or function. For the purpose of this policy tools used in the normal course of business are excluded.

Fighting or Abusive Behavior

These behaviors include horseplay, practical jokes, abusive and foul or vulgar language, damaging property, threatening or intimidating behavior.

Insubordination

The refusal or failure to perform reasonable instructions or assigned duties is considered insubordination.

Unauthorized use of Company Property or Equipment

Unauthorized use includes using equipment without performing the Daily Check, using equipment for other than its designed use, and using equipment for which you have not been trained.

Telephone Use

Company telephones, including company cellular phones, are provided for business purposes. Occasionally, personal calls may be necessary and should be kept brief. Personal long distance calls are prohibited unless paid for by the employee.

Violation of Company Policies and Procedures

The Company has established policies and procedures to assist in the achievement of its objectives, safeguard its assets, protect its employees, and ensure the orderly operation of its business.

Absence without Notice

Due to the nature of our contracts you are required to notify both Orion and your on-site manager of any absences, planned or unplanned. Failure to do so will result in having to follow security requirements to track you down. Leaving work before the end of the day is considered absence without notice. If you fail to

notify your supervisor after two consecutive days of absence, the Company may consider that you have resigned.

Punctuality

All employees are expected to arrive prior to their assigned starting time.

Harassment

All words or actions that may constitute illegal harassment including sexual, racial, or other legally prohibited harassment shall not be tolerated. Any victim of harassment shall immediately report the matter to their supervisor.

Defamation of business character

Any statement made about the company with the malicious intent of damaging the Company's image and reputation or that of the Company's leadership will be cause for immediate disciplinary action or administrative dismissal.

Personal Appearance and Hygiene

Employee appearance during work portrays an image of the Company to the public. Employees are to maintain an appearance that is safe, neat, clean, and non-offensive to others.

In general, apparel should not be torn, tattered, revealing, or provocative.

Certain protective clothing is required and certain un-protective clothing (shorts, sandals, short sleeves, etc.) is prohibited by government regulation.

Good personal hygiene habits must be maintained.

Safety requirements may prohibit long hair and facial hair in some cases.

Disclaimer

Orion Consortium will abide with the guidelines and regulations set forth in the government FAR. Should you have any questions please feel free to contact Orion's Facility Security Officer.

Employee Communications Policy

Section 3: Employee Communications		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Purpose

The purpose of this section is to inform the employee of Orion Consortium's communications policy.

Discussion:

When Taking unscheduled time off (i.e. sick days)

Orion Consortium's employees are geographically dispersed therefore communications are paramount in assuring that issues are addressed in a timely fashion.

It is the employee's responsibility to inform both your On-site team lead as well as the Orion Consortium management office when you are going to be either late or out for the day.

This policy is considered a Security issue; failure to comply with this policy may result in a visit from agency security officials. This will also include a security incident report being filed and may be grounds for probation.

There are many times when the Company may solicit you for information. Regardless of it being in the form of an email or a phone call, it is imperative that you respond promptly. In many cases we are requesting information on behalf of the client. **It is everyone's responsibility to check their emails and phone messages periodically to ensure that corporate requests are responded to promptly.**

Travel Policy

Section 4: Travel Policy		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Unofficial Foreign Travel (UFT)

The Unofficial Foreign Travel policy is a DOD requirement and applies to all employees who hold a current/active security clearance; as such it must be adhered to. **Note: Failure to comply with the UFT mandate may result in the revocation of your security clearance which in turn may lead to Administrative Dismissal.**

If your leave (regardless of the length of stay) takes you outside the 50 United States or its territories (Puerto Rico, US Virgin Islands) you **must** submit a request for UFT. This request must be submitted 45 days before your expected travel date. The government reserves the right to deny the request, and it is not responsible or accountable in any way for lost funds or deposits on trips that were not submitted for approval within the specified time frame. Orion Consortium does not bear any responsibility for any UFT related loss.

The UFT request is **official** in nature and typically can be made on-site. Orion Consortium has no say in the approval process; it must be approved by a Government Official.

As part of any UFT, the government may request that you attend a travel briefing; if they do so then the travel briefing is also a requirement. Failure to comply and attend the briefing may result in your trip being denied. Taking the trip when a UFT has not been approved may result in the revocation of your security clearance which in turn may lead to Administrative Dismissal.

Reporting your foreign travel/foreign national association is a career obligation and is not required once you are debriefed from access.

Consider counterintelligence concerns or personal safety risks before traveling to hazardous or hostile areas. For more information on country specific threats please refer to:

United States Department of State
 Bureau of Political Affairs
 Washington, DC 20520
 Telephone Number: (202) 647-4000
 Via the Internet at: <http://www.state.gov>

Employee Expense Reimbursement

Section 5: Employee Expense Reimbursement Policy		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 2

Purpose

The purpose of this policy is to inform employees of the Company policy regarding expense reimbursement.

Discussion

Employee Expense Reimbursement

All reimbursement requests shall be submitted on the Company Employee Expense Report form. Expense reports must be signed by the employees' supervisor in order to be processed. Payments will be issued with the next scheduled payroll following document verification. Orion Consortium reserves the right to deny expense reimbursements at any time, and when prior authorization is not present.

If additional paperwork is necessary to process the reimbursement request (receipts, logs, etc.) the expense report will be returned and additional documents will be requested. Partial payments will not be issued for incomplete expense reports.

Tuition Reimbursement

Tuition Reimbursement will be evaluated on a case by case basis and is defined as follows:

- All classes must be approved by the Director of Administration **prior** to class enrollment. Scheduled start and completion dates must be included with your request.
- All classes must be directly relevant to position requirements as directed by the customer.
- Decisions made by the Director of Administration are final.
- Failure to comply with this policy will result in the employee being responsible for all fees and tuition associated with the class.

Upon class completion the employee will have 30 days to submit the final **passing** grade report, **certificate of completion and** the necessary class payment documentation. Orion Consortium will reimburse the cost of tuition within the next scheduled payroll periods.

Certification Reimbursement

Reimbursement for certification cost will be evaluated on a case by case basis.

Employee Safety and Health Policy

Section 6: Employee Safety and Health		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 2

Purpose

The purpose of this policy is to inform employees of Orion Consortium's policy regarding Safety and Health.

Discussion

Orion Consortium employees do not presently work at the corporate site. The staff is typically engaged in working either on-site at a government facility or within a commercial company with whom Orion Consortium is doing business.

As such, Orion Consortium is not in control of these environments and consequently encourages all employees to be aware of their surroundings. Each employee should report any issues or discrepancies with respect to health and or safety to an Orion Consortium Director as well as a local corporate or government representative of the facility. To learn more about safety visit the OSHA website at www.osha.gov.

Accidents

All accidents must be reported to your supervisor or the safety department immediately. If you are in-route to work and experience a vehicle accident you must submit any official report generated by law enforcement to Director of Administration as soon as it becomes available.

Workers Compensation

The Maryland Occupational Safety and Health (MOSH) Act provides employees with specific rights and protections when it comes to workplace accidents. The MOSH Act monitors workplace safety and health by creating and implementing federal and state rules and regulations. Through enforcement, consultation strategies, and training, the MOSH Act works to ensure that employees in various professions do not suffer illness, injury, or death due to hazardous workplace conditions, practices, or operations. Under the Federal Occupational Safety and Health Standards of Maryland, workers have rights as it relates to their field. These standards are contained under Title 29 Code of Federal

Regulations and comprised of Part 1910 for General Industry; Part 1926 for Construction; and part 1928 for Agriculture. Aside from the federal standards, there are also many workplace regulations specific to Maryland.

Directive for Workers Compensation

A document called an "Employee's Claim" may be filed with the Workers' Compensation Commission by an employee who believes that they have suffered an injury covered under the Workers' Compensation Act.

Return to Work

If you are on a medical disability leave of absence, you must return to work when your physician determines you are able to resume normal duties. The Company requires a physician's release prior to your reinstatement on the active payroll. You must inform Orion, and your on-site manager, of the status of your disability leave of absence, to include start and end dates.

Use of Company Resources Policy

Section 7: Use of Company Resources		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Purpose

The purpose of this section is to inform the employee of Orion Consortium's use of company resources policy.

Discussion

Use of a Company Vehicle

If your position with the Company includes the use of a company vehicle, this vehicle is for the sole purpose company business. Company vehicles shall not be used to transport family members, friends, or hitchhikers. Company vehicles shall not be used to transport personal equipment. Corporate vehicles shall not be used for personal day-trips, vacations or non-business related excursions unless authorized.

Use of Corporate Credit Cards

If your position with the Company includes the use of a Company credit card, use of the credit card is **solely for the expressed use for company business only**.

Expense reports may be requested by the Director of Administration, at his or her discretion, to accompany corporate credit card receipts.

Compensation and Pay Policies

Section 8: Compensation and Pay Policies		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Overview

Orion Consortium attempts to pay competitive wages and salaries comparable with other businesses in our community and industry. Wages and salaries are classified by position based on experience, responsibility, and physical and mental demands. Management reviews salary ranges once per year and makes any adjustment deemed necessary.

Payday

Employees are paid on a bimonthly basis with payroll being processed through the 15th and the last day of the month, after all employee hours are logged in and submitted. To stay consistent with the contract invoicing environment, our work week goes from Saturday through Friday. Payroll run on the 15th of the month will be deposited no later than the 21st. Payroll run on the last day of the month will be deposited no later than the 7th **of the following month**.

Timesheets must be submitted no later than **close of business (COB)** on the 15th and the last day of the month through the Electronic Timesheet function of the company timekeeping website.

Pay related documents, including pay stubs and W-2 forms can be found on workforce.intuit.com. Orion prints only the minimum data necessary for your payroll to be transmitted. We safeguard your information and provide online self-service capabilities wherever possible for employees to retrieve their data rather than having it printed. All employees must log in or set up their Intuit Quickbooks Workforce account to get access to their paystubs and W-2s. Contact the Administration department or online Employee Knowledge Center for assistance.

Payroll Deductions

Payroll deductions are made from each paycheck to comply with federal and state laws and certain benefits. Deductions will be made for Federal and State Income Tax, FICA (Social Security, Garnishments and Wage Assignments required by law or court order, and other items designated by the employee.

At the beginning of each year you will be supplied with a W-2 which summarizes your income and deductions for the previous year. You may access your form at any time using the view my paycheck website as mentioned above.

Wage or Salary Increases

Typically Orion Consortium conducts periodical compensation reviews. When pay increases are warranted they will be based on job performance and are subject to contract rates.

Employment Benefits Policy

Section 9: Employment Benefits		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 3

Overview

This section provides an overview of Orion Consortium's employee benefits program. The company reserves the right to evaluate and alter the benefit package at any time.

Discussion

Paid Time Off & Holidays

Employees are entitled to 10 Federal Holidays, with an additional day for your birthday, and Paid Time Off (PTO) accrued bimonthly according to your negotiated Paid Time Off allowance:

For Paid Time Off purpose a week is defined as five 8 hour days or 40 hours. See the Holiday section for more information about holidays.

Vacation hours will be communicated, scheduled, and approved, using the rules of your team lead/ manager on-site, and **at least 4 weeks before your vacation to Orion Consortium**. This request and approval must be in writing. You must submit your holiday and vacation requests in advance, first to the Orion office and then, after it has been approved, to your EA/CSRA manager.

In the event an employee has a negative leave balance, no Paid Leave can be requested or paid out until employee brings their leave balance up to a positive. It is the employee's responsibility to keep track of their current leave balance **prior** to requesting time off. Your current PTO balance is reported on your pay stub via workforce.intuit.com.

Contractors must consistently work 40 hours per week or make up missed hours (with on-site management approval). **Hours not met must be logged under the PTO charge code on the Orion timesheet.**

Bereavement and Jury Duty

Orion Consortium will evaluate requests on a case by case basis and at times will require documentation before a decision is reached. Jury Duty requires documentation to be submitted.

Group Insurance:

Medical:

- Orion offers three medical insurance plan options through CareFirst BlueCross BlueShield.
- Basic Plan
- Mid-Level Plan
- Top-Level Plan
- Your monthly insurance cost varies by plan selected and dependents.

Dental and Vision:

- Dental and Vision insurance is included with all three medical plans.

Life, Short-term and Long-term disability insurance:

- Provided at no-cost to Orion Employees.

401K

- Orion Offers a company sponsored 401k program. Eligibility begins after six months of employment with the company.

Bonus Program

● Referral Bonus:

- Employee referral bonuses are based upon the position and contract and range between \$500 to \$1,500 depending on level and position.
- The bonus will be paid after the referred employee is hired by Orion Consortium and completes a trial period of 120 days.
- Payment will be made at the end of the trial period in the form in \$500 increments included with the regular scheduled payroll.

Tuition Reimbursement

- Orion Consortium offers reimbursement for tuition and certifications relevant to position requirements on a case by case basis.

- All requests will be evaluated and approved based on client justification.

Direct Deposit and Credit Union

- Direct deposit is available to all Orion employees.
- As an added bonus employees are eligible to join Tower Federal Credit Union and take advantage of a full range of quality financial services.

Cobra:

*Please Note: *Federal Law describes certain circumstances in which employees may continue group health insurance coverage if they leave the company. Refer to www.dol.gov/dol/topic/health-plans/cobra.htm for more information. Employees will receive notice of these privileges upon termination of their employment with Orion.*

Holidays

Section 10: Holidays		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Purpose

The purpose of this section is to inform the employee of Orion's paid holiday schedule.

Discussion

Orion Consortium follows the Federal Holiday Schedule and offers the following paid holidays:

New Year's Day

Birthday of Martin Luther King, Jr.

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Christmas Day

If the Holiday falls on a weekend then the day off follows the Federal date.

Leave of Absence without Pay

Section 11: Leave of Absence Without Pay		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

Leave of Absence without Pay

There is no leave of absence without pay (LWOP) unless the LWOP is to follow the federal mandates below.

The Family and Medical Leave Act

The Family and Medical Leave Act allows eligible employees up to 12 weeks of unpaid, job protected leave for certain family and medical reasons. The reasons include:

- Care for employee(s) child after birth
- Care for employees' spouse, child or parent who has a serious health problem
- A serious health condition that makes the employee unable to perform their job

See the Family and Medical Leave Act in 29 USC chapter 28 and 29 CFR 825 or visit the US Department of Labor at www.dol.gov/esa/whd/fmla/index.htm for more details of this benefit.

The Uniformed Services Employment and Reemployment Rights Act

(USERRA) provides certain rights to persons who perform duty, voluntarily or involuntarily, in the uniformed services and meet certain tests. See 38 USC 4301 through 4333 or visit the US Department of Labor web site at www.dol.gov/asp/programs/handbook/usserra.htm for more information.

Please note: With regard to the above, as a small business Orion Consortium is not obligated to abide to this Federal mandate but will do its best to follow these guidelines when possible.

Employee Handbook Acknowledgement of Receipt

Section 12: Handbook Acknowledgement Form		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

I acknowledge that I have received a copy of the Orion Consortium Employee Handbook.

I understand this handbook is a general guide.

I understand that the provisions of this handbook do not constitute an employment agreement, contract, or guarantee of my continued employment.

I understand Orion Consortium may change the provisions of this handbook at any time and without prior notice.

I understand that it is my responsibility to keep informed and obtain the most current handbook, policies, and procedures **and that the latest version may be found on the Orion website.**

I understand that I have an Employment-at-Will relationship with Orion Consortium and that either the Company or I may terminate my employment at any time, with or without cause or notice.

I acknowledge that I have received a copy of this document.

RECEIVED BY: _____

Print Employee Name

Employee Signature: _____

Date: _____

Witness: _____

Workers Compensation Procedure Acknowledgement

Section 12: Workers Compensation Acknowledgement Form		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 1

I acknowledge that I have been notified by Orion Consortium, LLC of the procedure to follow (see section 6: Employee Safety and Health) in the event that I incur a work related injury or illness.

I understand that I must notify my supervisor immediately if I have a work related injury or illness.

I understand the Company may require I provide blood, breath, or urine samples for testing should I have a work related injury or illness.

I understand that written authorization from the Company is required before I access medical care for non-emergency work related injury or illness.

Print Employee Name: _____

Employee Signature: _____

Date: _____

Equal Employment Opportunity Policy

Addendum: EEOC		Human Resources	
Effective Date: 11/01/13	Last Revision: 1/6/2020	Version: 14	Total Pages: 6

Orion Consortium: The EEOC Guide 2011

The Equal Employment Opportunity Commission, or EEOC, is the federal agency tasked with employment discrimination and equal opportunity issues. The EEOC can bring lawsuits on behalf of victims of discrimination against employers in the workplace. Equal Employment Opportunity (EEOC) compliance is a critical body of specialized knowledge that all employers need to know.

The Equal Employment Opportunities Commission (EEOC) has guidelines for the hiring process. It is most important that Orion Consortium's process have no adverse impact on any protected minorities. These groups include all women, all non-Caucasians and all people who are forty years of age or older.

In addition to EEOC Regulations, the Americans with Disabilities Act (ADA) states that we cannot ask any questions that might intentionally or unintentionally uncover any physical or mental disability.

A complaint of discrimination may be filed by any employee or group of employees. The aggrieved individual has the right to be represented at all stages of the process. EEOC prohibits workplace discrimination based on the following factors:

- Age
- Gender
- Disability
- Ethnicity
- National Origin
- Religion
- Genetics
- Sexual Orientation
- Pregnancy
- Compensation Level
- Filed a Charge

Orion Consortium, LLC Equal Employment Opportunity Policy Number _11

APPROVED: FR Cartwright
EFFECTIVE: 01/01/2011
LAST REVISION: 10/30/2013

Purpose:

Orion Consortium, LLC EEOC Compliance to state the commitment of the system to Equal Employment Opportunity

Policy: 11

1. Orion Consortium, LLC (Orion) is an equal opportunity employer. No person is unlawfully excluded from consideration for employment because of race, color, religious creed, national origin, ancestry, sex, age, veteran status, marital status or physical challenges.
2. The policy applies not only to recruitment and hiring practices, but also includes affirmative action in the area of placement, promotion, transfer, rate of pay and termination.
3. Executive, management and supervisory levels have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
4. Any Orion Company employee who engages in discrimination will be subject to suspension or termination.
5. Any supervisory or managerial employee who knows of such behavior and fails to take immediate and appropriate corrective action will also be subject to disciplinary action.
6. Any individual who is the target of discrimination is encouraged to discuss the matter with the Department Director.
7. Any individual who feels such a discussion would be or has been futile, unsatisfactory or counterproductive should contact the Human Resources Department.
8. A member of the Human Resource staff will be designated to investigate the claim.
9. The accused individual may be suspended pending the outcome of the investigation.

10. Retaliation against claimants will not be tolerated.

Orion Consortium LLC is proud to be an equal opportunity employer. We are committed to providing equal employment opportunities to you and all other persons without regard to race, creed, color, religion, national origin, sex, marital status, citizenship status, age, veteran status or disability.

Furthermore, we will not tolerate any form of discrimination or harassment of our employees by co-workers, supervisors, customers, or vendors. This commitment extends to our policies on recruiting, advertising, hiring, placement, promotion, training, transfer, wages, benefits, termination and all other privileges, terms and conditions of employment.

Signature of Employee

Signature of Supervisor

Date

Date

Disaster Backup and Recovery Plan

Policies and Procedures include a Disaster Backup and Recovery plan to ensure the business can continue operations in the event of a disaster. This includes keeping the business running, recovering lost data, testing of backup procedures and replacement of equipment.

Incident Response

Policies and procedures are implemented to include incident response. This information should be used to identify security incidents and how to respond. The security officer for the organization along with management will evaluate the effects of any incidents. Documentation of any incidents should be made along with the outcomes for the possible modification of the policies to prevent any further incidents.

Training of Workforce

Orion Consortium Provides a yearly luncheon and training program to raise awareness of HIPAA rights. Every individual in the organization must be trained on a regular basis. Training should be provided to include employee awareness, password safeguarding and changing, workstation access, software use, virus and malware information and other mission critical operations.

Records and Information Access

Policies define roles on who can have what access to programs and information. These policies should further define the roles in information technology of the IT personnel who have the right to modify the access.

Audit Methods

Audit mechanisms are in place for all hardware, software and data control.

Compliance:

EEO-1 Form: Must File By September 30

The EEO-1 Form (aka the Employer Information Report) is a government form requiring many employers to provide a count of their employees by job category and then by ethnicity, race and gender. The EEO-1 report is submitted to the EEOC and the Department of Labor, Office of Federal Contract Compliance Programs (OFCCP).

All employers with 100 or more employees and all federal government contractors and first-tier subcontractors with 50 or more employees with \$50,000+ contracts must file EEO-1 Form.

The EEO-1 report must be filed annually with the EEOC **by September 30**. Employment data must be used from one payroll period during the third quarter of the current year.

The EEOC uses the data to support civil rights enforcement. The EEOC also uses the data to analyze employment patterns, such as the representation of female and minority workers within companies, industries, or regions. The OFCCP uses EEO-1 data to determine which employer facilities to select for compliance evaluations.

EEO-1 Form Codes

The EEOC defines a set of codes to be used when filling out the EEO-1 Report Form:

EEO Code	EEO Description
1.1	Exec/SR level officials and managers
1.2	First/Mid level officials and managers
2	Professional
3	Technicians
4	Sales workers
5	Administrative support workers
6	Craft workers - skilled
7	Operatives - semi skilled
8	Laborers - unskilled
9	Service workers

EEO & Discrimination in the Workplace

A complaint of discrimination may be filed by any employee or group of employees. The aggrieved individual has the right to be represented at all stages of the process.

EEOC prohibits workplace discrimination based on the following factors:

- Age
- Gender
- Disability
- Ethnicity
- National Origin
- Religion
- Genetics
- Sexual Orientation
- Pregnancy
- Compensation Level
- Filed a Charge

Handling EEOC Complaints

The chart below details the process for filing complaints of discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal. The complaint may arise from a specific personnel action, such as employment, promotion, work assignment, selection for training, disciplinary action, or separation, or it may relate to prevailing conditions in an organization.

A complaint of discrimination may be filed by any employee or group of employees. The aggrieved individual has the right to be represented at all stages of the process.

If you feel that you have been discriminated against, get all the facts on the matter to make sure there has been no misunderstanding. Feel free to speak with your supervisor, administrative officer or if you are still dissatisfied and wish to utilize the EEOC complaint system, you must bring the matter to the attention of an EEO counselor within 45 calendar days of the occurrence of the alleged discriminatory act or effective date of the personnel action alleged to be discriminatory.

The EEOC counselor will listen to your problem, and advise you of your rights under the EEO complaint system. The counselor will make inquiry into the matter, if you wish, by discussing the problem with your supervisor, associates, personnel representative, etc. and will attempt to resolve the problem informally, acting always with your approval.

Use of Handheld Devices while Driving

Addendum: Texting and Driving Policy		Travel Policy	
Effective Date: 2/24/14	Last Revision: 1/6/2020	Version: 14	Total Pages: 2

Orion Consortium, LLC Policy on The use of handheld devices while driving

This addendum to the Orion Consortium Employee Handbook Travel Policy follows the recommendation of the FAR Part 52, subpart 23.11 **Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)**.

While on official company or contract business Orion Consortium employees shall follow the local laws regarding the use of handheld communication devices while operating motor vehicles.

For the purpose of this policy:

“Driving”

(1) Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

“Text messaging”

(1) Means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

Furthermore, it is against company policy to talk on a mobile phone without the use of a hands free accessory while conducting company, contract or government business.

This policy shall be effective while operating (i) Company-owned or -rented vehicles or Government-owned vehicles; or (ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

Should any violations to this policy occur, Orion Consortium will fully abide with any recommendations or guidelines set by the US Government FAR.

Signature of Employee

Signature of Supervisor

Date

Date