



TAK TECHNOLOGIES, INC.

Employee Handbook
Revised January 1, 2023

| | |
|---|----|
| Introduction | 3 |
| Welcome Statement..... | 3 |
| Mission Statement | 3 |
| Equal Employment Opportunity | 3 |
| About This Handbook | 4 |
| Employment-At-Will..... | 4 |
| Open Door Policy | 5 |
| Anti-Retaliation Policy | 5 |
| Employment Policies..... | 5 |
| Employee Categories..... | 5 |
| Performance Reviews..... | 6 |
| Time Away from Work and Other Benefits | 7 |
| Benefits Overview | 7 |
| Paid Holidays..... | 7 |
| On Job Practices and Policies | 7 |
| Employment Records | 7 |
| Payroll | 8 |
| Timekeeping | 8 |
| Punctuality and Attendance | 9 |
| Meal and Rest Breaks | 10 |
| Client Confidentiality and Data Protection Policy..... | 10 |
| Client Engagement and Communication Policy | 11 |
| Billing and Invoicing Policy | 11 |
| Professional Conduct and Ethics Policy | 12 |
| Client Intake and Onboarding Policy..... | 13 |
| Client Relationship Management Policy | 14 |
| Billable Hours and Time Tracking Policy | 14 |
| Standards of Conduct..... | 15 |
| Non-Harassment Policy / Non-Discrimination Policy..... | 15 |
| Sexual Harassment | 16 |
| Workplace Violence Prevention | 17 |
| Drug-Free Workplace and Testing Policy | 18 |
| Employee Conduct and Work Rules..... | 19 |
| Computers and Communication Systems | 20 |
| Employee-Owned Communication Devices..... | 21 |
| Confidential Company Information..... | 22 |
| No Solicitation / No Distribution..... | 22 |
| Conflict of Interest Policy..... | 22 |
| Company Property | 23 |
| Health and Safety..... | 23 |
| Hiring Relatives and Significant Others | 24 |
| Business Expense Reimbursement | 24 |
| Employment Contingent on Successful Background Verification | 24 |
| References | 25 |
| Social Media Policy..... | 26 |
| Acknowledgments | 26 |
| General Handbook Acknowledgment..... | 26 |
| State and Local Policies..... | 27 |
| Arizona Policies..... | 27 |

Introduction

Welcome Statement

On behalf of TAK Technologies Inc, let us extend a warm and sincere welcome. We hope you enjoy your work here and are glad to have you with us. We understand that our employees provide the services that our customers rely upon. We believe each employee contributes directly to TAK Technologies Inc's growth and success.

We hope that your experience here will be challenging, enjoyable, and rewarding. We are excited to have you as part of our team!

Mission Statement

Our company exists to create value for our customers by delivering a world-class Services.

Equal Employment Opportunity

TAK Technologies Inc is an equal opportunity employer and does not discriminate against employees or applicants based on an individual's race (including hair texture or style), gender, sex (including pregnancy), color, religion, national origin, ethnicity, citizen status, age, disability, marital status, gender identity, sexual orientation, military or veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, placement, compensation, promotion, discipline, and termination.

TAK Technologies Inc is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation via the interactive process and will provide reasonable accommodation to a qualified individual with a disability, as defined in the ADA, who has made the company aware of their disability, provided such accommodation does not constitute an undue hardship to the company. The company reserves the right to propose alternative accommodation, so long as such accommodation is equally effective in accommodating the disability.

Any employee or job applicant who has questions regarding this policy would like to request accommodation or believes they have been discriminated against should notify their manager the Human Resources Manager.

About This Handbook

This handbook was developed to provide information about the company's policies, practices, programs, and benefits. This handbook applies to all employees. It is important to read, understand, and comply with all provisions of the handbook.

This handbook is not a binding contract between the company and its employees and is not intended to alter the at-will employment relationship between the company and its employees. It's also important to remember that this handbook provides general guidelines and that other information, such as benefit plans, will be described in other documents.

The company reserves the right to modify, rescind, delete, or add to the provisions of this handbook from time to time in its sole and absolute discretion consistent with applicable law. The company also reserves the right to interpret the policies in this handbook at its discretion.

This handbook supersedes and replaces any and all employee policies and manuals previously distributed or made available to employees.

Employment-At-Will

Employment with TAK Technologies Inc is at-will. This means that either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. Nothing in this employee handbook or in any oral or written statement shall limit the right to terminate employment-at-will unless otherwise dictated by state law. Only the President of the company shall have the authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

Apart from employment-at-will, which can only be altered by the President, the terms and conditions of your employment with TAK Technologies Inc may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice.

Open Door Policy

TAK Technologies Inc values each employee and strives to provide positive work experience. In any organization, however, disagreements among employees or between managers and employees may occasionally arise. In most situations, the individuals directly involved will resolve these disagreements on their own. If that cannot be accomplished, our Open Door Policy provides an effective path toward resolution. If you have a job-related concern, complaint, or suggestion, you are encouraged to speak to your manager, the Human Resources Manager, or any member of management at any time. TAK Technologies Inc takes your concerns seriously and every employee is encouraged to speak up.

Anti-Retaliation Policy

The company prohibits retaliation against any individual who in good faith reports harassment, discrimination, or a suspected violation of company policy or applicable law. Anyone who engages in retaliation will be subject to disciplinary action, up to and including termination of employment.

If you believe that you have been retaliated against, we encourage you to report your concerns to your manager or the Human Resources Manager. The company will investigate your complaint and take appropriate remedial action as necessary. This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of applicable federal or state laws or regulations, or making other disclosures to the government protected under the whistleblower provisions of applicable federal or state laws or regulations.

Any employee found to have intentionally filed a false report, or to have otherwise made a report in bad faith, may be subject to discipline, up to and including termination.

Employment Policies

Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hourly laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any

specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and TAK Technologies Inc.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by TAK Technologies Inc management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

- Regular Full-Time: These are employees who are not in temporary or probationary status and who are regularly scheduled to work on the organization's full-time schedule (40 hours or more per week).
- Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees who work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. A common definition of part-time employment is scheduled work of 40 hours or less per week.
- Short-Term Employee: A "short-term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-term employees are not eligible for company benefits.

Performance Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that may need improvement. The company uses performance reviews as a tool to give feedback and to determine pay increases, promotions, coaching, disciplinary action, and/or termination. Employees should note that a performance review does not guarantee a pay increase or promotion. Written or verbal performance evaluations may be made at any time to advise employees of unacceptable performance.

Performance reviews are conducted Every year. Your manager will discuss your performance review with you, and both you and your manager will sign the review to ensure that all strengths, areas for improvement, and job goals for the next

review period have been clearly communicated and understood. Performance evaluations will be retained in your personnel file.

In addition to these formal performance evaluations, the company encourages you and your manager to discuss your job performance and career development on a frequent and ongoing basis.

Time Away from Work and Other Benefits

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the company's benefit plans are described in more formal plan documents available from the Human Resources Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from the Human Resources Manager. TAK Technologies Inc reserves the right to modify, amend, or terminate these benefits at any time and for any reason.

Paid Holidays

TAK Technologies Inc observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day, Christmas Day

Regular full-time employees will be paid for these holidays. Please check with the Human Resources Manager for more information.

On Job Practices and Policies

Employment Records

In order to obtain employment, all employees are required to provide the company with personal information such as their legal name, address, and telephone number. This information is saved in the employee's personnel file. Please inform the Human Resources Manager of any changes to your personal information, including your emergency contact. Changes to your address, marital status, etc. can affect

your withholding tax and benefits coverage, so it is crucial to promptly notify the company of any changes.

Employee personnel files may be kept in hard copy, electronically, or in a combination of the two. Upon written request, the company will permit employees to inspect their personnel file. Employees should contact the Human Resources Manager to schedule a time to view their personnel file. The company will also comply with applicable laws regarding employee access to employment records.

Payroll

All employees of the company are paid monthly. The company takes care to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

By law, the company is required to make deductions for Social Security, federal income tax, and any other mandatory deductions. These required deductions may also include any court-ordered garnishments. If you believe there is an error in your pay, bring the matter to the attention of the Payroll Manager immediately so that the company can resolve the issue as quickly as possible.

Timekeeping

Non-exempt employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report on all time worked and to work within the scheduled and approved work hours.

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

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct legitimate errors.

In absence of time sheet records or zero hour timesheet submitted there shall be no pay.

The company prohibits all non-exempt employees from performing any work without recording their time for payroll purposes. No one at the company is

authorized to work off the clock and no one at the company has the authority to require any employee to perform off-the-clock work.

If you have any questions or concerns regarding your hours or if you have worked off the clock or are aware of any violations of the company's timekeeping policies, you should contact your manager or the Human Resources Manager. The company will not retaliate against you for such reports or complaints.

Punctuality and Attendance

Scheduled hours may vary depending on work location, job responsibilities, exempt/non-exempt status, and full-time/part-time status. Managers will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact their manager. The company does not tolerate tardiness or absenteeism without communication and an acceptable excuse. Employees who will be late to or absent from work should notify their manager in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform their manager before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise that hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

An employee who fails to report for their scheduled workday and has not notified their manager of their tardiness or absence within the first two hours of their scheduled shift will be considered a No Call No Show (NCNS). Two consecutive NCNSs are considered job abandonment and will be designated as a voluntary resignation of employment. In the case of job abandonment, the employee's final date of employment for purposes of payroll and welfare benefits will be their last day actually worked.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your manager as early as possible, but no later than the start of your workday. Asking another employee, friend, or relative to give this notice is improper unless it is an emergency situation. Please call or email your manager, stating the nature of your absence and its expected duration, for every day that you are or plan to be absent.

Excessive absences or tardiness will result in disciplinary action up to and including termination.

Meal and Rest Breaks

Employees will be provided with meal and rest periods as required by law. Your manager or the Human Resources Manager will provide further details.

Client Confidentiality and Data Protection Policy

The purpose of this policy is to protect client confidentiality and ensure the secure handling of sensitive client data at the company. All employees must adhere to company confidentiality standards to protect client information, confidentiality, and data.

Confidentiality of Client Information:

- **Protected Information:** All client information, including personal data, financial information, project details, and communications, must be treated as confidential.
- **Access Control:** Access to client information is restricted to authorized personnel who need the information to perform their job duties. Unauthorized access, use, or disclosure of client information is strictly prohibited.
- **Non-Disclosure Agreements:** Employees may be required to sign non-disclosure agreements (NDAs) as a condition of employment, affirming their commitment to confidentiality.

Data Protection

- **Physical Security:** Client information stored in physical form (e.g., paper documents) must be kept in secure, locked locations. Access to these areas should be restricted to authorized personnel only.
- **Electronic Security:** Electronic client information must be protected using secure passwords, encryption, and access controls. Systems containing sensitive data must be regularly updated to protect against security vulnerabilities.

- **Workstation Use:** Workstations and devices used to access client information must be secured when not in use. Screens should be positioned to prevent unauthorized viewing, and automatic screen locks should be enabled.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment, and could lead to legal consequences for both the employee and the company.

Client Engagement and Communication Policy

Consistent, professional, and effective communication is required when engaging with clients at the company. Employees are expected to maintain clear, professional, and timely communication.

Communications

- Employees must respond to client emails and calls promptly. Timely communication demonstrates reliability and commitment to client satisfaction.
- Employees should use professional language in all written and verbal communications, avoiding jargon or slang that clients may not understand.
- During client engagements, employees must set realistic timelines and deliverables. Clear expectations help prevent misunderstandings and ensure that projects are completed to the client's satisfaction.
- Any changes to the agreed-upon schedule or scope of work must be communicated to the client as soon as possible.
- All client communications, including emails, phone calls, and meeting notes, must be documented in the company's CRM system.

Billing and Invoicing Policy

Errors when billing clients and processing payments erode trust. As a company, we have to ensure accuracy and transparency in our billing. Employees must follow

established procedures for submitting detailed invoices to clients and handling billing disputes promptly and professionally.

Billing Guidelines

- Employees must submit accurate invoices to clients according to agreed schedules. Invoices should include a breakdown of services provided, hours worked, and any expenses incurred. Employees are responsible for ensuring that their submissions are complete and accurate.
- Any billing disputes or client inquiries must be addressed promptly and professionally. Employees should listen to the client's concerns, investigate the issue, and provide a clear explanation or resolution. Keeping detailed records of all billing communications helps maintain transparency and accountability.
- Payment terms must be clearly communicated to clients at the outset of the engagement. Employees should follow up on overdue invoices according to the company's collection procedures, ensuring that clients are aware of any late fees or penalties.

Professional Conduct and Ethics Policy

This policy outlines the standards of behavior expected from all employees, contractors, and agents. Upholding these standards is critical for maintaining the trust of our clients, stakeholders, and the communities we serve. This policy applies to all employees in their interactions with clients, colleagues, and the public. Employees must adhere to the highest ethical standards, including honesty, integrity, and transparency in all interactions.

Professional Conduct Standards

- Employees are expected to act with honesty, integrity, and fairness in all dealings with clients, colleagues, and other stakeholders. This includes being truthful in communications, honoring commitments, and avoiding deceptive practices.
- Employees may not engage in or condone dishonest practices, including fraud, deception, or misrepresentation.
- Professionalism must be maintained in all interactions, including verbal and written communications. Employees should use respectful language, dress appropriately for their role, and behave courteously and considerately towards others.

- Employees must avoid any actions that could harm the reputation of the company or its clients. This includes refraining from engaging in illegal activities, conflicts of interest, or any behavior that could be perceived as unethical or unprofessional.
- Employees should abide by all applicable laws and regulations.
- Use company resources, including time, materials, and technology, responsibly and for legitimate business purposes.
- Unethical behavior must be reported immediately. Employees should follow the company's reporting procedures to disclose any instances of unethical conduct, whether observed in their own actions or those of others.

Violations

Violations of this policy may result in disciplinary action, including additional training, reassignment, or termination of employment.

Client Intake and Onboarding Policy

Employees must follow standard procedures for onboarding new clients, including initial consultations, needs assessments, and documentation.

Intake Process

- During the initial consultation, employees must gather comprehensive information about the client's needs, objectives, and expectations. This information should be documented in a client intake form and stored securely in the company's CRM system.
- A detailed assessment must be conducted to identify the specific requirements and goals of the client. This assessment should include an analysis of the client's current situation, challenges, and desired outcomes. The findings should be documented and used to inform the project plan.
- Employees must clearly communicate the onboarding process to the client, including timelines, deliverables, and any necessary documentation or information the client needs to provide. Setting clear expectations helps ensure a smooth and successful onboarding experience.

Client Relationship Management Policy

The purpose of this policy is to establish standards for building and maintaining client relationships with the company. The company's business goals are closely aligned with our ability to acquire and maintain long-term client relationships.

Employees must actively seek and act on client feedback, and document client interactions and relationship-building efforts.

Client Management Standards

- Building and maintaining strong client relationships requires regular and transparent communication. Employees must keep clients informed of project progress, changes, and any potential issues. Responding to client inquiries promptly and professionally is essential.
- Employees should encourage clients to provide feedback on their experience. Regularly collecting feedback through interviews and feedback requests. This helps identify areas for improvement and ensures that client needs are being met. Feedback should be documented and shared with relevant teams for analysis and action.
- Employees are expected to address client concerns and complaints promptly and professionally. Employees should listen to the client's issues, investigate the cause, and provide a clear explanation or resolution. All complaints and actions should be documented in the CRM system.
- Regular check-ins with clients help maintain strong relationships and address any ongoing needs or concerns. Employees should schedule periodic meetings with clients to discuss project status, gather feedback, and identify opportunities for additional services.
- All client interactions and relationship-building efforts must be documented in the company's CRM system. This includes emails, phone calls, meeting notes, and feedback. Proper documentation ensures that client information is accessible and can be referenced as needed.

Billable Hours and Time Tracking Policy

Accurate tracking of billable hours is essential for transparent client billing, effective project management, and ensuring the financial health of the company. This policy outlines the procedures and responsibilities for recording and reporting time worked on client projects, maintaining accuracy and accountability.

- **Meeting Targets:** Employees are expected to meet productivity targets as defined by their roles and project requirements. This includes achieving the expected billable hours and maintaining high-quality work output.
- **Accuracy and Honesty:** Employees must ensure that all the time entries are accurate and reflect the actual time spent on each task. Falsifying time records or inflating billable hours is strictly prohibited and may result in disciplinary action.
- **Regular Audits:** The company will conduct regular audits of time records to ensure compliance with this policy. Audits help identify any discrepancies, trends, or areas for improvement.

Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

TAK Technologies Inc believes that each of us should be able to work in an environment free of discrimination and harassment. We also want to provide a safe, non-intimidating, and productive work environment. To this end, the company prohibits and will not tolerate discrimination or harassment of any kind. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state, and/or federal law, including but not limited to race (including hair texture or style), gender, sex (including pregnancy), color, religion, national origin, ethnicity, citizen status, age, disability, marital status, gender identity, sexual orientation, military or veteran status.

The company prohibits harassment or discriminatory behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, making derogatory remarks, gestures, or jokes based on any other classification protected by applicable local, state, or federal laws, engaging in stereotyping based on such classifications, display or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying. The company also prohibits any type of retaliation against anyone for opposing harassment or discrimination, filing a harassment or discrimination charge or complaint, providing information in a company investigation of alleged harassment or discrimination, or participating or being a witness in a harassment or discrimination lawsuit, hearing, or proceeding.

This policy applies to all employees and applies to all interactions with independent contractors, temporary employees, and anyone else working with the company.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your manager. If you are unable for any reason to disclose to this person, or if you have not received a satisfactory response, please contact your next-level manager or the Human Resources Manager.

Sexual Harassment

“Sexual Harassment” includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, abusive, or offensive work environment.

Examples of sexual harassment can include, but are not limited to asking for sexual favors in exchange for work benefits; displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; making jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures, jokes, advances, remarks, or expressions; unwelcome touching, pinching, or other physical contact, including unwanted touching of a person’s clothing or hair; whistling or catcalls; leering or intensely staring at someone’s body; stalking, cyberstalking, or bullying; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such an incident directly to their manager or, if that is not possible or appropriate, to the Human Resources Manager.

Reporting:

Any company employee who feels that they have been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their manager or the Human Resources Manager. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will only share information relating to the complaint or investigation on a need-to-know basis.

Responsibilities:

Employees, contractors, and temporary workers are responsible for complying with this policy by not engaging in the conduct prohibited by this policy, reporting all instances of alleged harassment, and cooperating in any investigation of the alleged harassment.

Managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking harassment complaints seriously, and notifying the Human Resources Manager immediately about any complaints of sexual or other forms of harassment or discrimination.

Workplace Violence Prevention

It is TAK Technologies Inc's policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to immediately notify their managers, security or workplace personnel, human resources, or senior management of any suspicious behavior, concerning situations, or acts of physical violence that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties associated with the company. These situations include, for example, threats or acts of violence, aggressive or intimidating behavior, threatening or offensive comments or remarks, or similar behavior. Employee concerns raised under this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee who raises concerns in good faith under this policy.

TAK Technologies Inc will promptly and thoroughly investigate all reports of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Drug-Free Workplace and Testing Policy

TAK Technologies Inc employees are responsible for helping maintain a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are a risk to the safety and productivity of our company. The Drug-Free Workplace Policy is consistent with the company's desire to promote a safe and healthy workplace.

Employee Assistance

The company will assist employees who wish to seek treatment for drug and alcohol addiction voluntarily.

Drug and Alcohol Possession

- Employees have a responsibility to report to work without impairment. Working while impaired by drugs or alcohol is prohibited.
- Possession, use, distribution, and manufacture of illegal drugs or alcohol on company property or while working, driving a company vehicle, or working off-site is strictly prohibited.
- Employees who are using prescription or over-the-counter drugs that may impair their ability to perform their job safely or effectively must notify their supervisor.
- Prescribed medications must be in a container labeled by a pharmacist and must be used for the purpose or manner intended.
- Any illegal drugs or drug paraphernalia may be turned over to law enforcement.
- The company reserves the right to inspect its premises for drugs and alcohol.

Testing

- Pre-Employment: All prospective employees may be required to pass a drug test before beginning work.
- Random Testing: Employees may be selected at random for drug and alcohol testing.

- **For-Cause Testing:** Employees may be tested if there is reasonable suspicion of drug or alcohol use that affects job performance or safety.
- **Post-Accident Testing:** Employees may be tested for drugs and alcohol following accidents or incidents in the workplace.
- **Refusal to Submit to Testing:** Refusing to submit to a drug or alcohol test is grounds for disciplinary action, up to and including termination.

Employee Conduct and Work Rules

TAK Technologies Inc expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings as it relates to maintaining a professional work environment.

Every company must have standards of conduct to guide the behavior of employees. These standards of conduct apply to all employees whenever they are on company property or conducting company business on or off company property. Although there is no possible way to identify every rule of conduct, the following is an illustrative list:

- Dishonesty or falsification of company records
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other conduct that may endanger others or damage property
- Insubordination, failure to perform assigned duties, or failure to comply with the company's health, safety, or other lawful rules
- Unauthorized or careless use of the company's materials, equipment, or property
- Unauthorized and/or excessive absenteeism or tardiness
- Lack of teamwork, poor communication, unsatisfactory performance, or unprofessional conduct
- Sexual or other illegal harassment or discrimination

- Unauthorized use or disclosure of the company's confidential information
- Violation of company policy.

Engaging in any conduct the company deems inappropriate may result in disciplinary action, up to and including immediate termination.

Computers and Communication Systems

TAK Technologies Inc retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, phones, software, files, and folders, electronic or otherwise, at any time. Employees should have no expectation of privacy when on company grounds or while using company property. All documents, files, voice mails, and electronic information, including emails and other communications, created, received, or maintained on or through company property are the property of the company, not the employee.

Upon termination, employees are required to surrender any company property they possess. Files or programs stored on company computers may not be copied for personal use. The company's computer, email, and Internet access systems are for business use only. As such, you agree and understand that the company may monitor these systems, including the full content of any messages therein, without further disclosure to you.

The company requires you to follow its rules. These rules are in no way an exhaustive list:

- Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee's computer systems or data without authorization.
- Do not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
- Do not use company resources or information for other commercial purposes or personal profit.
- Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.
- Any unauthorized or deliberate action that damages or disrupts systems, alters normal performance, or causes it to malfunction, is prohibited.

- Dissemination of proprietary or confidential company information without appropriate authorization is prohibited.
- Use of company computers for entertainment purposes such as playing online gambling or accessing pornographic sites is prohibited.

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to access our devices. In the event that any company device is lost, stolen, accessed by unauthorized persons, or otherwise compromised, you must immediately inform your manager. You must also promptly provide the company with access to company devices when requested.

Employee-Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally owned device to the company's corporate systems or network.

The policy applies to any hardware and related software that is employee-owned or supplied and is used to access company resources or perform work for the company. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company's technology infrastructure. Employees are required to secure their personal devices in such a way as to prevent access by unauthorized users. A data breach could result in loss of information, damage to critical applications, loss of revenue, and damage to the company's reputation. Therefore, all employees using a personal device that is connected to the company's network and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must use and secure their device in such a way as to protect the company's assets.

All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for purposes of conducting the company's business or on behalf of the company, are the property of the company, regardless of who owns the device at issue. The company reserves the right to monitor, inspect, and review any work-related communications, data, information, or work product, created by, stored by, printed from, transmitted to, or received by employees on such personal electronic device(s).

Any use of a personal mobile device for business purposes must conform to the company's policies and processes, and each user is responsible for using their device in a productive, professional, ethical, and lawful manner.

Confidential Company Information

The protection of the company's confidential business information and trade secrets is vital to the interests and success of our organization. "Confidential information" is information belonging to the company but not generally known to the public, including, but not limited to customer lists and contact information, price lists, financial information, marketing plans, business strategies, and sensitive employee information. Anyone who discloses confidential information without authorization will be subject to disciplinary action, up to and including termination, even if they do not benefit from the disclosed information. This duty of confidentiality applies whether the employee is on or off company premises, during and even after the end of the employee's employment with the company.

It is important that all confidential information remains confidential, and not be disclosed to others. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company without authorization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

In the event of inadvertent disclosure of confidential information, employees must immediately inform their manager. Any employee who is unsure whether information should be kept confidential should always check with their manager before disclosing the information.

No Solicitation / No Distribution

TAK Technologies Inc works hard to build a cooperative culture. As such, employees may not solicit for any cause, or distribute literature of any kind, for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on company property at any time.

Conflict of Interest Policy

Employees are expected to act in the best interests of the company and its clients by identifying and managing potential conflicts of interest. Employees must disclose any potential conflicts of interest immediately and follow procedures to manage these conflicts to maintain professional integrity.

Disclosure and Documentation

- Employees must disclose any personal, financial, or other interests that could potentially conflict with their professional responsibilities. This includes relationships with clients, vendors, or competitors that could influence decision-making.
- When a potential conflict of interest is identified, the employee must report it to their supervisor. The company will assess the situation and determine the appropriate course of action, which may include recusal from certain projects or clients.
- Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that could influence professional judgment. Any offers of gifts or benefits must be reported to a supervisor.
- Employees should maintain records of disclosed conflicts and actions taken to mitigate them. This documentation helps ensure transparency and accountability.

Failure to disclose or manage conflicts of interest could damage the company's reputation and client trust. The lack of transparency or disclosure on the part of the employee may result in disciplinary action, up to and including termination of employment.

Company Property

Employees are prohibited from any unauthorized use of the company's property, including equipment, materials, or other items (“company property”).

Improper use of company property can result in disciplinary action, up to and including termination of employment. Employees are expected to follow company standards and guidelines for the use of company property, as well as follow all operating instructions. Employees must notify their manager if any company property appears to be damaged or in need of repair.

Health and Safety

TAK Technologies Inc takes reasonable precautions to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee

to help prevent accidents. To ensure a safe workplace, employees should use all safety and protective equipment provided to them, and maintain work areas in a safe, clean, and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to their manager immediately.

In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of a fire or other emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Failure to report known safety issues or observable hazards may result in disciplinary action, up to and including termination.

Hiring Relatives and Significant Others

TAK Technologies Inc's policy is that close relatives or individuals who live with but are not legally related to, company employees may be hired only if they will not be working directly for or managing their close relative cohabitant. If already employed, they cannot be transferred or promoted into such a reporting relationship. If a close relative or cohabitation relationship is established after employment begins, the employees should disclose this to the Human Resources Manager, who will decide the appropriate next steps, if any.

Business Expense Reimbursement

Employees may be reimbursed for reasonable, pre-approved expenses incurred during business. These expenses must be approved by your manager in advance. Contact your manager in advance if you have any questions about whether a business expense will be reimbursed.

Employment Contingent on Successful Background Verification

Employment with TAK Technologies is contingent upon the successful completion of a comprehensive background verification process. As part of this process, the following criteria must be met:

1. **Background Check:** All candidates must pass a thorough background check, including but not limited to, employment history, education verification, and other relevant background information.
2. **Employment References:** Positive feedback from previous employers is required. References should confirm the candidate's qualifications, job performance, and professional conduct.
3. **Public Record:** Candidates must not have any adverse public records or documented employee disputes that could negatively affect their suitability for employment.
4. **Criminal History:** Candidates must have no criminal background or other adverse records that may disqualify them from employment based on applicable laws and company policies.
5. **Drug Screening and Fingerprinting:** TAK Technologies may also require drug screening and/or fingerprinting as part of the background verification process, based on the specific requirements of the client or project for which the employee is assigned. These screenings may be conducted at any time during the course of employment, in line with client needs and regulatory obligations.

Ongoing Checks: TAK Technologies reserves the right to conduct background checks at any time during the course of employment, or at the employer's discretion. Should an employee fail to meet the required standards during these checks, it may result in immediate termination of employment without notice. Additionally, any failure to pass a background verification may result in the recovery of any monetary damages or losses incurred by the company, in accordance with the terms of the individual's employment contract.

References

TAK Technologies Inc will respond to reference requests through the Human Resources Manager.

- **Verification of employment:** Human Resources handles the verification of employment requests. If contacted to verify employment, the company will provide your title and dates of employment.
- **References:** While Human Resources does not provide references or letters of recommendation on behalf of the company, TAK Technologies Inc endorses and will not interfere with an employee's personal request to a colleague or manager to provide a reference or a letter of recommendation.

Any such reference is at the discretion of the individual and it must be clear that their reference is not being made on behalf of the company.

Social Media Policy

Information published on any social networking site should not reveal any confidential information and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, website, or to use social media. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social sites, X, and similar sites. Any information that cannot be disclosed through a conversation, a note, or an email should not be shared online. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed online.

Employees should not post content about the company, management, co-workers, or customers that is discriminatory, libelous, or threatening or a violation of the company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality, sexual orientation, gender identity, disability, or other protected class, status or characteristic. Published information should not reveal confidential information, nor may it disclose any trade secret. TAK Technologies Inc logos and trademarks may not be used without the written consent of an officer of TAK Technologies Inc.

Acknowledgments

General Handbook Acknowledgment

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case, or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this employee handbook.

I have received and read a copy of TAK Technologies Inc's employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the company at any time. I further understand that my employment is terminable at will, either by myself or the company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, as allowed by law. 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” status. I understand that my signature below indicates that I have read and understood the above statements and that I have received a copy of the company's employee handbook.

State and Local Policies

Arizona Policies

Arizona - Paid Sick Leave

The company provides paid sick leave to all eligible employees in accordance with the Fair Wages and Healthy Families Act.

Eligibility

All employees who have worked in Arizona.

Reasons for Leave

Sick leave may be taken for the following reasons:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care;
- Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- Notwithstanding section 13-4439, Arizona Revised Statutes, absence necessary due to domestic violence, sexual violence, abuse, or stalking,

provided the leave is to allow the employee to obtain for the employee or the employee's family member:

- Medical attention is needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking;
- Services from a domestic violence or sexual violence program or victim services organization;
- Psychological or other counseling;
- Relocation or taking steps to secure an existing home due to domestic violence, sexual violence, abuse, or stalking; or
- Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse, or stalking.

Family member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner).
- Your parents or your spouse or registered domestic partner's parents (including biological, foster, and step-parents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.

Amount of Leave and Usage

Eligible employees are provided with 24 hours of paid sick leave at the beginning of each leave year. For purposes of this policy, the leave year is based on each employee's work anniversary.

You must work 90 days before you can use paid sick leave. Any unused sick leave expires at the end of the leave year and does not carry over to the following leave year.

You may only use 24 hours (three days) of paid sick leave per year. Paid sick leave may be taken in no less than two-hour increments.

Notice

If your need for leave is foreseeable, you must provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Documentation

The company may request documentation verifying the appropriate use of leave.

Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave Upon Rehire

The company will reinstate previously accrued, unused sick leave if you separate and are rehired within one year.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave permitted under applicable law.

Retaliation

The company will not retaliate against employees who request or take leave in accordance with this policy.

Arizona - Final Paycheck Policy

When an employee is discharged, they will be paid within 15 days of separation, which may include mailing a check or initiating a direct deposit within that period. When an employee voluntarily quits or resigns, the company will pay the employee a final paycheck on the date of their next regularly scheduled pay period.