

MITECH PARTNERS, LLC

TEAM MEMBER HANDBOOK (EXEMPT & NONEXEMPT)

VERSION 1.00 – FEBRUARY 2018



CONFIDENTIALITY STATEMENT

All information that is contained in this document is confidential and proprietary in nature. This document may not be distributed, edited, copied, or shared with anyone outside of the Mitech Partners, LLC organization without the written consent of Mr. Bill McCleskey, Founder. Information contained within this document may include strategic initiatives, processes, procedures, and other core tasks that can be severely impacted when unauthorized distribution of said item is executed.

It is agreed upon once opened, the user(s) that access this document will assume full liability and protect all information that is not for public consumption as proprietary and confidential. In the event of unauthorized release which may include, at a minimum, disciplinary action and up to termination of partnership, employment, civil, and/or criminal penalties.



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Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with MITECH PARTNERS, LLC is "AT-WILL." This means team members or MITECH PARTNERS, LLC may terminate the employment relationship at any time, for any reason, with or without cause or notice. As an at-will team member, it is not guaranteed, in any manner, that you will be employed with MITECH PARTNERS, LLC for any set period.

The Company has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any team member with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the team member.



Welcome to Mitech Partners, LLC

Welcome to the team. Here at Mitech Partners, LLC, our goal is to provide a one-stop shop, order, and support experience for business and residential clients. We proudly offer internet, phone, cable, and IT services for a competitive price and the convenience of just one bill regardless the number of services one has. With over 200 partners and more than 1,200 satisfied clients, we continue to grow day by day and with you, we can achieve bigger and greater things.

It is my pleasure to introduce myself as one of the team members that you will be interacting with on a near-daily basis. With more than 20 years of experience in the sales and service industry, many companies that I worked with in the past were stressed with the fact that they received multiple bills and spent a majority of their time dealing with them and service issues.

Since, 2014, Mitech was created with a focus on building lasting and solid client relationships. This practical approach has led to our success and as we grow, so will you. We aim for perfection and settle for nothing less. Much like the golden rule, we take care of our clients much like as we take care of each other. Thus, we are proud to have you as part of our team and look forward to what the future holds.

This team member handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Doug Trovinger.

Welcome to the Mitech Partners, LLC family!



Bill McCleskey
Founder and President – Mitech Partners, LLC



Mitech Partners, LLC Core Team Members



Bill McCleskey
Founder and President – Mitech
Partners, LLC



Grady Ring
Large Opportunity
Representative



Jake Stubblefield
Install Technician
Coordinator



Betsy Sharp
Lead Business
Development Partner



Eric Hargrove
Install Technician
Coordinator



Zack Ford
Edgy Marketing & Events
Coordinator



Antonio Etheridge
Brand
Fanatic

Doug Trovinger
Lead Operations
Coordinator

Not Pictured: Ann Ying – Team Coordinator

Policy Changes & Updates

Change at MITECH PARTNERS, LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by MITECH PARTNERS, LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any team member who is unclear on any policy or procedure should consult a supervisor, Bill McCleskey, or Doug Trovinger.



Business Contact Information

To provide the best level of service to our clients, partners, and team members, it is important to have the following information and phone numbers handy in the event an issue comes up in or away from the office. It is the responsibility of all team members to have this information handy always to ensure proper business functioning. If you have any questions regarding the information, please see your direct report, Bill McCleskey, or Doug Trovinger.

Nashville Entrepreneur Center
41 Peabody Street
Nashville, TN
(615) 873-1257



Website: <http://www.ec.co>

Main Office Phone Line

Bill McCleskey
Doug Trovinger

(615) 249-5072
(615) 954-3903*
(615) 473-7688*

(* - Please utilize the office phone line prior to calling other phone numbers during normal business hours)



General Employment Information

The following policies set forth in this section apply to general employment terms and conditions for MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all inclusive in this section.

At-Will Employment

Employment with MITECH PARTNERS, LLC is "at-will." This means team members are free to resign at any time, with or without cause, and MITECH PARTNERS, LLC may terminate the employment relationship at any time, with or without cause or notice. As an at-will team member, it is not guaranteed, in any manner, that you will be employed with MITECH PARTNERS, LLC for any set period.

The policies set forth in this team member handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by MITECH PARTNERS, LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the team member at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between MITECH PARTNERS, LLC and any of its team members.

Immigration Law Compliance

MITECH PARTNERS, LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

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

MITECH PARTNERS, LLC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, MITECH PARTNERS, LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new team member's Form I-9 to confirm work authorization.

Equal Employment Opportunity

MITECH PARTNERS, LLC is an Equal Opportunity Employer. Employment opportunities at MITECH PARTNERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford team members with any greater protections than those which exist under federal, state or local law.

MITECH PARTNERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. MITECH PARTNERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any team member who violates this policy.

Equal Employment Opportunity (Tennessee Team Members)

MITECH PARTNERS, LLC is an Equal Opportunity Employer. Employment opportunities at MITECH PARTNERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a job. All employment opportunities are provided without regard to:

- ◆ Race
- ◆ Creed
- ◆ Color
- ◆ Religion
- ◆ Sex
- ◆ National origin
- ◆ Age
- ◆ Veteran status
- ◆ Disability
- ◆ Genetic information
- ◆ Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- ◆ Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

MITECH PARTNERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. MITECH PARTNERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any team member who violates this policy.

Employment Grievance Policy

It is the policy of MITECH PARTNERS, LLC to maintain a harmonious workplace environment. MITECH PARTNERS, LLC encourages its team members to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Team members are encouraged to raise concerns with their supervisors. If not resolved at this level, a team member may submit, in writing, a signed grievance to the Doug Trovinger.

After receiving a written grievance, MITECH PARTNERS, LLC may hold a meeting with the team member, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with MITECH PARTNERS, LLC's Sexual and other Unlawful Harassment Policy.

MITECH PARTNERS, LLC assures that all team members filing a grievance or complaint can do so without fear of retaliation or reprisal.

Internal Communications

Effective and ongoing communication within MITECH PARTNERS, LLC is essential. As such, the Company maintains systems through which important information can be shared among team members and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, MITECH PARTNERS, LLC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, team members may refer to the Computer, Email, and Internet Usage policy.

All team members are responsible for checking internal communications on a frequent and regular basis. Team members should consult their supervisor with any questions or concerns on information disseminated.

Outside Employment

Team members may hold outside jobs if the team member meets the performance standards of their position with MITECH PARTNERS, LLC.

Unless an alternative work schedule has been approved by MITECH PARTNERS, LLC, team members will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

MITECH PARTNERS, LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

Anti-Retaliation & Whistleblower Policy

This policy is designed to protect team members and address MITECH PARTNERS, LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, MITECH PARTNERS, LLC will not tolerate any retaliation against a team member who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or team member violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of a team member, patient, client or customer, environment or public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the team member reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against a team member, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Team members who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Team members who wish to report a violation should contact their supervisor or Bill McCleskey directly. Team members should also review their state and local requirements for any additional reporting guidelines.

MITECH PARTNERS, LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Team members who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, Bill McCleskey, or any state or local agency responsible for investigating alleged violations.



Sample Document

Team member Status & Recordkeeping

The following policies set forth in this section apply to team member status and recordkeeping for MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all-inclusive in this section.

Team Member Classification

For purposes of salary administration and eligibility for overtime payments and team member benefits, MITECH PARTNERS, LLC classifies team members as either exempt or non-exempt. Non-exempt team members are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt team members are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with MITECH PARTNERS, LLC or if your job responsibilities change, you will be informed by Bill McCleskey of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time team members are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time team members are eligible for MITECH PARTNERS, LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time team members are regularly scheduled to work less than 40 hours per week. Regular part-time team members may be eligible for some MITECH PARTNERS, LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary team members include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary team members retain temporary status unless and until they are notified, by MITECH PARTNERS, LLC Management, of a change.

Personnel Data Changes

It is the responsibility of each team member to promptly notify their supervisor, Bill McCleskey, or Doug Trovinger of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Doug Trovinger as soon as possible:

- ◆ Legal name
- ◆ Mailing address
- ◆ Telephone number(s)
- ◆ Change of beneficiary
- ◆ Exemptions on your tax forms
- ◆ Emergency contact(s)
- ◆ Training certificates
- ◆ Professional licenses

Reimbursable Expense Policy

MITECH PARTNERS, LLC reimburses team members for necessary expenditures and reasonable costs incurred during doing their jobs. Expenses incurred by a team member must be approved in advance by Bill McCleskey or Doug Trovinger.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for carrying out company business, and any other reimbursable expenses as required by law. Team members are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, team members must submit expense reports to the Doug Trovinger for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by a team member.
- **Termination** - Involuntary employment termination initiated by MITECH PARTNERS, LLC. In most cases, MITECH PARTNERS, LLC will use progressive disciplinary actions before dismissing a team member. However, certain actions warrant immediate termination.

- **Layoff** - Involuntary employment termination initiated by MITECH PARTNERS, LLC for non-disciplinary reasons.
- **Retirement** - Voluntary team member termination upon eligibility for retirement.

Team members who intend to terminate employment with MITECH PARTNERS, LLC, shall provide MITECH PARTNERS, LLC with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the team member's departure without placing undue burden on those team members who may be required to fill in before a replacement can be found.

Since employment with MITECH PARTNERS, LLC is based on mutual consent, both the team member and MITECH PARTNERS, LLC have the right to terminate employment at-will, with or without cause, at any time.

In the case of team member termination, the team member will receive their accrued pay in accordance with all federal, state and local laws.

Any team member who terminates employment with MITECH PARTNERS, LLC shall return all files, records, keys, and any other materials that are the property of MITECH PARTNERS, LLC.

Team member benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the team member's expense, if the team member elects to do so, such as healthcare coverage.
- The team member will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to Bill McCleskey or Doug Trovinger.



Working Conditions & Hours of Operation

The following policies set forth in this section apply to the working conditions and applicable policies and procedures set forth by MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all inclusive in this section.

General Working Hours

MITECH PARTNERS, LLC is open for business from Monday - Friday 8:00 AM to 5:00 PM. This excludes holidays recognized by MITECH PARTNERS, LLC. The standard workweek is 40 hours.

Supervisors will advise team members of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Overtime may be required at different times during the fiscal year as business needs dictate. Any overtime **MUST BE APPROVED** by Bill McCleskey in writing prior to being worked. Unauthorized overtime will result in disciplinary action up to and including termination of employment.

Specifically, for installation and information technology (IT) technicians, working hours may vary from day to day and week to week. Sufficient notice will be given, when reasonably possible of work schedules for the upcoming day and weeks as business permits. Upon agreement, team members classified in these categories will be required to have flexibility as needed.

Emergency Facility Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by MITECH PARTNERS, LLC management.

When a decision is made to close the office, team members will receive official notification from their supervisor. It is strongly recommended to have an updated cell phone number and email on file always to ensure proper notification of this and other business-critical messages.

Parking Facilities, Short-Term, & Long-Term Parking Policies

As part of the agreement with the Entrepreneurial Center of Nashville, MITECH PARTNERS, LLC provides parking for team members in the parking lot on the opposite side of Peabody Street. There should be ample space for all team members. Team members may only park in open spaces or those designated for use by MITECH PARTNERS, LLC. Vehicles parked in spaces designated for private use will be booted, ticketed, and/or towed at the owner's expense. Nor MITECH PARTNERS, LLC or the Nashville Entrepreneurial Center will be responsible for any vehicle in the surface lots and all liabilities are assumed on the operator(s) of the vehicles parked there.

It is required that ALL team members obtain a ticket when entering the surface parking lot. Prior to leaving the lot, they will need to stop by the front desk of the Entrepreneurial Center and obtain a sticker which will give them sufficient credit to leave the lot without expense. Failure to obtain this sticker will result in parking charges of up to and including \$50.00 per day. MITECH PARTNERS, LLC will not be responsible for these charges and will be at the expense of the team member.

In the event you have guests that will be visiting the office for less than 90 minutes, they will be required to park in the smaller front surface parking lot facing the Trolley Barns. A ticket must be obtained from the gate for entry. Upon completion of their time at the office, they will need to obtain a sticker which will give them sufficient credit to leave the lot without expense. Failure to obtain this sticker will result in parking charges of up to and including \$50.00 per day. MITECH PARTNERS, LLC will not be responsible for these charges and will be at the expense of the team member.

Parking Facilities, Short-Term, & Long-Term Parking Policies

MITECH PARTNERS, LLC is committed to providing a clean, safe, and healthful work environment for its team members. Maintaining a safe work environment, however, requires the continuous cooperation of all team members. MITECH PARTNERS, LLC and all team members must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all team members are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Team members should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, team members must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Bill McCleskey
bill@mitechopportunity.com
615-249-5072

Team members who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

MITECH PARTNERS, LLC expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor, Bill McCleskey, or Doug Trovinger.

Security & Facility Access

The purpose of MITECH PARTNERS, LLC's security policy is to protect Company assets and to maintain a safe working environment for all team members.

Facility Access:

All regular MITECH PARTNERS, LLC team members will be issued an electronic keycard to gain access to MITECH PARTNERS, LLC facilities and the Nashville Entrepreneurial Center. Team members who are issued the keycards are responsible for their safekeeping. All lost or stolen keycards must be reported to your supervisor as soon as possible.

A \$50.00 payroll deduction payment will be required to replace a lost or stolen keycard and will be deducted from the earnings of that payroll cycle the infraction occurred in. Multiple offenses of this nature may lead to corrective action up to and including termination of employment.

Upon separation from MITECH PARTNERS, LLC, and at any other time upon MITECH PARTNERS, LLC's request, all documents, keycards, and other property must be returned to your supervisor.

Closing Procedures:

The last team member, or a designated team member, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; all confidential property is out of public view, lights are turned off except for the lights normally left on for security purposes. Team members are not permitted on company property after hours without prior written authorization from Bill McCleskey or Doug Trovinger.

Meal & Break Periods

In accordance with state and local laws, non-exempt team members will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt team members must be fully relieved of their job responsibilities and are not permitted to work during unpaid

break and meal periods of more than 20 minutes. If for any reason a non-exempt team member does not take the applicable meal and rest period that they are provided, the team member must notify his or her supervisor immediately.

MITECH PARTNERS, LLC will schedule meal and break periods to accommodate Company operating requirements. This includes time dedicated as part of networking opportunities and/or business meetings, luncheons, and conferences attended.

Meal & Break Periods (Tennessee Team Members)

Team members are entitled to a 30-minute meal period if scheduled to work 6 or more consecutive hours. For non-exempt team members, the meal period is unpaid. Non-exempt team members must record the beginning and ending of the meal period using MITECH PARTNERS, LLC's timekeeping system.

Non-exempt team members must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt team member does not take the applicable meal period that they are provided, the team member must notify his or her supervisor immediately.

Meal periods are to be scheduled sometime after the first hour of work. Team members may choose to use this time as a meal period or a rest period. Supervisors will schedule meal periods to accommodate the Company's operating requirements.

Nursing Mothers Policy

MITECH PARTNERS, LLC accommodates team members who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and follows all other applicable laws for this purpose.

Team members who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the team members regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact Bill McCleskey or Doug Trovinger.



Team member Benefits

The following policies set forth in this section apply to benefits that are provided to eligible team members set forth by MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all inclusive in this section.

Health Insurance Benefits

MITECH PARTNERS, LLC's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible team members may elect to begin health insurance benefits on the first day of the month after completing the introductory period.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its team member benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through MITECH PARTNERS, LLC, as well as copies of the plan documents, contact Bill McCleskey or Doug Trovinger.

Paid Holiday Benefits

MITECH PARTNERS, LLC observes the following paid holidays:

- ◆ New Year's Day
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Day after Thanksgiving Day
- ◆ Christmas Day

Due to the nature of our business, MITECH PARTNERS, LLC may require team members to work on a holiday. Team members required to work on holidays will be paid holiday pay in accordance with applicable laws.

Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible team members to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Team members in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time team members only

Upon entering an eligible employment classification, team members will begin to earn PTO according to the following schedule:

After 90 days of service team members are eligible for a maximum of 8 PTO Days per calendar year.

To the extent permitted by state and local laws, team members must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Team members with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Team members must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which MITECH PARTNERS, LLC operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

Team Member Referral Program

MITECH PARTNERS, LLC offers a team member referral program to encourage team members to recommend qualified candidates. Our referral program provides team members with a referral bonus for successful hires made based upon a team member's recommendation. If a recommended candidate is hired and completes 30 days of service, the team member who provided the referral will be entitled to a bonus.

All referred candidates will be considered and evaluated based on experience and qualifications and will be subject to the same pre-employment standards as all other candidates.

Bonus payments for new team members will be paid in accordance at the same time commission payments are paid out to team members for the previous fiscal month they were accrued in. Questions regarding this policy should be directed to Bill McCleskey or Doug Trovinger.

Military Leave

MITECH PARTNERS, LLC grants team members time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All team members requesting time off for military service must provide notice to their immediate supervisor, unless military necessity prevents such notice, or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Team members are eligible for reemployment for up to five years from the date their military leave began. The period an individual must apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Doug Trovinger.

Team members who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

MITECH PARTNERS, LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to Bill McCleskey or Doug Trovinger.

Jury Duty

MITECH PARTNERS, LLC encourages team members to fulfill their civic responsibilities when called upon to serve as a juror. Team members must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may decide to accommodate their absence.

Team members on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either MITECH PARTNERS, LLC or the team member may request an excuse from jury duty if it is determined that the team member's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the team member's base pay rate times the number of hours the team member would otherwise have worked on the day of absence.

Jury Duty *(Tennessee Team Members)*

MITECH PARTNERS, LLC encourages team members to fulfill their civic responsibilities when called upon to serve as a juror. Team members must provide their immediate supervisor with a copy of their jury summons on the next business day upon receipt so that the supervisor may plan to accommodate their absence. Either MITECH PARTNERS, LLC or the team member may request an excuse from jury duty if it is determined that the team member's absence would create serious operational difficulties.

If the team member completes three or more hours of jury duty service, the team member will be excused for the entire scheduled work day provided the team member provides documentation confirming the completed service for that day. If the team member is dismissed from jury duty prior to completing three hours of service in one day, the team member will be expected to return to work for his or her absence to be excused.

If a team member summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, the team member will be excused from work for the shift immediately preceding the team member's first day of service. After the first day of service, when the team member's responsibility for jury duty exceeds three hours a day, the team member will be excused from the next scheduled work period occurring within 24 hours of such day of jury duty.

If you report for jury duty and/or serve on a jury, you will be paid your usual compensation minus any compensation you receive from the courts for serving. Jury duty pay will be calculated on the team member's base pay rate times the number of hours the team member would otherwise have worked on the day of absence.

Workman's Compensation

Team members who are injured on the job at MITECH PARTNERS, LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to team members and cover any injury or illness sustained during employment that requires medical treatment.

Team members who sustain work-related injuries or illnesses must notify their supervisor immediately so that MITECH PARTNERS, LLC can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred because of an accident or injury which occurred while a team member was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by MITECH PARTNERS, LLC. No premium is charged for this coverage and no individual enrollment is required. MITECH PARTNERS, LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to a team member's supervisor immediately upon occurrence. Supervisors will then immediately contact the Doug Trovinger to obtain the required claim forms and instructions.

Volunteer Firefighters Leave (Tennessee Team Members)

Volunteer firefighters may be allowed unpaid leave to respond to an emergency that occurs prior to the start of their shift. For emergency calls that occur during the team member's normally scheduled hours, volunteer firefighters are entitled to paid leave to respond to the emergency call.

If a team member worked more than four hours as a volunteer firefighter, he or she may opt to use accrued paid time off, if available, to take the next work period off within 12 hours of the emergency response. If no paid time off is available, such time will be unpaid.

If a team member is going to be late or absent due to an emergency dispatch, he or she must make every effort possible to provide notice to his or her supervisor prior to the beginning of their shift.

Team members must be prepared to provide MITECH PARTNERS, LLC with certification from the chief of the volunteer fire department with the date and time of the team member's response to the emergency to verify the team member's eligibility for leave.

Volunteer Rescue Squad Leave (Tennessee Team Members)

Volunteer rescue squad workers may be allowed a leave of absence to respond to an emergency that occurs prior to the start of their shift.

If a team member is going to be late or absent due to an emergency dispatch, he or she must make every effort possible to provide notice to his or her supervisor prior to the beginning of their shift.

Team members must be prepared to provide MITECH PARTNERS, LLC with certification from the volunteer rescue squad with the date and time of the team member's response to the emergency to verify the team member's eligibility for leave.

Leave for volunteer rescue squad workers is unpaid; however, team members may opt to use accrued paid time off for this purpose.

Voting Leave
(Tennessee Team Members)

MITECH PARTNERS, LLC requests that, whenever possible, team members vote before or after work hours to avoid interference with business operations. However, if a team member does not have sufficient time outside of work hours to cast his or her ballot, the team member may be eligible for time off to vote.

MITECH PARTNERS, LLC may specify the hours during which the team member may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of a team member's workday or between the end of a team member's workday and the closing of the polls, a team member may take up to three hours of paid leave to vote on Election Day.

To the extent possible, team members must notify the Company of their need for leave before noon of the day before the election.

Team members must be prepared to provide MITECH PARTNERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.



Standards of Team Member Conduct

The following policies set forth in this section apply to general standards of conduct each team member of MITECH PARTNERS, LLC must follow regardless of where work is performed. These standards are certifiably set forth by MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all inclusive in this section.

Standards of Professional Conduct

MITECH PARTNERS, LLC's rules and standards of conduct are essential to a productive work environment. As such, team members must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- ◆ Theft or inappropriate removal/possession of property
- ◆ Falsification of timekeeping records
- ◆ Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- ◆ Fighting or threatening violence in the workplace
- ◆ Making maliciously false statements about co-workers
- ◆ Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow team members or visitors
- ◆ Negligence or improper conduct leading to damage of company-owned or customer-owned property
- ◆ Violation of safety or health rules
- ◆ Smoking in the workplace
- ◆ Sexual or other unlawful or unwelcome harassment
- ◆ Excessive absenteeism
- ◆ Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when team members are not engaged in performing their work tasks.
- ◆ Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict a team member's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict team members' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding MITECH PARTNERS, LLC's standards of conduct, please direct them to your supervisor, Bill McCleskey, or Doug Trovinger.

Disciplinary Action Protocol

Disciplinary action at MITECH PARTNERS, LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. MITECH PARTNERS, LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

MITECH PARTNERS, LLC recognizes that certain types of team member behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- ◆ Workplace violence
- ◆ Harassment
- ◆ Theft of any kind
- ◆ Insubordinate behavior
- ◆ Vandalism or destruction of company property
- ◆ Presence on company property during non-business hours
- ◆ Use of company equipment and/or company vehicles without prior authorization
- ◆ Indiscretion regarding personal work history, skills, or training
- ◆ Divulging MITECH PARTNERS, LLC business practices or any other confidential information
- ◆ Any misrepresentation of MITECH PARTNERS, LLC to a customer, a prospective customer, the public, or a team member

Confidentiality Statement

MITECH PARTNERS, LLC takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with MITECH PARTNERS, LLC and as a direct result of your job responsibilities with MITECH PARTNERS, LLC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, team members may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of MITECH PARTNERS, LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict a team member's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict team members' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to Bill McCleskey or Doug Trovinger.

Personal Appearance

The purpose of MITECH PARTNERS, LLC's personal appearance policy is to ensure a safe and sanitary workplace for all team members. MITECH PARTNERS, LLC strives to maintain a professional working environment that promotes efficiency, positive team member morale and promotes a professional image. During business hours or when representing MITECH PARTNERS, LLC, team members are expected to use common sense and good judgment to meet the goals of this policy.

Generally, team members should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- ◆ Slacks
- ◆ Blouses
- ◆ Button-down shirts
- ◆ Khaki pants
- ◆ Polo shirts

If management designates "casual days," a team member's casual dress must still be clean, neat and project a professional image.

Generally, team members should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Team members are urged to use their discretion when determining what is appropriate to wear to work. Team members who wear inappropriate attire to work may be sent home to change their clothing.

MITECH PARTNERS, LLC understands that in certain situations, the Company may need to make exceptions to this policy based on a team member's religion, disability, or other characteristic protected under federal, state or local law. In

accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on MITECH PARTNERS, LLC.

Questions regarding appropriate workplace attire should be directed to your supervisor, Bill McCleskey, or Doug Trovinger.

Workplace Violence

MITECH PARTNERS, LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- ◆ Physically injuring another person
- ◆ Threatening to injure another person
- ◆ Engaging in behavior that subjects another person to emotional distress
- ◆ Using obscene, abusive or threatening language or gestures
- ◆ Bringing an unauthorized firearm or other weapon onto company property
- ◆ Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- ◆ Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Team members should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Team member reports made pursuant to this policy will be kept confidential to the maximum extent possible. MITECH PARTNERS, LLC will not tolerate any form of retaliation against any team member for making a report under this policy.

MITECH PARTNERS, LLC will take prompt remedial action, up to and including immediate termination, against any team member found to have engaged in threatening behavior or acts of violence.

Drug & Alcohol Abuse

MITECH PARTNERS, LLC is committed to maintaining a workplace free of substance abuse. No team member can consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of MITECH PARTNERS, LLC, or in any vehicle owned or leased on behalf of MITECH PARTNERS, LLC.

The use of over-the-counter drugs and legally prescribed drugs is permitted if they are used in the manner for which they were prescribed and provided that such use does not hinder a team member's ability to safely perform his or her job. Team

members should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

MITECH PARTNERS, LLC will not tolerate team members who report for duty while impaired using alcohol or drugs. All team members should report evidence of alcohol or drug abuse to their supervisor or the Doug Trovinger immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, team members are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, MITECH PARTNERS, LLC team members may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, MITECH PARTNERS, LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with MITECH PARTNERS, LLC, team members must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between MITECH PARTNERS, LLC and its team members.

Team members found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Sexual & Unlawful Harassment

MITECH PARTNERS, LLC is committed to a work environment in which all individuals are treated with respect. MITECH PARTNERS, LLC expressly prohibits discrimination and all forms of team member harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 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. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- ◆ Unwanted sexual advances or requests for sexual favors
- ◆ Sexual or derogatory jokes, comments, or innuendo
- ◆ Unwelcomed physical interaction
- ◆ Insulting or obscene comments or gestures
- ◆ Offensive email, voicemail, or text messages
- ◆ Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- ◆ Making or threatening reprisals after a negative response to sexual advances
- ◆ Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- ◆ Verbal sexual advances or propositions
- ◆ Physical conduct that includes touching, assaulting, or impeding or blocking movements
- ◆ Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- ◆ Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment based on any other protected characteristic is also strictly prohibited.

Complaint Procedure:

MITECH PARTNERS, LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Bill McCleskey
bill@mitechopportunity.com
615-249-5072

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any team member found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

MITECH PARTNERS, LLC expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Telephone Usage

MITECH PARTNERS, LLC telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any team member found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Personal Property

Team members should use their discretion when bringing personal property into the workplace. MITECH PARTNERS, LLC assumes no risk for any loss or damage to personal property.

Additionally, team members may not possess or display any property that may be viewed as inappropriate or offensive on MITECH PARTNERS, LLC premises. This includes the respect and opinions of others at the Nashville Entrepreneurial Center as well as client sites where work is to be performed.

Company Property & Asset Management

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to a team member for business, it is the team member's responsibility to see that the equipment is used properly and cared for properly. However, always, equipment assigned to the team member remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the team member. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and team member files.

MITECH PARTNERS, LLC has created specific guidelines regarding the use of company equipment. Below is a list of team member responsibilities and limitations with regards to company property.

Personal Use of Company Property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to team members to assist them in their required duties. Each team member is, in turn, responsible for these tools. Tools damaged or stolen because of a team member's negligence will, to the extent permitted by federal, state and local law, be charged to the team member.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

Team Member Visitors & Guests

To ensure the safety and security of MITECH PARTNERS, LLC and its team members, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on MITECH PARTNERS, LLC premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company always.

Team Member Visitors & Guests

Computers, email, and the Internet allow MITECH PARTNERS, LLC team members to be more productive. However, it is important that all team members use good business judgment when using MITECH PARTNERS, LLC's electronic communications systems (ECS).

Standards of Conduct and ECS

MITECH PARTNERS, LLC strives to maintain a workplace free of discrimination and harassment. Therefore, MITECH PARTNERS, LLC prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Team members are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

MITECH PARTNERS, LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MITECH PARTNERS, LLC does not have the right to reproduce such software for use on more than one computer. Team members may only use software according to the software license agreement. MITECH PARTNERS, LLC prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- ◆ Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- ◆ Stealing, using, or disclosing someone else's code or password without authorization.
- ◆ Pirating or downloading Company-owned software without permission.
- ◆ Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- ◆ Violating copyright laws and failing to observe licensing agreements.
- ◆ Participating in the viewing or exchange of pornography or obscene materials.
- ◆ Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow team members.
- ◆ Attempting to break into the computer system of another organization or person.
- ◆ Refusing to cooperate with a security investigation.
- ◆ Using the Internet for gambling or any illegal activities.
- ◆ Sending or posting messages that disparage another organization's products or services.
- ◆ Passing off personal views as representing those of MITECH PARTNERS, LLC.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by MITECH PARTNERS, LLC are the property of MITECH PARTNERS, LLC. Team members have no right of personal privacy when using MITECH PARTNERS, LLC's ECS. To ensure productivity of team members, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict a team member's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict team members' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or Bill McCleskey or Doug Trovinger.

Company Office Supplies

Only authorized persons may purchase supplies in the name of MITECH PARTNERS, LLC. No team member whose regular duties do not include purchasing shall incur any expense on behalf of MITECH PARTNERS, LLC or bind MITECH PARTNERS, LLC by any promise or representation without express written approval.



Compensation

The following policies set forth in this section apply to timekeeping and payroll-specific policies and procedures set forth by MITECH PARTNERS, LLC. Please carefully review all information provided in this section as all team members will be held accountable to all inclusive in this section.

Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other team members and on the Company. MITECH PARTNERS, LLC expects regular attendance and punctuality from all team members. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Team members are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If a team member is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when a team member's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, team members should notify their supervisor as soon as possible.

Team members, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. MITECH PARTNERS, LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If a team member fails to notify their supervisor after three consecutive days of absence, MITECH PARTNERS, LLC will presume that the team member has voluntarily resigned. MITECH PARTNERS, LLC will review any extenuating circumstances that may have prevented him or her from calling in before the team member is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the team member will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict a team member's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict team members' rights under the National Labor Relations Act.

Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our team members. Every team member is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt team members are required to accurately record the start and end of each meal period as well as any departure for non-work-related reasons.

MITECH PARTNERS, LLC strictly prohibits non-exempt team members from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all team members.

It is the responsibility of all team members to submit and approve their time records each week.

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

Payroll & Compensation

As outlined in the team member agreement, compensation is paid on a bi-weekly pay-cycle for hours worked during their respective pay cycle. MITECH PARTNERS, LLC team members are paid on a Bi-weekly basis. If a regularly scheduled payday falls on a holiday, team members will be paid on the day preceding the holiday, unless otherwise required by state law.

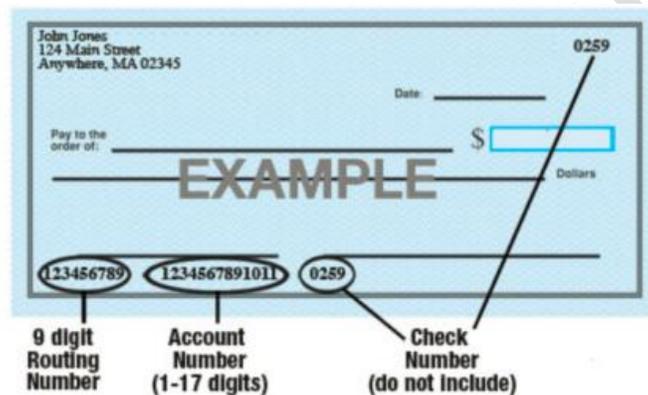
If a team member has started or ended their employment during the middle of a pay cycle, he/she will receive compensation for the time worked during the pay cycle. Paychecks will not, under any circumstances, be given to any person other than the team member without written authorization. Paychecks may also be mailed to the team member's listed address or, upon advance written authorization, deposited directly into a team member's bank account. Team members who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

Should a team member leave or be terminated prior to the end of a pay cycle, he/she will receive compensation in accordance to the payroll schedule designed on the payday scheduled after leaving the firm. This is effective only to the state of Tennessee and state-specific compensation requirements will be addressed and communicated for other office locations as warranted and required by law via a federal, state, and local statute.

Direct Deposit Sign-Up / Changes

Direct deposit of earnings is a fast, easy, and expeditious way for funds earned to be given to our team members. We encourage all team members to take advantage of this option as it minimizes expenses not only for the company but team members as well. During your HR / New Hire Experience portion of your training, you will be given an opportunity to sign up for direct deposit.

Please note that earnings may initially come in the form of a paper check until the direct deposit is established. To successfully sign up for this option, you must have the routing number and account number(s) of the institution that you would like the funds to go to. If a team member would like to make a change to your direct deposit, we ask team members to have similar information for the updated account(s). Note that it may take up to two (2) or three (3) pay cycles for the direct deposit to go into effect. Please see the graphical example below for where to (commonly) locate required pieces of information:



Failure to provide correct direct deposit information may result in a delay in one's paycheck and additional costs incurred by the company for replacement checks, stop payments, and other payroll-related expenses.

Payroll Deductions

MITECH PARTNERS, LLC makes deductions from team member pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Doug Trovinger immediately. MITECH PARTNERS, LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Commission Compensation Payments & Payroll Schedule

Commission payments, if applicable, are paid out to team members on the 5th of the following month once the transaction is finalized. Bonuses, spiffs, other cash payments, or other incomes will be paid on this date as well. If the 5th of the month falls on the first half of a weekend or holiday (e.g. Saturday), the payment will be made the Friday prior to. Alternately, if the 5th falls on the second half of the weekend (e.g. Sunday) or a holiday, it will default to the next business day as deemed by the calendar below.

Commission payments required to team members are in accordance to 'Exhibit A' of the team member agreement required to be signed prior to becoming a team member of Mitech Partners, LLC. Unless otherwise stated and communicated, commission values, spiffs, bonuses, and other cash and non-cash compensation rates are final. In the event changes are required to them, they will be provided in writing no less than one (1) monthly cycle prior to the changes taking place.

In the event a team member leaves the company prior to the end of a calendar month, he/she will forfeit all commissions accrued up to that point. Alternately, if the team member leaves on the last working day of the calendar month, he/she will be entitled to commissions earned up to the last day of employment. These commission payments will be paid on the next monthly cycle as stated above. All future commission payments will be forfeited from that point forward.

(Continued on The Next Page)

The following document below shows the compensation calendar for Fiscal Year 2018:

January 2018							April 2018							July 2018							October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7		1	2	3	4	5	6
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14	7	8	9	10	11	12	13
14	15	16	17	18	19	20	15	16	17	18	19	20	21	15	16	17	18	19	20	21	14	15	16	17	18	19	20
21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27
28	29	30	31				29	30						29	30	31					28	29	30	31			

February 2018							May 2018							August 2018							November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3			1	2	3	4	5			1	2	3	4			1	2	3	4	5	
4	5	6	7	8	9	10	6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28				27	28	29	30	31			26	27	28	29	30	31	25	26	27	28	29	30		

March 2017							June 2018							September 2018							December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3					1	2						1							1		
4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29
														30	31						30	31					

	Recognized Holiday
	Payday
	Commission Payment
	Payday & Commission



Agreement of Understanding & Receipt

By signing below, I certify and agree to the terms and conditions that are set forth in the Employee Handbook; will abide to any and all policies provided and said agreement will remain in effect and in full force once signed. Additionally, I agree that in the event of a change in policy, I will adhere to said changes as previous policies and procedures that were set forth prior to any change(s) will be null and void. This document confirmation will remain in effect for the duration of one's employment and will be placed in one's personnel file.

EMPLOYEE SIGNATURE

EMPLOYEE NAME (PRINT LEGIBLY)

DATE OF SIGNATURE