



EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK

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1. Owners' Message

Welcome to HMT Engineering & Surveying!

We are pleased to welcome you to HMT Engineering & Surveying ("HMT"). Whether you are just starting with HMT or have worked with HMT for a long time, we want you to know that we appreciate the contribution you make to our continued growth and success. We are confident that, through your efforts and dedication, both you and HMT will continue to develop and prosper.

We want you to know that you are a member of a talented and diverse group of people who are committed to providing the best service and quality work possible. When we created HMT, we created a company that is built, not upon the work of individuals, but upon the achievement of an entire team. We are personally committed to the success of our team and to each of you. We are also dedicated to employing individuals who have a positive attitude and will strive to provide them with competitive benefits, fair and ethical treatment, and a safe working environment.

We wish you the best of luck and success in your position, and we hope that your employment with HMT will be a rewarding experience. If you have questions, concerns, or suggestions, we invite you to make them known by talking openly with any member of our ownership team. These individuals are committed to your and the Company's success.

Owners,
Thor Thornhill, Stephen W. Hanz & Chris Van Heerde

2. Introduction

2.0 Welcome

Welcome! We are happy to have you as a member of the HMT Team ("HMT" or "the Company") team. Your skills and passion are critical to delivering exceptional care to our clients, and we are excited to have you on board.

2.1 About this Handbook

This handbook is designed to familiarize employees with HMT and provide them with general information about the Company's working conditions, policies, procedures, and benefits. Because it is impossible to anticipate every situation that may arise, this handbook only highlights general company policies. Situations not covered by this handbook or that are of an unusual nature will be analyzed on a case-by-case basis. Further, individuals or positions for which separate policies or benefits are required will be notified of those separate policies or benefits. Where possible, differences are also noted within this handbook.

It is each employee's responsibility to know, understand, and follow the policies set forth in this handbook. Any employee who is unsure about a particular policy should direct their question(s) to the Human Resources Department ("HR Department"), or if there is not HR Department, employees should direct their questions to their supervisor.

HMT will comply with all applicable federal, state, and local laws pertaining to employment. To the extent that any federal, state, or local law or regulation conflicts with any of the policies set forth in this handbook, the law or regulation will govern. Moreover, nothing contained in this handbook prohibits employees from engaging in lawfully protected concerted activity, as that term is defined in the National Labor Relations Act.

This handbook does not create a contract of employment, express or implied. The owners and those approved by the owners are the only officials who can make binding employment contracts. Any such contracts must be in writing and signed by the owners. The contents of this handbook are presented as a matter of information only and supersede all previously issued handbooks.

2.2 Right to Revise

HMT reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other company document. Written notice will be provided to employees when possible. However, employees should also monitor the Company's bulletin boards and emailed company updates for notices of updates or changes. All employees are expected to abide by any new or revised policies. However, no oral statements or representations can in any way alter the provisions of this handbook.

2.3 Employment at Will

All employment relationships at HMT are considered "Employment at Will," pursuant to which either the employee or HMT may terminate the employment relationship at any time and for any reason, with or without prior notice or cause. No contract of employment, implied or otherwise, will be considered to exist between the Company and any employee unless approved in writing by the owners.

3. Equal Employment Opportunity and Harassment

3.0 Equal Employment Opportunity Policy

Equal Employment Opportunity

HMT is committed to providing equal employment opportunities to all employees and applicants regardless of sex, age, race, national origin, religion, color, veteran status, disability, genetic information, sexual orientation or any other category protected by federal, state, or local law. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, separations, working conditions, compensation, benefits, and other terms and conditions of employment. All employees are responsible for creating and maintaining a work environment that is free of discrimination.

HMT will provide a reasonable accommodation for the observance of genuinely held religious beliefs and practices if doing so does not place a hardship on it. HMT will also provide reasonable accommodations to all qualified applicants or employees with a disability, provided that the employee can safely perform the essential functions of his/her position with or without a reasonable accommodation, and the requested accommodation does not impose an undue hardship on the Company. Employees who believe that they may need an accommodation should consult the HR Department or their supervisor.

Complaint Procedure

Any employee who feels that he/she has been discriminated against in violation of this Equal Employment Opportunity Policy must immediately report the alleged discrimination to the HR Department or their supervisor. Any reported violations of this policy will be promptly and thoroughly investigated. Complaints will also be handled as confidentially as possible, to the extent consistent with a thorough investigation.

HMT prohibits retaliation against employees due to complaints of, or participation in an investigation of, alleged discrimination. Any employee who feels that retaliation has occurred should immediately report the alleged retaliation using the complaint procedures described in this policy.

Anyone found to have violated this Equal Employment Opportunity Policy will be subject to disciplinary action, up to and including immediate termination of employment. If alleged discrimination or retaliation continues after a complaint or investigation, the employee must immediately report the alleged conduct using the complaint procedure described in this policy for further investigation and any appropriate corrective action.

3.1 Policy Preventing Harassment in the Workplace

HMT prohibits harassment of employees, whether by other employees, vendors, suppliers, customers, visitors, or any other third parties. Any alleged harassment that violates this policy, regardless of whether it violates federal, state, or local law, will be treated as a disciplinary matter, up to and including immediate termination of employment.

Employees are also reminded that harassing or offensive conduct that is directed at one individual may be overheard by, and offend, others. Thus, any conduct that violates this policy will be addressed, regardless of intent.

Definitions

Harassment is defined as verbal communication or physical conduct that has the intent or effect of interfering with an individual's work performance or that creates an intimidating, hostile, or offensive work environment. The term "harassment" includes, but is not limited to:

- Slurs, epithets, derogatory comments, or any other offensive remarks or jokes;
- Unwarranted touching, assault, impeding or blocking movement, or any physical interference with normal work or movement;
- Derogatory posters, cartoons, drawings, or gestures;
- Threats of violence or harm, whether implied or direct; or
- Any other conduct that may create a hostile, intimidating, or offensive work environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal communication or physical conduct of a sexual nature when:

- Submission to sexual conduct is an express or implied term or condition of employment;
- Submission to sexual conduct is the basis for any employment decision; or
- When verbal communication or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

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

- Unwanted sexual advances;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Direct or implied threats of termination, demotion, poor evaluation, or other detrimental or retaliatory conduct made for the purpose of obtaining sexual favors;
- Sexually derogatory, suggestive, insulting, or obscene comments, slurs, or gestures;
- Sexual invitations, jokes, and propositions, or any other verbal abuse of a sexual nature;
- Comments about an individual's body or sexual ability or inability, or inquiries into one's sexual experiences;
- Flirtations, advances, leering, whistling, touching, pinching, assault, obstruction of normal movement, or any other physical interference of a sexual nature; or
- Derogatory or sexual posters, photographs, cartoons, drawings, calendars, gestures, text messages, e-mails, or other displays of sexually suggestive objects or pictures.

These behaviors are unacceptable in the workplace and in other work-related settings, such as business-related social events, regardless of whether they rise to the level of legally actionable sexual harassment. Inappropriate conduct toward, or harassment of, employees by non-employees is also a violation of this policy.

Complaint Procedure

No employee should assume that HMT is aware of a problem or potential problem or that someone who witnessed inappropriate behavior reported it, as conduct that may be offensive to one may not be offensive to another. Rather, any employee who believes that he/she is being harassed and/or who witnesses or has knowledge of harassment or inappropriate behavior under this policy must immediately report it to the HR Department or your supervisor. An optional complaint form is provided at the back of this handbook. The complaint will be investigated promptly, thoroughly, and as confidentially as possible, to the extent consistent with a thorough investigation.

HMT prohibits retaliation against employees due to complaints of, or participation in an investigation of, harassment. Any employee who feels that retaliation has occurred must immediately report the alleged retaliation using the complaint procedures described in this policy.

If HMT determines that a violation of this policy has occurred, it will take appropriate disciplinary action, up to and including immediate termination of employment. The disciplinary action imposed will depend upon the nature and severity of the offending employee's conduct, the circumstances involved, the offending employee's prior employment history, and any other factors that are deemed relevant by the Company to its determination.

If alleged harassment or retaliation continues after a complaint or investigation, the employee must immediately report the alleged conduct using the complaint procedures described in this policy for further investigation and any appropriate corrective action.

4. Employment

4.0 Introductory Period

Employees who begin employment will be required to successfully complete an initial, 90-day evaluation period. The purpose of this evaluation period is to accommodate an individual's normal learning curve and determine if the employee is capable of meeting and maintaining performance requirements. It also gives the employee an opportunity to determine whether HMT meets his/her expectations.

If it is determined during the employee Introductory Period that the employee is not meeting the Company's performance expectations, he/she may be subject to disciplinary action, up to and including immediate termination of employment. Further, HMT reserves the right to separate any employee during or after this initial evaluation period, with or without prior notice or cause, and nothing in this policy should be construed to change an employee's at-will status.

If, during the Introductory Period, an employee is excessively absent, restricted from fully performing his/her job, or fails to satisfactorily perform his/her job duties, HMT may, in its sole discretion, either terminate the employee's employment or extend his/her evaluation period. Employees shall be given a formal evaluation at the conclusion of their Introductory Period. Employees who believe that they have completed their initial evaluation period should consult with their supervisor to ensure that they have successfully completed it.

4.1 Employment Status

For the purposes of personnel administration and related payroll transactions, HMT maintains the following definitions and employment classifications. Questions regarding an employee's classification should be directed to the HR Department.

- **Non-Exempt (Hourly) Employees:** Employees who are classified as non-exempt (hourly) are entitled to overtime under the Fair Labor Standards Act ("FLSA").
- **Exempt (Salaried) Employees:** Employees who are classified as exempt (salaried) receive a pre-determined salary and are not eligible for overtime under the FLSA.
- **Full-Time Employees:** Employees who are scheduled to work thirty-two (32) hours or more per week are classified as full-time employees. Full-time employees are eligible for all company benefits in accordance with the policies set forth in this handbook or as provided in any governing plan documents or master insurance agreements.
- **Part-Time Employees:** Employees who are scheduled to work less than thirty-two (32) hours per week are classified as part-time. With the exception of workers' compensation benefits, benefits specifically identified in this handbook, or any other legally required benefits, part-time employees are not eligible for company benefits.
- **Temporary Employees:** Employees who are hired for a pre-established period, such as during peak workloads or for vacation relief, are considered temporary employees. The employment status of temporary employees will not be changed due to an extension or employment in excess of the originally planned period. Temporary employees may work a full-time or part-time schedule. However, with the exception of workers' compensation or other legally required benefits, temporary employees are not eligible for company benefits.

4.2 Personnel Records

Employee personnel records are maintained by the corporate office. Any of the following changes in status should be immediately reported to the Company:

- Name, address, and telephone number;
- Marital status and name, birth dates, and social security numbers of dependents and their relationship to the employee;
- Citizenship or legal work status;
- Benefit plan beneficiary designation;
- Emergency contacts;
- Education, courses completed, and other training or professional skills acquired;
- Any convictions that may impact an employee's eligibility to work and/or drive a company vehicle; and
- Any physical or other limitations and, if appropriate, the accommodation requested.

Access to personnel records will be restricted to the following:

- Official custodian(s) of personnel records;
- Supervisors, managers, or other individuals who have a legitimate need and right to know the contents of an employee's personnel file;
- Any employee who requests to see his/her own personnel file, upon appointment and with one of the owners or HR present; and
- Third parties who possess legal authority for access to personnel file information, such as by a subpoena, garnishment, governmental request, or court order.

Employees who are permitted to review their personnel file may not copy or photograph the file's contents. Former employees have no right to review, or receive a copy of, their personnel file unless authorized to do so through a subpoena, court order, or governmental request.

Employees who believe that information contained in their personnel file is incorrect may submit a written request to change or correct the disputed information. If the request is granted, the HR Department will make the requested change and confirm with the employee upon completion. If the request is denied, the employee may place a statement of disagreement in his/her file.

5. Hours of Work and Compensation

5.0 Hours of Work

Employees are expected to be at their work stations and ready to begin work at the start of their scheduled shift or workday and after all lunch periods. Employees are also expected to remain at their workstations throughout their scheduled shift or workday unless prior approval is received from their supervisor.

Standard Work Schedules

Employees will receive their schedule when they begin employment and throughout their employment from their supervisor. Questions regarding work schedules should be directed to the employee's supervisor. Employees should not be on the premises outside of normal business hours unless approved by their supervisor. Any deviation to an assigned schedule must be approved by a supervisor.

Compensatory Time

Employees who work extended hours during a single pay period, such as by arriving early, staying late, working through lunch, or working on a weekend may elect to take compensatory time in lieu of overtime or Paid Time Off for the extended hours worked. Any such compensatory time must be taken in the same pay period in which the employee worked extended work hours. Further, both extended hours and compensatory time must be approved by the employee supervisor and department supervisor.

5.1 Meal and Rest Periods

Employees will be informed of any applicable meal or rest periods. Hourly (non-exempt) employees may be required to record their meal periods. Hourly employees are prohibited from working any time that they are not recording. Any employee who is asked to perform work while not recording time should record those hours and report the request to the HR Director. Employees who work while not recording hours may be subject to disciplinary action, up to and including immediate termination from employment. However, employees will be paid for all hours worked and recorded on their time sheet.

5.2 Early Departures/Business Closing

HMT will not ordinarily pay for early departure by a non-exempt employee during working hours or for any time taken off for personal reasons unless otherwise specified in this handbook or the Company's policies. However, when severe weather or other extenuating conditions warrant the closing of business operations, as determined by HMT in its sole discretion, HMT will pay all hourly employees who reported to work that day for any time worked and will pay all salaried employees their regular salary. Employees may also use any accrued and unused paid time off, but are not required to do so.

There may be times when office operations or a particular aspect of the Company's operations remain open. Thus, in times of severe weather or other extenuating circumstances, employees should not assume that they are excused from reporting to work, but should obtain confirmation of their work status from a supervisor.

5.3 Pay Periods and Administration

Employees are paid on a bimonthly basis. Please refer to company issued payroll/paydate schedule for paydates.

Paychecks will not be issued early and will only be directly deposited, released to the employee, or released to an individual previously designated in writing by the employee. Paychecks may be voided if not cleared within 90 days after they are issued.

Employees should carefully review their paychecks for errors, and any mistakes should be immediately reported to the HR Department or the Accounting Department for assistance and, if appropriate, correction. Lost or stolen paychecks must be immediately reported to the Accounting Department so that, if appropriate, a stop-payment notice and replacement paycheck may be issued at the employee's expense. However, if HMT is unable to stop payment, the employee may be solely responsible for the loss.

5.4 Compensation Appraisal

Employee compensation may be reviewed annually or at other intervals, at which time employees may be evaluated on the progress made during the preceding period or periods. The criteria used to evaluate employees include a review of the employee's job description, and company determined Key Performance Indicators, employee's working ability (such as quality and quantity of work, disciplinary record, initiative, versatility, adaptability, adherence to our Core Values, and any other criteria deemed appropriate by the Company), general attitude and cooperativeness, relationship with other employees and customers, honesty, attendance, and the Company's financial needs. **Salary increases are not guaranteed.**

5.5 Overtime

Overtime compensation is paid to non-exempt (hourly) employees who work more than forty (40) hours in a week and is calculated at 1½ times the employee's hourly rate of pay. Paid time off, holiday pay, and leaves of absences do not count as "hours worked" for the purpose of calculating overtime pay.

Depending on operational or customer needs, **overtime work may be an essential job function at certain times.** Employees are expected to be available to perform any scheduled work, including any scheduled overtime work. Further, employees are expected to be productive and efficient during any scheduled or requested overtime work hours. Overtime will be based upon operational or customer needs, will vary from week to week, and is scheduled at the Company's sole discretion.

Any employee who fails to obtain proper authorization for overtime work will be subject to disciplinary action, up to and including immediate termination of employment. However, employees will be paid for all hours worked.

5.6 Exempt Employee Salary Deduction Policy

Exempt (salaried) employees are entitled to a pre-determined salary for any week in which they perform work, without regard to the number of days or hours worked in the week.

Salary deductions may not be made if:

- HMT reduces the days or hours in the employee's weekly schedule due to operational reasons (*e.g.*, insufficient work) or inclement weather;
- The employee is absent for a partial day due to personal reasons or illness; or
- The employee is serving as a juror or witness or is on temporary military leave (although, HMT may offset any compensation received while so serving).

Salary deductions may be made in the following limited circumstances:

- The employee does not work any hours in a workweek;

- The employee is absent for one or more full days for personal reasons, other than sickness or disability (*e.g.*, if absent for 1 and ½ days, a deduction for one full day will be made);
- The employee is absent from work for one or more full days due to sickness or disability pursuant to the company's policy of providing wage replacement benefits (*i.e.*, paid time off) for these types of absences;
- To offset any amount received as payment for jury fees, witness fees, or military pay;
- The employee violates a safety rule of major significance (*e.g.*, those presenting a serious danger to the employee or others); or
- The employee is absent for one or more full days due to a disciplinary suspension for a violation of a written workplace conduct rule (*e.g.*, violation of the Company's written harassment, substance abuse, or workplace violence policies).

HMT intends to comply with this policy and the FLSA. If an improper deduction from an employee's wages is made, he/she should immediately report it to the Accounting Department. Deductions contrary to this policy are prohibited, and anyone making improper deductions may be subject to disciplinary action, up to and including immediate termination of employment. Affected employees will be promptly reimbursed in their next paycheck for any improper deductions. If this policy is still not followed after a reported deduction, the affected employee should again contact one of the owners.

5.7 Timekeeping Policy

All employees must record hours worked in a single workweek, excluding lunch breaks and other non-working times by logging daily into the timekeeping program with their company-assigned user ID and password. Non-Office employees who do not have access to a computer during their working time must log all hours worked upon returning to the office daily. Recording hours for another employee or tampering with a time record is strictly prohibited and may result in disciplinary action, up to and including immediate termination of employment. Any suspected errors in employee time records must be immediately reported to the employee's supervisor and the Accounting Department.

Unless authorized in advance, employees should not begin working before the beginning of their shift or continue to work beyond the end of their shift. Further, employees are prohibited from working at any time when they are not recording or logging the hours worked.

Any employee who is asked to perform work outside of his/her regular schedule should record the time worked and report the request to their supervisor. Further, employees **must** submit any personally retained time records, including any time records generated by cell phone applications, into their timekeeping program prior to the conclusion of each day. Finally, it is each employee's responsibility to **immediately** report any disparity between his or her personal records and the Company's records and/or any perceived compensation errors to the HR Department and the Accounting Department.

Working overtime without prior approval or working while not recording hours worked may result in disciplinary action, up to and including immediate termination of employment. However, employees will be paid for all hours worked.

5.8 Payroll Deductions and Garnishments

The following mandatory deductions will be made from every employee's gross wages: Federal Income Tax, Social Security and Medicare Tax, and applicable city and state taxes. Additional deductions may be made upon written authorization from the employee if doing so does not result in compensation less than the minimum wage for that pay period.

If an employee separates from employment and the amount deducted from his/her paycheck does not satisfy any repayment or authorized deduction obligations, the employee authorizes HMT to deduct the full outstanding amount from any remaining payments. If those deductions still do not satisfy the employee's repayment obligations, the employee agrees to pay any outstanding balance within ten (10) days of separation. If HMT is required to institute any collection action for amounts due, the employee agrees to pay the Company's attorneys' fees and court costs.

Earnings and payroll deductions are shown on the paycheck stub attached to each employee's paycheck or, if directly deposited, on the employee's earning report. Questions regarding pay, the Company's payroll procedures, or employee payroll deductions should be directed to the Accounting Department or HR Department.

HMT is legally required to withhold the amount specified in any legally recognized garnishment order. However, HMT will adhere to state and federal guidelines that place limitations on the percentage of an employee's income that may be lawfully garnished. Garnishment questions should be directed to the HR Department.

6. Benefits

6.0 Insurance Benefits

HMT may offer health and/or dental insurance to full-time employees in accordance with the eligibility and other requirements set forth in any governing plan documents. Employees will be informed of any offered benefits, their eligibility, enrollment date, and coverage upon hire, during employment, or prior to their enrollment date.

HMT reserves the right to amend or terminate any employee insurance benefits, to include increasing employee premium contributions, with or without advance notice and at its sole discretion. Further, to the extent that any information contained in this handbook or other document contradicts the information contained in any governing plan document, the plan document will govern. Questions regarding company benefits and employee eligibility may be directed to the HR Department.

6.1 Insurance Continuation

Federal law and, where applicable, state law require that HMT give employees and their families the opportunity to continue their pre-selected health care coverage whenever there is a "qualifying event" that would otherwise result in a loss of coverage. Depending on the type of qualifying event, which may include involuntary termination, extended leave, death of the employee, or certain other factors affecting an employee's work status, "qualified beneficiaries" may include the employee, spouse, and/or dependent children. Should a qualifying event occur, the employee will be notified of his/her continuation rights.

6.2 Workers' Compensation Insurance

Work-related injuries and occupational illnesses are governed by state workers' compensation laws and are covered by insurance provided by HMT. Employees must comply with the Company's procedures for reporting and responding to workplace injuries or illnesses, as set forth the Company's Occupational Injuries or Illnesses policy contained in this handbook or in the Company's Accident Prevention Plan.

Employees may obtain more information about their workers' compensation rights and obligations from the Texas Workforce Compensation Commission, or by calling 1-800-252-7031.

7. Time Away from Work and Leaves of Absence

7.0 Paid Time Off

PTO Accrual

PTO is available to all full-time employees according to the date on which they were hired ("anniversary date"). Specifically, full-time employees accrue PTO in accordance with the following schedule:

Non-Exempt (Hourly) Employees:

<u>Years</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
Hire Date through Year 4	0.0385 hour/per hour worked	80 hours/anniversary year
Year 5 – Year 7	0.0462 hour/per hour worked	96 hours/anniversary year
Year 8+	0.0577 hour/per hour worked	120 hours/anniversary year

Exempt (Salaried) Employees:

<u>Years</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
Hire Date through Year 4	3.33 hour/per payroll	80 hours/anniversary year
Year 5 – Year 7	4.00 hour/per payroll	96 hours/anniversary year
Year 8+	5.00 hour/per payroll	120 hours/anniversary year

PTO Planning and Use

Absent special circumstances, PTO is scheduled on a first-come, first-served basis, according to the procedure for requesting time off described below. PTO may be taken for a maximum of one (1) continuous week, unless other arrangements are made with the employee's supervisor. Employees may not take PTO before it has been accrued without prior approval of their supervisor, who may approve such requests in their sole discretion and depending upon such factors as the employee's tenure, performance and disciplinary history, and the Company's operational needs. If such use is approved, all PTO accrued thereafter will be applied to the employee's PTO deficit until fully replenished. Until such time, the employee may not take any additional PTO without supervisor approval.

PTO may be used in hourly increments. Regardless of whether requested in advance, deductions from the employee's PTO will be made for all absences in hourly increments of the same length (for unplanned absences).

Requests for Time Off

Employees who plan on taking time off must submit a request to their supervisor at least two weeks in advance. A request for time off will be considered on a first-come, first-served basis and is not guaranteed to be approved by the supervisor.

Accrued and Unused PTO

Up to forty (40) hours of accrued and unused PTO may be carried over to the following year; any remaining accrued and unused will be forfeited. Employees who separate from employment for any reason, whether voluntary or involuntary, forfeit any accrued and unused PTO. If, at the time of separation, it is determined that an employee took PTO that was not earned, those unearned PTO days

or hours may be deducted from the employee's final paycheck. HMT does not pay cash for unused PTO.

7.1 Holidays

Full-time employees receive the following paid holidays any time they fall on a normal work day:

- New Year's Day
- Good Friday (Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

To be eligible for holiday pay, employees must work their last and first scheduled days before and after the holiday. If a holiday falls on Monday through Thursday, the employee will be paid for nine (9) hours. If the holiday falls on a Friday, the employee will be paid for four (4) hours. Holiday pay will not be considered "hours worked" for purposes of calculating overtime pay.

If a holiday falls on a non-work day (such as Saturday or Sunday), employees will not receive holiday pay for that holiday, unless approved by the owners in their sole discretion. Employees who are on PTO will receive holiday pay in lieu of PTO. However, no substitute holiday will be granted. It is the employee's responsibility to fill out their timesheet to reflect the holiday appropriately.

7.2 Jury and Witness Duty

Employees who receive notice of upcoming jury or witness duty must provide it to the employee supervisor and HR Department within two (2) working days. Employees must work their normal working hours whenever they are not required to serve as a juror or witness. Employees may be required to present appropriate certification from the court upon returning to work.

Non-exempt (hourly) employees who are called to serve on a jury or as a witness will be excused from work. However, jury/witness duty hours will not count as "hours worked" for the purpose of calculating overtime.

Time off to serve as a juror or witness is unpaid, unless the employee elects to use any accrued and unused PTO. If elected, this compensation is in addition to any compensation made to the employee by the court. However, exempt (salaried) employees who are called to serve on a jury or as a witness will be paid their regular salary for any week in which they serve as a juror or witness and in which they also perform work. In that case, any pay received by the employee from the court will be deducted from his/her pay. Employee is to provide proof of any and all payment via a court issued receipt. If a company holiday occurs while an employee is serving as a juror, the employee will receive holiday pay.

7.3 Bereavement Leave

In the event of a death in the employee's immediate family (spouse, child, grandchild, brother, sister, brother-in-law, sister-in-law, grandparents, parents, parents-in-law or grandparents-in-law), full-time employees will be granted up to two (2) days of paid leave if the funeral is within a radius of 100 miles or less. If the distance is more than 100 miles, up to three (3) days of paid leave may be granted.

Miscarriage by an employee or an employee's spouse is considered a death for purposes of this policy.

If additional bereavement time is required or the death does not involve an immediate family member, the employee may request to use any accrued and unused PTO, approval for which will be subject to the Company's operational needs. If the employee does not have any accrued and unused PTO, HMT may, at its sole discretion, grant unpaid time off. Employees may be required to present a death certificate or other appropriate documentation upon returning to work.

7.4 Time Off to Vote

Employees are encouraged to take advantage of polling hours prior to and after work. Employees who are unable to schedule a time to vote during non-working hours should contact a supervisor as soon as possible to request time off. Any time off that is granted to non-exempt (hourly) employees will be unpaid. However, employees may request to use any accrued and unused PTO.

7.5 Military Leave

Employees who require time off to fulfill military duties will be treated in accordance with applicable federal and state law. Employees who require time off to fulfill military duties must provide a copy of their orders to their supervisor and the HR Department as soon as practicable.

7.6 Medical Leave of Absence

Eligibility

With the exception of leave for on-the-job injuries, employees who have been employed by the Company for at least one (1) year may apply for a medical leave of absence for treatment of their own serious health condition or for the serious health condition of an immediate family member (spouse, child, grandchild, brother, sister, brother-in-law, sister-in-law, grandparents, parents, parents-in-law or grandparents-in-law). Employees with on-the-job injuries or illnesses may apply for medical leave immediately after hire.

Medical leave is limited to a maximum of eight (8) weeks during a "rolling" 12-month period. Medical leave must be taken on a continuous basis and may not be taken on an intermittent or reduced work schedule basis except where medically necessary for absences due to a job-related injury or illness.

Medical Certifications

Employees may be required to provide an initial medical certification from their healthcare provider prior to commencing a medical leave of absence and upon any request for a certification or recertification thereafter. If HMT has reason to doubt the validity of the medical certification, it may require (at its expense) that the employee obtain a second opinion from a healthcare provider designated by HMT. If there is a conflict between the first and second opinions, HMT may also require (at its expense) a third opinion by a healthcare provider designated jointly by HMT and the employee. The opinion rendered by the third healthcare provider is final.

Prior to reinstatement from medical leave, employees may be required to submit to HMT a medical certification confirming their ability to perform their essential job functions, with or without reasonable accommodation.

Benefits During Medical Leave

Employees who have accrued and unused PTO at the time the leave commences must use these paid benefits until exhausted. The remainder of the medical leave is unpaid. The use of paid benefits will not extend the duration of medical leave.

Coverage under the Company's insurance plans, if any, will remain in effect if the employee pays the premium amount determined by HMT and the leave does not exceed any active employment status requirements in the Company's insurance plan documents. Premiums may be paid through payroll deductions or other arrangements approved by the Company. Employees who fail to pay premiums during their medical leave or whose absence renders them ineligible for continued coverage under the Company's insurance plans will be dropped from coverage and may be required to re-qualify for health coverage, if reinstated, or use any available COBRA benefits.

Secondary Employment During Medical Leave

Employees on medical leave may continue any pre-existing secondary, or "moonlighting," employment if: (i) the employee notifies the Company of the other employment upon commencement of medical leave; (ii) the other employment does not involve job duties the employee is restricted from performing for HMT; (iii) the employee does not perform job duties which exceed any medical restrictions; (iv) the employee does not engage in other employment during his/her scheduled working hours with HMT; and (v) the employee otherwise complies with the Company's Outside Employment Policy. Employees may not commence any secondary employment while on a medical leave of absence.

Reinstatement from Medical Leave

An employee's reinstatement from medical leave is subject to the Company's personnel requirements at the time the employee seeks reinstatement and can resume work. Employees are not guaranteed reinstatement to work or placement in their former or alternate positions or work schedules. Unless leave is extended under the Company's Extended Leave Policy or as a reasonable accommodation under the Americans with Disabilities Act ("ADA"), employees who do not request reinstatement and return to work on or before expiration of their medical leave will be dismissed from employment. Employees who are medically released (full or partial) must report to work by the next working day and may be required to submit a return-to-work medical certification demonstrating their ability to perform their essential job functions of their position, with or without reasonable accommodation.

If an employee's former position is not vacant, the employee's services are no longer needed or desired, or the employee cannot perform his/her essential job functions (with or without reasonable accommodation), HMT may consider the employee, along with any other qualified candidates (internal and external), for vacant positions for which, in the Company's opinion, the employee is qualified. The most qualified candidate will be selected for the position. Employees who accept an alternate position offered by HMT will be subject to the pay, benefits, and work schedule of that position.

If no positions are vacant for which the employee is qualified, the employee's services are no longer needed or desired, the employee is not selected for an alternate position, or the employee refuses the first position offered by the Company, he/she will be dismissed from employment. Employees dismissed under this policy are eligible to apply for future employment with HMT.

7.7 Maternity Leave

Eligibility Requirements

Employees who have worked with HMT for at least one (1) year of uninterrupted, full-time employment may be eligible for up to twelve (12) weeks of unpaid leave for the birth of a child. Maternity leave must be taken on a continuous basis and may not be taken on an intermittent or reduced work schedule basis.

Benefits During Maternity Leave

Employees who have accrued and unused PTO at the time the leave commences must use these paid benefits until exhausted. The remainder of the maternity leave is unpaid. The use of paid benefits will not extend the duration of a maternity leave.

Coverage under the Company's insurance plans, if any, will remain in effect if the employee pays the premium amount determined by HMT and the leave does exceed any active employment status requirements in the Company's insurance plan documents. Premiums may be paid through payroll deductions or other arrangements approved by the Company. Employees who fail to pay premiums during their medical leave or whose absence renders them ineligible for continued coverage under the Company's insurance plans will be dropped from coverage and may be required to re-qualify for health coverage, if reinstated.

Premium Payment During Maternity Leave

Employees are required to pay premiums for health benefits for spouse, children and family coverage, and premiums for voluntary benefits (dental, Colonial, etc.). This payment can be made in full prior to the employee taking their maternity leave, or a payment plan can be arranged on a case by case basis. If a payment plan is desired, employee shall indicate their desire to the HR Director who will notify the owners of this intention. A re-payment plan will be signed off by owners and employee prior to employee leaving on maternity leave. If an employee does not return following their leave, per re-payment plan, they will still be obligated to pay the benefits covered by HMT while employee was on leave. Employees who fail to make re-payment as agreed upon will be dropped from coverage and may be required to re-qualify for health coverage, if reinstated.

Secondary Employment During Maternity Leave

Employees on maternity leave may **not** continue or commence any pre-existing secondary, or "moonlighting," employment.

Reinstatement from Maternity Leave

Reinstatement from maternity leave of absence will be handled under the terms that apply to medical leaves of absence. Employees are not guaranteed reinstatement to work or placement in their former or alternate positions. Employees who are not reinstated will be dismissed from employment. Employees dismissed under this policy are eligible to apply for future employment with HMT.

7.8 Personal Leave of Absence

Eligibility

Employees who have worked with HMT for at least six (6) months of uninterrupted, full-time employment and who do not qualify for medical leave may be eligible for up to two (2) weeks of unpaid personal leave during a "rolling" 12 month period. Requests for personal leave will be considered on a case-by-case basis and will depend upon such factors as the Company's workload, operational needs, and the employee's performance, disciplinary history, length of employment, attendance record, and any other factors deemed relevant to the Company's determination.

Employees will not be granted personal leave until they have exhausted all of their accrued and unused PTO. Personal leave is not for the purpose of, or to be used as, an extension of medical leave. Rather, it may only be used, if granted, when medical leave is inapplicable or otherwise unavailable to the employee.

Benefits During Personal Leave

Employees who have accrued and unused PTO at the time the leave commences must use these paid benefits until exhausted. The remainder of the personal leave is unpaid. The use of paid benefits will not extend the duration of personal leave.

Coverage under the Company's insurance plan, if any, will remain in effect if the employee timely pays the premium amount determined by HMT and the leave does not exceed any active employment status requirements in the Company's insurance plan documents. Premiums may be paid through payroll deductions or other arrangements approved by the Company. Employees who fail to pay the premiums during their leave or whose absence renders them ineligible for continued coverage under the Company's insurance plan will be dropped from coverage and may be required to re-qualify for health coverage, if reinstated.

Secondary Employment During Personal Leave

Employees on personal leave may continue any pre-existing secondary, or "moonlighting," employment in accordance with the limitations set forth in the Company's Medical Leave and Outside Employment policies but may not commence any secondary employment while on a personal leave of absence, or anything that competes with HMT.

Reinstatement from Personal Leave

Reinstatement from a personal leave of absence will be handled under the terms that apply to medical leaves of absence. Employees are not guaranteed reinstatement to work or placement in their former or alternate positions. Employees who are not reinstated will be dismissed from employment. Employees dismissed under this policy are eligible to apply for future employment with HMT.

7.9 Extended Leave

Eligibility

Employees may qualify for up to two (2) weeks of extended leave during a "rolling" 12 month period for treatment of their own serious health condition, whether occurring on-the-job or off-the-job, after exhaustion of a medical or personal leave of absence. Extended leave must be taken on a continuous time period and may not be taken in intermittent periods or on a reduced work schedule except where medically necessary for leaves due to a job-related injury or illness.

Medical Certifications

Employees may be required to provide a medical certification from their healthcare provider under the procedures required for medical leave. Prior to reinstatement from extended leave, employees must provide the Company with a written return-to-work statement from their treating physician(s) certifying that they are able to perform their essential job functions, with or without reasonable accommodation.

Benefits During Extended Leave

If an employee has accrued and unused PTO at the time leave commences, he/she must use these paid benefits until exhausted. The remainder of extended leave is unpaid. The use of paid benefits will not extend the duration of extended leave. Employees may not receive more than one hundred percent (100%) of their regular weekly compensation through the use of any single or combined paid benefits.

Coverage under the Company's insurance plan will remain in effect if the employee timely pays the premium amount determined by HMT and the leave does not extend beyond the time period set forth in the Company's insurance plan documents. Premiums may be paid through payroll

deductions or other arrangements approved by the Company. Employees who fail to pay the premiums during their leave or whose absence renders them ineligible for continued coverage under the Company's insurance plan will be dropped from coverage and may be required to re-qualify for health coverage if reinstated to employment.

Secondary Employment During Extended Leave

Employees on extended leave may continue any pre-existing secondary, or "moonlighting," employment while on leave in accordance with the limitations set forth in the Company's Medical Leave and Outside Employment policies. However, employees may not commence any secondary employment while on an extended leave of absence.

Reinstatement from Extended Leave

Reinstatement from extended leave will be handled under the terms that apply to medical leaves of absence. Employees are not guaranteed reinstatement or placement in their former or alternate positions. Employees who are not reinstated on or before the expiration of their extended leave will be dismissed from employment unless the employee requests and is granted an extension of leave as a reasonable accommodation under the ADA. Employees so terminated are eligible to apply for future employment.

7.10 Catastrophic Leave

Eligibility

HMT understands that extraordinary or catastrophic personal and medical situations may require a leave of absence in excess of the maximum eleven (11) weeks, fifteen (15) weeks, or five (5) weeks of leave permitted under the Company's policies or for a situation that is not covered by those policies. If this unusual event occurs, HMT will address each situation on a case-by-case basis. A catastrophic leave of absence will be granted only for serious situations that cannot be effectively addressed in any other manner and that are of such an unusual or catastrophic nature as to warrant special consideration. The length of any approved catastrophic leave will depend upon the situation, employee job performance, length of the employee's service, workload/needs, and any other factors determined by HMT to be relevant.

Benefits During Catastrophic Leave

If an employee has accrued and unused PTO at the time the leave commences, he/she must use these paid benefits until exhausted. The remainder of catastrophic leave will be unpaid. Coverage under the Company's insurance plan will remain in effect if the employee timely pays the premium amount determined by HMT and the leave does not extend beyond the time period set forth in the Company's insurance plan documents. Premiums may be paid through payroll deductions or other arrangements approved by the Company. Employees who fail to pay the premiums during their leave or whose absence renders them ineligible for continued coverage under the Company's insurance plan will be dropped from coverage and may be required to re-qualify for health coverage if reinstated to employment.

Secondary Employment During Catastrophic Leave

Employees on catastrophic leave may continue any pre-existing secondary, or "moonlighting," employment while on leave in accordance with the limitations set forth in the Company's Medical Leave and Outside Employment policies but may not commence any secondary employment while on a catastrophic leave of absence.

Reinstatement from Catastrophic Leave

Employees are not guaranteed reinstatement from catastrophic leave. However, HMT will attempt to reinstate employees to their former position or an alternate position for which they are qualified. If an employee does not request reinstatement on or before the expiration of leave, if no positions are available, or if an employee rejects the first position offered by HMT, the employee will be terminated from employment. Employees so terminated are eligible to apply for future employment.

7.11 Limitations on Leave

With the exception of military, and catastrophic leave, employees may combine the amount of leave permitted under the Company's leave policies for a maximum of eleven (11) weeks if medical leave is taken, fifteen (15) weeks if maternity leave is taken, or five (5) weeks if personal leave is taken, within a "rolling" 12-month period, regardless of the basis for leave. Thus, the total for all combined leaves may not exceed eleven (11), fifteen (15), or five (5) weeks, respectively, within a "rolling" 12-month period unless an employee applies for and is granted an extension of leave under the ADA.

8. Employee Responsibilities

8.0 Attendance and Punctuality

Approved and Unapproved Absences and Tardiness

Employees are expected to be at work for every scheduled workday, for their entire scheduled shift, and for any required or requested post-shift work or overtime. All absences are considered to be unexcused unless prior approval is obtained from the employee's supervisor, is excused under the Company's policies, or is required by law. Unapproved absences include tardiness, leaving before shift end, early leaving or late returning from lunch/break, and any other lost time occurrence.

Proper Notice

Employees who are absent or who will be late to work or returning from lunch must personally inform their immediate supervisor as far in advance as possible, but no later than thirty (30) minutes prior to their scheduled start time, unless such notice is not feasible due to circumstances beyond the employee's control.

Notice to a supervisor does not include leaving a voice mail, through a third person or any other message, but can be through sending an e-mail or text message. Notice should also include the day and/or time the employee anticipates returning to work. Employees who are absent for more than one (1) day are required to notify their supervisor each day of their absence unless placed on an approved leave of absence. Employees may also be required to present a doctor's note upon returning to work from any absence. Failure to give proper notice or present a requested doctor's note may result in disciplinary action, up to and including immediate termination of employment.

Excessive Absences or Tardiness

Employees who experience excessive unapproved absences or tardiness may be subject to disciplinary action, up to and including immediate termination of employment. However, HMT reserves the right to terminate an employee for any unapproved absence or tardy without prior warning. Circumstances warranting immediate dismissal include, without limitation: leaving without notice or job abandonment; when a pattern of absenteeism or tardiness has developed; when employee is recorded time not worked on their timesheet; when the absence or tardy occurs under suspicious circumstances; when the absence occurs after a request for PTO has been denied; when the absence occurs immediately before or after a holiday, approved absence, or approved PTO; or when the employee has been informed that his/her presence at work (whether regularly scheduled or overtime) is especially important because of operational contingencies or customer needs.

Job Abandonment and Voluntary Resignation

An absence of two (2) or more consecutive scheduled workdays without proper notice may be considered a voluntary resignation, pursuant to which the employee's employment will be terminated for "no call/no show." Walking off the job without prior approval will also be considered a voluntary resignation, and the employee will be terminated from employment for "job abandonment."

8.1 Attire and Personal Appearance

Employees are expected to dress appropriately for their position and in a manner that helps to ensure the safe performance of their duties. A business-like appearance that includes good grooming and appropriate dress reflects employee pride, inspires customer confidence, and is essential to projecting the Company's professional image. Although it is impossible and undesirable to establish an absolute dress and appearance code, HMT will apply a reasonable and professional workplace standard to

individuals on a case-by-case basis. All employees are asked to remove facial piercings or place clear plugs into visible piercings.

Appropriate Attire – Field Personnel

HMT Employees who are working in the field full time are required to come prepared for the elements. Each employee must provide and wear clothing and footwear that provide adequate protection. Work clothing should offer protection from the sun's rays, heat, cold and vegetation. Wear clothing that will help keep you from being injured or diverted from safely performing the job at hand. As you are representing HMT to our client base on a daily basis, it is important that you present yourself as a professional. T-Shirts with offensive messages or other images (Ex. visible tattoos which are offensive) will not be permitted. Field employees can wear the HMT Mission T-Shirt, HMT polos and jeans any day of the week. Jeans with holes or frays are not permitted.

Appropriate Attire – Office Personnel

Office staff are expected to come to work dressed professionally daily. Items not permissible for office personnel to wear daily are: shorts or t-shirts. T-shirts and jeans can be worn on Casual Friday, unless employee is meeting with a client. When meeting clients, business dress guidelines must be observed. T-Shirts with offensive messages or other images (Ex. visible tattoos which are offensive) will not be permitted. Male office employees are asked to remove earrings or place clear plugs into visible piercings. Office Personnel who have the primary job function of working on AutoCad programs are permitted to wear jeans daily with shirt tucked to maintain a professional appearance. Jeans with holes or frays are not permitted.

Casual Friday

Employees may wear "casual" attire on Fridays of each week, except during times when casual days will be suspended or when meeting with a client. Casual attire does not mean employees may look sloppy or unprofessional, as all employees shall look professional at all times.

Policy Violations

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she make take corrective action and require the employee to leave the work area without pay and make the necessary changes to comply with this policy.

Employees who report to work in improper or inappropriate attire or who do not otherwise observe the above guidelines may be sent home without pay to change. Repeated violations of this policy may result in disciplinary action, up to and including immediate termination of employment. Questions regarding proper attire should be directed to the HR Department.

8.2 Bonding, Licensing, and Certification

Employees are responsible for obtaining and maintaining any bonds, licenses, or other certifications that are required by HMT or otherwise needed to perform their job duties.

Any change in the employee's status must be reported to the employee's supervisor. If an employee fails to maintain a required bond, license, or other certification, his/her employment will be subject to review and possible termination.

If testing for new certifications that apply to role at HMT and approved prior to testing by employee's supervisor, employee will be reimbursed by HMT upon employee showing proof of passing their certification exam. Reimbursement will be reviewed and approved on a case-by-case basis.

8.3 Cellular Phones and Electronic Devices

Use of Electronic Devices

Employees may not use communication, audiovisual, or other electronic devices, such as cell phones, radios, headphones, audio recorders, televisions, iPods, etc. during working time or in working areas when doing so may present a safety risk, disrupt or distract others, or interfere with customer service. HMT reserves the right to prohibit the use of any communication or audiovisual device and/or remove it from the property whenever it deems necessary for business or other reasons. HMT assumes no responsibility for personal property that is damaged, lost, or stolen while at work.

Cellular Phones, Camera Phones, Cameras, and Recording Devices

Employees are asked to minimize personal phone calls or send/receive text messages on their personal cell phones while at work unless at lunch, on break, during an emergency, or authorized by a supervisor for a genuine emergency or legitimate, extenuating circumstance. Employees may not leave the workplace to make personal calls without their immediate supervisor's permission.

HMT will have events where photographs of staff and their families can be taken. If employee does not wish to be included in company materials, employee is to provide a written statement to the HR Department requesting their photos are not used in company materials, including but not limited to: HMT's website, Facebooks page, yearbook, slideshow, etc., employee agrees to have their photo taken and used by HMT.

Employees are not permitted to take pictures of HMT propriety materials. Further, employees may not record another employee or customer at any time with a tape recorder, digital recording device, or any other recording apparatus without prior authorization. Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Cellular Phones and Driving

Employees must adhere to all federal, state, and local rules and regulations regarding the use of cell phones while driving. Employees who are charged with traffic violations or involved in accidents resulting from the use of a cell phone while driving will be solely responsible for any resulting fines, damage, or injuries.

Any employee who must use a cell phone while driving must first find a proper parking space or use a hands free device. Generally stopping on the side of the road is not acceptable unless there is a genuine emergency. At no time may employees engage in "texting," send e-mails, or otherwise engage in non-verbal communication with mobile devices while driving.

It is not the Company's responsibility to monitor employee usage of cell phones while driving, nor does HMT have any business need for employees to use cell phones in violation of this policy. HMT does not condone the inappropriate use of cell phones while operating a motor vehicle and will not be responsible for any accidents or other incidents caused by using a cell phone while driving.

Company Issued Cellular Phones

Company issued cellular telephones are only to be used for fulfilling business responsibilities. No company provided cellular telephone or devices are to be used for personal reasons; employees are prohibited from incurring any fees or charges as a result of personal or unauthorized use of company-provided cellular telephone and subsequently billing those fees and charges to the company. If cellular telephone, accessory and/or service fees or charges result from personal or unauthorized use of company-provided equipment, the employee is responsible for making payment for those fees and charges and any related billing costs.

Employees shall refrain from downloading additional software and services, including games and other messaging services, to company provided cellular telephones.

No employee may connect, dock or otherwise synchronize any unapproved cellular telephone or other device, whether owned personally by the employee or provided by the company, with any company computer, laptop, server, system or network. Modified devices may be wiped and set to the default configuration at the discretion of the company.

Employees issued company-provided cellular telephones are responsible for the security of those devices. Employees are required to lock their cellular telephones and to have automatic locking enabled on the device. Employees are to keep the devices on their person at all times when traveling for work. Employees are responsible for replacing lost, stolen and damaged cellular telephones. All company provided cellular telephones and accessories remain the property of the company.

No sensitive, proprietary or confidential information is to be stored on cellular telephones at any time. In the event a company-provided cellular telephone is lost, stolen or misplaced, your supervisor and HR Department should be notified immediately.

Any violation of the Company Issued Cellular Phone Policy must be immediately reported to the HR Department.

Violating the Company Issued Cellular Phone Policy, or any of its tenets, could result in disciplinary action leading up to and including termination of employment.

8.4 Company Bulletin Boards

HMT maintains bulletin boards throughout its facilities for the exclusive purpose of posting notices from the Company to employees. Important company information, including notices regarding policy changes, may be displayed on these bulletin boards and should be regularly consulted. Federal, state, and local government notices regarding employment regulations and information may also be posted on or near these boards. It is each employee's responsibility to read the information posted. Employees are not permitted to place notices on company bulletin boards for any reason and may not remove and/or alter any company notices.

8.5 Company Image

Employees may not engage in any activity, on or off the job, which detrimentally impacts the Company's reputation in the community. Employees who engage in, or are associated with, any activity or event that poorly reflects on the Company's image, subjects HMT to public ridicule or embarrassment, or that may otherwise tarnish the Company's business reputation will be subject to disciplinary action, up to and including immediate termination of employment.

8.6 Company Vehicles

Only authorized employees may use the Company's vehicles. Company vehicles may not be loaned to or used by an employee's relatives or friends or another employee.

Employees must hold a valid Texas driver's license for the class of vehicle they are driving, and all drivers must be approved by the Company's insurance carrier. Periodic reviews of applicable driving records may be conducted. Failure to pass this review may result in losing eligibility to drive a company vehicle. Any employee whose duties include the operation of a company vehicle and who becomes uninsurable under the Company's liability policy will be considered to have an unacceptable driving record, and his/her continued employment will be subject to review and possible termination.

The following rules must also be followed by all approved drivers at all times. Failure to do so may result in disciplinary action, up to and including immediate termination of employment.

- Vehicles are to be kept clean and presentable at all times.
- Damage to a company vehicle must be immediately reported to your supervisor.
- Employees who are involved in an accident while operating a company vehicle must report the accident to their supervisor as immediately as possible while maintaining the safety of all involved and no later than within twenty-four (24) hours.
- Employees who are involved in an accident involving a third-party while operating a company vehicle must call a police officer to the scene of the accident and report the accident to their supervisor and HR Director as immediately as possible while maintaining the safety of all involved and no later than within twenty-four (24) hours.
- Employees must adhere to all moving vehicle laws and ordinances and all TDLR rules and regulations, to include all posted speeding laws or property rules. Employees who receive a moving violation while operating a company vehicle will be solely responsible for paying any fine or penalty.
- Employees must adhere to all customer property parking rules and regulations.
- **All passengers, including driver, in company vehicles must wear their seatbelts.**
- Under no circumstances may alcohol be consumed in a company vehicle, nor may a company vehicle be driven by an employee who is under the influence of alcohol or a controlled substance.
- Only pre-approved passengers may ride in company vehicles.
- Employees must comply with the Company's Cellular Phones and Driving policy.
- Misappropriation of fuel, to include purchasing fuel for non-employees or for a non-business purpose, will be considered theft of company resources and result in immediate termination of employment.
- Employees will be responsible for any fines, moving violations, or parking violations.

Any employee whose duties include the operation of a company vehicle and who is convicted of a D.W.I./D.U.I. or any other serious moving violation, or whose license or driving privilege/permit is suspended, will be considered to have an unacceptable driving record, and his/her continued employment will be subject to review and possible termination. Employees must notify their supervisor and HR Department of any change to their driving record or driving status immediately and no later within seventy-two (72) hours. HMT will hold employees liable for accidents related to negligent behavior.

8.7 Confidentiality and Proprietary Information

During the course of their employment, employees may be entrusted with or acquire confidential company information. Employees are prohibited from disclosing confidential company information, which includes but is not limited to information regarding the Company's operations, financial information, pricing, databases, business negotiations or processes, marketing/sales/business strategies, special projects, customer lists, customer information, passwords, and any other information that may constitute trade secrets, affect the Company's business or competitive advantage if disclosed to a third party, or that HMT considers confidential or proprietary. Such information is to be handled in strict confidence and is not to be discussed with or disclosed to anyone outside of HMT. It is a condition of employment that employees not disclose this information to third parties during or after employment. Disclosure of the Company's confidential information at any time (including after employment has ended) without express written approval is prohibited.

Information gathered during customer conversations and meetings is confidential and proprietary and may not be discussed with any third party. Similarly, all work performed for HMT remains company property and may not be reproduced or used in any way without the express written permission of the owners.

Certain information such as customer names, social security numbers, personal information, and other sensitive information may be legally protected, should never be disclosed to third parties, and should only be disclosed to individuals with a specific need to know. Breaches of this information may be considered unlawful, could result in fines, arrest, and may result in disciplinary action, up to and including immediate termination of employment.

Employees who are responsible for, or have access to, confidential information are required to keep that information secure at all times. At the end of the workday, employees must file or otherwise dispose of confidential information in an appropriate manner. Business-related documents should not be taken to an employee's home or other location. Passwords and company keys should not be shared with anyone who does not have a need to know or for legitimate access. Employees who leave confidential information unattended, do not properly store confidential information at the end of the day, disclose confidential information to an unauthorized person, or otherwise fail to protect the Company's confidential information will be subject to disciplinary action, up to and including immediate termination of employment.

Employees who separate from employment for any reason, whether voluntary or involuntary, must immediately return any confidential and proprietary information to HMT. Former employees who disclose or use the Company's confidential and proprietary information may be subject to legal action, including injunctive relief and attorneys' fees.

Employees who receive requests for information from third parties and are unsure whether something is confidential should check with their supervisor before releasing any information.

8.8 Conflicts of Interest and Code of Ethics

All HMT employees must ethically deal with employees, customers, suppliers, vendors, and the community. Ethical behavior goes beyond legal requirements. It means honesty, integrity, and social responsibility. The Company's commitment to integrity means that all employees must strive to eliminate unethical conduct, conflicts of interest, or any appearance of a conflict of interest and must obey the law, respect each other, be honest and responsible, and use good judgment. Examples of conduct that violates this policy include, without limitation:

- Engaging in any business arrangements with an HMT customer;
- Requesting or accepting any gifts, favors, or money from, or giving any gifts, favors, or money to any competitor, customer, vendor, or supplier, with the exception of gifts given by HMT for business development purposes and approved in advance by one of the owners; and
- Using, directly or indirectly, the Company's funds, assets, or other resources for any unlawful goal or purpose, or in violation of the Company's policies.

It is not possible to address every ethical concern that employees may face. When in doubt, the test is whether the conduct in question is likely to benefit an employee's personal interest to the Company's detriment. Employees must not use their position with HMT for personal gain.

Gifts, Entertainment, and Other Gratuities

These guidelines on "gifts and entertainment" apply to anything given as a result of a business relationship, and for which the recipient does not pay fair market value. This definition includes such things as meals and beverages, travel and accommodation for business or vacation, tickets to

sporting or cultural events, discounts not available to the general public, cash, art objects, and any other merchandise or services. These guidelines apply at all times and do not change during traditional gift-giving seasons or during the planning of a company event.

Business gifts and entertainment are courtesies designed to build goodwill among business partners. However, a problem arises when they begin to compromise—or even appear to compromise—the ability to make objective and fair business decisions. Accordingly, employees may not accept gifts and gratuities that are designed to, or appear to be offered for the purpose of, improperly influencing a business decision. Employees who have questions regarding the propriety of a proposed gift should contact one of the owners.

Conflicts of Interest

Employees may not have a financial interest in, or perform services for, or borrow money from any supplier, customer, vendor, or competitor of HMT (other than insubstantial share holdings of a publicly held company). Employees may not solicit suppliers, customers, or other HMT business associates to buy goods or services from any business enterprise in which an employee has a financial interest. These prohibitions also apply to the employee's immediate family. Employees who have questions regarding an actual or potential conflict of interest, may contact one of the owners.

Political Activities and Donations

No company asset may be used to bribe or improperly influence the decision of any governmental employee or official. Further, employees may not engage in any of the following activities without the owners' prior approval:

- Provide gifts, entertainment, or other gratuities to a government official or candidate for public office on behalf of HMT;
- Make donations to a political party or candidate for public office on behalf of HMT;
- Use his/her position with HMT to seek support for a candidate or political party; or
- Engage in lobbying on behalf of HMT.

Any employee who violates this policy will be subject to immediate termination from employment.

Government Inquiries

Employees may not make false or misleading statements to any federal, state, or local government official. Employees who receive an inquiry, subpoena, or other legal document regarding HMT from a governmental agency must immediately notify one of the owners.

8.9 Customer Relations

All employees must be courteous and respectful to all prospective, current, and past customers, whether individuals, governmental entities, builders, general contractors, or any other business, with whom HMT does business. These obligations include, but are not limited to:

- Addressing customers in a pleasant and respectful manner;
- Promptly responding to customer inquiries and needs;
- Taking ownership of, and pride in, the duties performed for the Company and its customers;
- Referring customer service issues to the appropriate company authority for immediate resolution; and

- Respecting and observing the rules and procedures set by property managers and customers when on their property, to include smoking or other rules.

Failure to observe these guidelines may result in disciplinary action, up to and including immediate termination of employment.

8.10 Damage to Property

HMT has made a tremendous investment in its buildings, vehicles, and equipment in order to better serve its customers and for the convenience and comfort of its employees. Deliberate or careless damage to HMT, co-worker, or customer property will not be tolerated and may result in disciplinary action, up to and including immediate termination of employment.

Employees may be required to replace any company property assigned to them that is lost, stolen, abused, or damaged. Alternatively, the employee may be required to reimburse the Company for the cost of replacement.

8.11 Employee Monitoring

GPS Tracking and Employee Monitoring

HMT property is equipped with a Global Positioning System ("GPS") that monitors the location of company equipment with precision and regularity. These GPS systems are installed in company property to enhance the security and productivity by enabling HMT to monitor the location of its property and the employees assigned to use those vehicles. The Company may track the employee's usage of its property, including but not limited to use of its computers, telephones, electronic equipment, vehicles, and other property. By using any of the Company's equipment, employees consent to monitoring and review of the information obtained by the Company through GPS tracking and monitoring. Further, employees who are discovered to have used the Company's equipment for any unauthorized purpose may be subject to disciplinary action, up to and including immediate termination of employment.

No Expectation of Privacy

To ensure that the use of company property is consistent with the Company's legitimate business interests, HMT reserves the right to monitor its property and employee use of it. Thus, **employees should have no expectation of privacy in their use of company equipment.** Employees who use company equipment for any unauthorized purpose may be subject to disciplinary action, up to and including immediate termination of employment.

8.12 Employment of Relatives

Relatives of employees may participate in all pre-employment selection activities. However, if relatives of current employees are employed, the following conditions will apply:

- Unless there is full prior disclosure and company approval, employees may be prohibited from directly or indirectly supervising the work of a relative.
- Unless there is full prior disclosure and company approval, employee transfer/movement may not be allowed when an actual or possible supervisory/subordinate relationship between relatives may result and/or when such a relationship may or does, in the Company's sole discretion, create a conflict of interest.
- If a change in family status occurs (marriage, etc.) that causes a conflict with this policy, HMT may, in its sole discretion, give the involved individual(s) a reasonable amount of time to resolve the situation on their own before any action is taken by HMT. However, HMT may take action sooner to address business needs or concerns.

- When addressing a conflict in this policy, HMT will base its decision on its legitimate business requirements and in its sole discretion.

For the purpose of this policy, relatives are defined as a spouse, parent, child, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, cousin, and any other relative who resides in the employee's home. Relatives also include all "in-law," "half," and "step" relationships.

8.13 Fraud, Dishonesty, and False Statements

No employee or applicant may falsify any application, invoice, paperwork, time record, or other document. Any employee who falsifies any company or company-related document will be subject to disciplinary action, up to and including immediate termination of employment.

8.14 Insubordination and Attitude

Everyone has duties to perform and everyone, including supervisors, must follow directions from someone. It is against company policy for an employee to refuse to follow the lawful directions of a supervisor, treat a supervisor or individual in a position of authority in an insubordinate or disrespectful manner, or be uncooperative in carrying out a supervisor's instructions.

Employees are also expected to treat one another with respect and to display a positive, team-oriented attitude that fosters collaboration. Employees who display a negative attitude detrimentally impact the ability of other employees to perform their job duties and, ultimately, the service they provide. Accordingly, employees who treat any employee, customer, or other individual with disrespect or who display a negative attitude may be subject to disciplinary action, up to and including immediate termination of employment. Employees who have concerns or experience workplace problems should use the Company's policies for reporting them to the appropriate individuals.

8.15 Key Control

After completing your Introduction Period, employees will be assigned a building key and security code for their assigned building. Employees must exercise extreme caution when caring for any keys that are entrusted to them. Employees are prohibited from making copies of any issued keys without the Company's express authorization. Employees who have been issued keys are responsible for them. Lost keys must be immediately reported to the HR Department. Further, all keys must be returned to the HR Department upon separation from employment for any reason and prior to beginning any leave of absence.

8.16 Mandatory Meetings

Employees must attend all mandatory meetings, even if not during their scheduled work hours. Exceptions for attendance at mandatory meetings may only be made with a supervisor's prior approval and in advance of the scheduled meeting. Failure to attend a mandatory meeting without prior approval or after providing insufficient notice may result in disciplinary action, up to and including immediate termination of employment.

8.17 Media Communication

Employees may not release information to the news media about HMT, its employees, or its customers. Employees must direct all media requests or requests for public statements to one of the owners.

8.18 Non-Fraternization

HMT desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale problems that can result

from romantic or personal relationships among employees. Accordingly, supervisors are prohibited from dating or becoming romantically involved with any employee or from engaging in platonic relationships that may create the appearance of, or potential for, favoritism. Further, all employees are prohibited from dating or becoming romantically involved with other employees when, in the Company's opinion, their personal relationship may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

Any employee who is romantically involved with another employee should immediately and fully disclose the relevant circumstances to the HR Department so that a determination can be made as to whether the relationship violates this policy. If a violation is found, HMT may take whatever action it deems necessary, in its sole discretion and according to the circumstances. Failure to disclose a relationship under this policy may result in disciplinary action, up to and including immediate termination of employment.

Employees should also remember that HMT strictly prohibits harassment of any kind, including sexual harassment. Accordingly, employees who engage in or terminate romantic relationships with co-workers may not engage in any conduct prohibited by the Company's Policy Preventing Harassment in the Workplace.

8.19 Off-Duty Social and Recreational Activities

HMT may occasionally sponsor non-work related social or recreational activities for its employees, vendors, customers, or other business partners. Employee attendance at these events is completely voluntary and is not work-related. Neither HMT nor its insurer will be liable for any injury that arises from an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's regular work-related duties.

8.20 Off-Duty Use of Facilities

Employees are prohibited from being on the Company's premises or making use of company facilities, property, or equipment while not on duty unless prior approval is obtained from your supervisor. Any off-duty or personal use of company facilities, property, or equipment is completely voluntary, is not work-related and employee will not receive compensation for this time. Employee is not to input time in their timesheet for off-duty or personal use of company facilities, property or equipment. Neither HMT nor its insurers will be liable for any injury that arises out of an employee's voluntary presence on the Company's premises or personal use of company facilities, property, or equipment.

8.21 Outside Employment

Employees may have outside employment only if it does not interfere with their job duties and performance with HMT, divide their loyalty, or allow the possibility of a conflict of interest. Specifically, outside employment is permitted only if does not:

- Infringe on the time or attention that should be devoted to the employee's duties with HMT;
- Adversely affect work performance;
- Compete with HMT;
- Involve the use of the Company's equipment, supplies, or facilities;
- Imply the support of HMT on behalf of the outside employment or organization; or
- Adversely affect the Company's reputation.

Employees must avoid outside employment that is made available because of the employee's position with HMT or that otherwise creates an actual or potential conflict of interest with HMT, as determined in the Company's sole discretion.

8.22 Parking and Driving on Company Property

Main Office Location

HMT has convenient parking on its property, which are assigned spaces. Employees are permitted to park along Seguin Ave., Zink St., and the Zink St. County parking lot, but Employees park at their own risk. HMT assumes no liability for damage or theft while on company parking lots.

Employees must leave the most convenient parking spots available to our clients; parking away from the front of the buildings.

Employees must drive safely at all times while on the Company's premises. Driving at an excessive or unsafe speed while on the Company's property may result in disciplinary action, up to and including immediate termination of employment.

Plaza Office Location

HMT has three (3) assigned spaces behind the Plaza Office Location. In this parking lot, HMT is permitted two (2) additional parking spaces for employees to park first-come, first serve. Staff is also permitted to park in the public parking located along Castel Avenue, behind the Chase Building parking lot. Staff is not permitted to park in front of the office during business hours.

Employees may not park in reserved or visitor parking and may only park in handicapped parking with appropriate authorization. Further, employees must park in spots deemed less desirable to visitors and leave the most convenient parking spots available to them.

San Antonio Office Location

Staff employed at The Fountainhead have access to the building's parking garage via a security card provided by The Fountainhead. Employees park at their own risk.

8.23 Personal Belongings and Passwords

It is the employee's responsibility to properly secure personal property. Employees are advised not to keep personal articles, especially valuables (including jewelry or money), unguarded. HMT is not responsible for the personal articles of its employees and does not assume responsibility for the loss or theft of personal belongings.

Employees may be issued locked storage areas or desks, passwords, or offices for the storage of their personal belongings and company or personal information or data. However, **the issuance of a locked area, or a password does not give rise to an expectation of privacy as to the contents of the locked or protected area or information**, and HMT reserves the right to search and inspect any company property, regardless of whether locked or password-protected. Further, HMT is not responsible if locked or password protected area is compromised.

8.24 Poor Performance

Employees are expected to make every effort to learn their job and to perform at a level satisfactory to HMT at all times. Failure to perform at a satisfactory level may lead to disciplinary action, up to and including immediate termination of employment.

8.25 Searches and Inspections

In order to protect the safety and property of the Company, employees, and customers, HMT reserves the right to search and inspect employee work areas and personal effects, such as desks, purses, packages, cabinets, motor vehicles, computers, laptops, cellular phones, and any other personal belongings brought onto company property. HMT property includes all company property, including parking areas, buildings, grounds (grass and sidewalk areas), driveways, company vehicles, personal vehicles used for company business, and all other locations where employees may conduct company business. Such searches and inspections may be conducted at the discretion of HMT without prior announcement.

By entering onto HMT property or conducting company business, employees consent to searches and inspections. Employees who refuse to cooperate and/or submit to a search or inspection; who are found to be in unauthorized possession of property belonging to HMT, co-workers, or customers; or who are in possession of contraband substances or other items prohibited by law or the Company's Workplace Violence or Drug Free Workplace and Substance Abuse policies, will be subject to disciplinary action, up to and including immediate termination of employment.

8.26 Sleeping or Inattention

Everyone needs to be fully alert while on the job in order to protect the safety of employees and customers. Sleeping, napping, dozing, lying down, or creating the appearance of sleeping while on the job, inattention, or a failure to remain alert and able to quickly respond to customer needs will **not** be tolerated.

8.27 Solicitation/Distribution

Solicitation of employees by other employees to join or contribute to any fund, organization, cause, activity, or sale is prohibited during times when either the employee being solicited or the employee doing the soliciting is on working time. Additionally, distribution of literature (including circulars and other printed material) by employees is prohibited in any working areas or while the employees distributing and/or receiving the materials are on working time. "Working time" does not include authorized lunch periods or other times when employees are not required to perform work. "Working area" includes all places where employees regularly work or conduct business. It does not include lunchrooms, break rooms or areas, or any other areas specifically set aside for non-work purposes.

Only notices from HMT may be posted in or on company premises. Solicitation or distribution of literature on HMT property by any person who is not a HMT employee is prohibited.

8.28 Telephones, Computers, Electronic Communications, and Internet

Telephones

The Company's phones are reserved for business calls. Any use of a company phone for personal calls must be kept to a minimum. Personal long-distance calls on company phones are prohibited.

Computers and Electronic Communications

All electronic and telephonic communication systems, such as computers, fax machines, e-mail, Internet access, printers, local area networks, copy machines, and all information transmitted or stored in or through these systems, including information transmitted through private web-based e-mail accounts accessed using company systems, is the property of HMT. As such, this equipment is to be used solely for job-related purposes, and HMT reserves the right to access and review the information contained therein.

No Expectation of Privacy

To ensure that the use of company equipment is consistent with the Company's legitimate business interests, HMT reserves the right to access and review information on all computer equipment, software, e-mail, telephones, Internet access logs, etc. Thus, **employees should not expect that any information stored or transmitted on this equipment is private, even if password protected or transmitted through a private web-based e-mail account.** Employees who use this equipment for an unauthorized purpose may be subject to disciplinary action, up to and including immediate termination of employment.

General Systems and Internet Use

Employees must use the Company's electronic communication systems in a manner designed to protect the equipment, customer information, and the Company's confidential and proprietary data. Accordingly, employees must comply with the following rules and procedures at all times:

- **Employee Access:** Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so. All passwords, codes, and access rights are the property of HMT, and all computer passwords must be made known to the Company. The downloading of unlicensed software is prohibited.
- **Business Use:** Company systems must be used in a professional manner and only for work-related purposes. Incidental or occasional personal use is permissible only if it does not consume more than a trivial amount of time or resources, interfere with productivity or customer service, preempt any business activity, or involve any unprofessional or prohibited activities.
- **Copyright Protection:** Employees must strictly adhere to software license agreements and copyright laws. Making unauthorized copies of licensed and copyrighted software is strictly forbidden.
- **Appropriate Content:** Employees should be courteous and respectful when sending e-mail messages. Rude or threatening messages are strictly prohibited, as are any communications that violate the Company's Equal Employment Opportunity Policy or Policy Preventing Harassment in the Workplace, such as those that display or transmit sexually explicit images or cartoons, ethnic slurs, racial comments, off-color jokes, or any other inappropriate material. Finally, employees may not personalize their e-mail signatures with quotes, sayings, motivational excerpts, or any other statements that are un-related to their position or the need to maintain confidentiality.
- **Internet Access:** Employees who have access to the Internet may use it only for appropriate business purposes. Incidental or occasional personal use is permissible if it does not consume more than a trivial amount of time or resources, interfere with productivity or customer service, preempt any business activity, or involve any unprofessional or prohibited activities. At no time may employees access inappropriate sites, such as "adult" sites, sites containing pornography, hate-group sites, etc.

Social Networking

Some employees may personally participate in social networking sites (*e.g.*, Facebook, Twitter, or LinkedIn), participate in chat rooms, create and maintain personal websites or "blogs," and/or engage in other forms of personal Internet use (collectively referred to as "social networking"). However, employees' online comments, postings, or other activities may negatively impact HMT. Accordingly, HMT requires that employees observe the following rules when participating in social networking, regardless of whether on or off duty and regardless of whether during employment or after the employment relationship ends. However, the purpose of this policy is to balance employee and the company rights to self-expression, and nothing contained in this policy prohibits employees

from engaging in lawfully protected concerted activity as that term is defined in the National Labor Relations Act.

- Any information posted on a social networking site, personal website, or the Internet must comply with the Company's policies, including without limitation the Company's Confidentiality and Proprietary Information, Conflicts of Interest, Corporate Image, and Equal Employment Opportunity policies and Policy Preventing Harassment in the Workplace. Under no circumstances may employees disclose customer information through online social networking or other Internet use.
- Any defamatory statements made by employees about HMT or its employees and customers may subject them to disciplinary action, up to and including immediate termination of employment.
- Photos of company employees and customers may be posted on social networking sites, personal websites, or the Internet.
- One of the owners must pre-approve any use of the Company's logos, trademarks, copyrighted documents, or other intellectual property on social networking sites, personal websites, or the Internet.
- Any link to the Company's website or posting of company material on social networking sites, personal websites, or the Internet must be first approved by one of the owners.
- Employees are prohibited from using company equipment or facilities to create or maintain a personal website or blog or for furtherance of non-work-related activities or relationships without an owner's express prior approval.
- Employees are prohibited from revealing confidential information, including an individual's personal information. Employees who disclose information protected by federal or state law may be subject to criminal investigation and prosecution, civil monetary penalties, and/or immediate termination of employment.
- Social networking activities may be prohibited whenever they interfere with work, disrupt customer service, or harm the Company's goodwill and reputation.

This policy applies to all social networking activities, whether occurring during or outside of working time and regardless of whether during employment or after the employment relationship ends. When confronted with a situation not expressly covered by this policy, employees must use their professional judgment and follow the most prudent course of action. Employees whose potential actions may be inconsistent with this policy should consult with one of the owners. HMT, in its sole discretion, will determine whether employee Internet use violates its policies. Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

8.29 Theft

Theft of any type will not be tolerated. Theft includes, but is not limited to:

- The unauthorized use or possession of company services or facilities;
- The taking of any company property for personal use, to include misappropriation of time or unauthorized use of the Company's fuel or credit cards;
- Use of company copy machines or computers for personal use, unless otherwise in compliance with company policy or with prior permission; or

- Removal of company property or any item purchased or supplied by HMT (including, without limitation, materials, tools, computers, and office supplies) without prior permission.

Employees who violate this policy, or who are found in unauthorized possession of company, employee, or customer property will be subject to disciplinary action, up to and including immediate termination of employment, regardless of the dollar value of the item at issue.

8.30 Tobacco and Smoking

The use of tobacco products (including cigarettes, chewing tobacco, snuff, etc.) is permitted only in authorized areas. Employees must also observe the following rules at all times:

- Employees are responsible for the appropriate disposal of cigarettes, ashes, and other tobacco residue.
- Smoking or the use of tobacco products is prohibited in any HMT vehicle.
- Tobacco product use is permitted only in designated areas during meal periods and before and after the employee's shift.
- Employees may not leave their work area for the specific purpose of using tobacco products except during meal periods or when otherwise permitted by their supervisor.

9. Performance, Discipline, and Discharge

9.0 General Rules of Conduct

Separately Published Rules of Conduct

HMT may periodically publish or issue rules of conduct or policies that are independent of this handbook, whether separately acknowledged by employees or generally issued. HMT will, in its sole discretion, resolve any conflict between this handbook, and any separately issued policy, rule, procedure, or communication.

General Rules of Conduct

Failure to observe the following rules may result in disciplinary action, up to and including immediate termination of employment:

- Intimidating, threatening, or fighting behavior, illegal possession of firearms or dangerous weapons in violation of the Company's Workplace Violence Policy, or any other violation of the Company's Workplace Violence Policy;
- Violation of the Company's Equal Employment Opportunity Policy or Policy Preventing Harassment in the Workplace;
- Use of disruptive, abusive, or verbally offensive behavior;
- Engaging in, or being associated with, on or off-duty conduct that detrimentally reflects on HMT or its reputation, creates or contributes to a distraction from the Company's business operations, or otherwise results in distraction, disharmony, or strife;
- Theft, misuse, unauthorized possession, or unauthorized removal of company, co-worker, or customer property;
- Damaging, defacing, wasting, or neglecting property belonging to HMT or others;
- Violation of the Company's Drug Free Workplace and Substance Abuse Policy;
- Negligent, reckless, or uncooperative conduct in the performance of assigned duties or a supervisor's directives;
- Insubordination, refusal to comply with a supervisor's instructions, failure to diligently perform assigned duties, failure to perform assigned work to established standards, or failure to meet performance expectations;
- Use or possession of a cell phone or other electronic device in a manner that distracts, or may distract, others;
- Misrepresenting, falsifying, or concealing company or company-related information, information regarding HMT or its customers, information relating to the employee's or another individual's employment, or any matter under review or investigation;
- Failure to adhere to the Company's Attire and Personal Appearance Policy;
- Excessive absenteeism and/or tardiness, or any absence or tardy without proper notice;
- Failure to attend a mandatory meeting;
- Engaging in conduct that creates, or may create, a conflict of interest or the appearance of a conflict of interest;

- Violation of the Company's policies regarding the use of company vehicles or failure to maintain an acceptable driving record;
- Violation of the Company's Confidentiality and Proprietary Information Policy;
- Violation of the Company's Non-Fraternization Policy;
- Violation of the Company's Solicitation/Distribution Policy;
- Inappropriate use of the Company's telephones, computers, and other electronic communications systems;
- Failure to report, or concealment of, any violation of company policy, standards of performance, or rules of conduct;
- Falsification of, or tampering with, time-keeping records or recording hours for another employee;
- Failure to conform to public laws, rules, and regulations; or
- Failure to follow any of the Company's policies and procedures, regardless of whether listed in this handbook.

This list is not exclusive or all-inclusive, and HMT reserves the right to take appropriate disciplinary action on a case-by-case basis.

9.1 Performance Evaluations

Written or verbal performance evaluations, whether formal or informal, will be conducted of all employees upon the completion of their 90-Day Introductory Period and as needed. Salary increases may be considered at that time but are not guaranteed.

The purpose of the employee performance evaluation is to determine whether the employee's performance meets the Company's performance, conduct, and attitude standards, and to establish goals to improve job performance for the future. Any employee who has not received a performance evaluation in fifteen (15) or more months should not assume that there are no problems with his/her performance. Rather, in such circumstances, the employee should contact their supervisor to determine whether an evaluation is required.

9.2 Promotions and Internal Transfers

HMT strives to inform employees of available positions. However, it is not always possible to notify all employees of, or to know which employees may be interested in, a particular position. Accordingly, employees who are aware of, and interested in, a potential opening or advancement opportunity should notify their supervisor or one of the owners.

Promotions and transfers will be granted according to such factors as operational needs; the employee's qualifications, performance, disciplinary and attendance record, tenure, and length in his/her current position; and any other factors deemed relevant by the Company in making its decision. HMT may demote, promote, or transfer employees at any time in response to company, employee, and customer needs and/or employee ability, availability, and performance. Promotions are not guaranteed. Bonuses are not guaranteed.

9.3 Disciplinary Action

The types of disciplinary action that may be issued to employees who violate the Company's policies, fail to perform according to expectations, or engage in inappropriate conduct may include oral reminder(s), written reminder(s), suspension with or without pay, and termination.

HMT is not bound to a specific order or number of disciplinary steps, as there may be instances of serious misconduct that require more formal disciplinary action or immediate termination of employment. Rather, in determining what level of discipline may be appropriate, HMT may take into consideration the following, non-exclusive factors:

- The seriousness of, and the circumstances surrounding, the employee's problem;
- The employee's prior work record and disciplinary history, regardless of whether past policy or procedural violations are similar to the conduct at issue;
- The effect on fellow employees, customers, and/or the Company's business; and
- Any other factors that are, in the Company's sole discretion, relevant to assessing the employee's problem and formulating an effective response.

9.4 Separation from Employment

HMT makes every reasonable effort to retain good employees. However, because employees may leave their employment for various reasons, the following guidelines apply:

Voluntary Resignation: Employees are requested to give at least two (2) weeks' prior written notice of any resignation. HMT reserves the right at that time to either accept the two (2) weeks' notice or immediately separate the employee. Employees who abandon their position without prior notice will be considered to have voluntarily resigned.

Involuntary Discharge: HMT reserves the right to discharge any employee at any time, with or without prior notice or cause.

Reduction in Force: A reduction in force or lay off is an involuntary separation that occurs when, in the Company's sole discretion, there is insufficient work or no longer a need for a particular position. In that event, HMT will strive to give affected employees as much notice as possible.

Exit Interviews: When an employee voluntarily resigns, HMT may schedule an exit interview. Employee input during the exit interview is vital to improving the Company's operations and personnel management. Thus, separating employees are encouraged to share their comments, recommendations, and suggestions.

Final Paychecks: Employees who voluntarily resign will receive their final paycheck on the next regularly scheduled payday. Employees who are involuntarily terminated from employment will receive their final paycheck within six (6) days of termination. All final paychecks will be net of all legally authorized deductions.

Return of Company Property: Employees who are separated from employment for any reason must immediately leave the facility after returning to HMT any and all company property. HMT reserves the right to search any personal belongings at that time to ensure that the employee has not taken any company, customer, or co-worker property, information, or data. If an employee has maintained any company property, information, or data at home or at any other non-company location, those materials must be returned to HMT within three (3) working days.

10. Safety and Security

10.0 General Safety Rules

Employees are generally responsible for being careful and using company equipment and facilities only as prescribed. Employees must also observe the following, general safety rules:

- All employees must observe, follow, and use any safety or health protection posters, first aid kits, fire extinguishers, OSHA rules and regulations, and any other safety equipment or rules.
- Employees must wear all required personal protective equipment ("PPE").
- All accidents, regardless of severity, and any damaged vehicles or equipment must be immediately reported to a supervisor or one of the owners, and first aid must be sought for all injuries, regardless of how minor.
- Employees may not falsify either the seriousness or the fact(s) of a workplace injury or property damage and must cooperate with any resulting investigation.
- Any unsafe conditions must be immediately reported to a supervisor. All working areas, floors, aisles, and passageways should be kept clean and orderly, and good housekeeping must be observed at all times.
- Any employee who feels ill or who is unable to perform his/her work must immediately report the condition to a supervisor.
- Employees must at all times wear safety shoes and any other appropriate, required, or assigned PPE. Where a client has specific requirements to be upheld, HMT staff will abide.
- Practical joking, horseplay, and inattention will not be tolerated.
- Employees may not, under any circumstances, work while their ability or alertness is impaired by fatigue, illness, or other causes that may expose employees or others to unsafe conditions or injury.
- Warning signs and safety signals are to be obeyed by employees at all times.
- Safeguards required by state and federal safety orders must be observed at all times.
- Employees must exercise maximum care and good judgment at all times.

In addition to the general safety rules described above, certain employees may use equipment that requires them to observe safety rules or procedures that are specific to that equipment and its use. Employees are responsible for complying with any such rules and procedures, for using only equipment they are qualified to use, and for otherwise exercising extreme caution and care when using any equipment or power tools in the performance of their job duties. Additional safety rules and procedures are listed in the HMT Engineering and Surveying Safety Plan, which is incorporated herein in its entirety. Failure to comply with applicable safety rules may subject employees to disciplinary action, up to and including immediate termination of employment.

10.1 Workplace Safety

Workplace Safety Training

HMT schedules periodic workplace safety training for employees. Participation in such training is **mandatory** unless excused by the employee's immediate supervisor. Employees who fail to attend safety training, even if conducted when they are not otherwise scheduled to work, will be subject to

disciplinary action, up to and including immediate termination of employment. Further, employees must complete any required safety or other training logs.

Workplace Safety Complaints

Employees who have ideas, concerns, or suggestions for improved safety in the workplace should inform their supervisor or HR Department. Safety concerns may also be reported anonymously. HMT prohibits retaliation against any employee who complains of safety concerns or participates in a related investigation. Any employee who believes that they are being retaliated against in violation of this policy should report their concern to the HR Director.

Safety Policy Violations

Failure to adhere to the safety guidelines set forth above or in any separately published company or regulatory safety program may lead to disciplinary action, up to and including immediate termination from employment. Further, employees who are aware of any failures to comply with safety procedures should immediately notify their supervisor.

10.2 Occupational Injuries or Illnesses

Any employee who is injured while working, no matter how minor the injury, must immediately report the injury to his/her immediate supervisor or one of the owners so that proper treatment may be administered and relevant documentation may be timely filed with the appropriate governmental agencies and insurance carriers. Failure to promptly report a job-related injury or illness may render an employee ineligible for workers' compensation benefits. **Unless there is an emergency, employees should not seek medical treatment without first reporting the injury or illness to the HR Director.**

Employees must immediately report the physician's findings to HMT. Further, **any employee who misses work because of an on-the-job injury or illness must notify the HR Director as soon as practicable.** Employees who are released for light duty must immediately notify their supervisor and the HR Department. Employees who refuse to accept a bona-fide offer of light duty may be terminated from employment or be subject to a reduction in their workers' compensation benefits. Employees who are on a leave of absence resulting from a workplace injury or illness must also report to their supervisor and the HR Department any change in their medical condition, if they reach maximum medical improvement, or if they experience any changes to their address or phone number.

10.3 Drug Free Workplace and Substance Abuse Policy

HMT maintains a drug free workplace. Therefore, the possession, use, or sale of illegal drugs, inhalants, or alcoholic beverages or being under the influence of any illegal drug, inhalant, or alcoholic beverage while working is prohibited. **Employees may not operate equipment or a company vehicle while taking medically prescribed drugs or over the counter medications that may affect their ability to safely operate the equipment or vehicle.** It is the employee's responsibility to notify their supervisor before reporting to work under the influence of any such medication and to provide a doctor's verification of the need for it if requested. Employees are further required to comply with the terms of this policy.

Prohibited Conduct

- The use, sale, possession, transfer, purchase, or manufacture of illegal drugs or inhalants;
- The use of prescription medication in a manner inconsistent with this policy or the manner prescribed;

- The use or possession of alcohol on company premises or between the time the employee reports for work and completes his/her duties;
- Working or reporting to work while under the influence of illegal drugs and/or alcohol;
- Testing positive for illegal drugs, as evidenced by a positive drug test result;
- Engaging in conduct following the consumption of alcohol at a company-sponsored event that endangers the employee, others, or the Company's reputation;
- Refusing to submit to a drug or alcohol test; and
- Switching, substituting, altering, or adulterating a urine or other specimen required for testing, or engaging in any conduct that obstructs the testing process.

Medical Use of Drugs

If HMT determines that an employee has used or is in possession of a prescription drug, the use/possession of such medication shall be deemed a violation of this policy unless:

- The medication was prescribed for that employee for the treatment of a current condition by an accredited physician or other qualified medical practitioner;
- The medication is being taken in the manner, combination, and quantity prescribed; and
- The medical practitioner has indicated, and HMT agrees, that use of the medication is consistent with the safe and effective performance of the employee's duties.

Employees **must** notify their supervisor of medication used (prescription or over-the-counter) prior to reporting for duty if the medication may adversely affect the employee's physical or mental abilities, and the adverse impact could pose a threat to the employee, co-workers, customers, the public, or company property.

Handling Substance Abuse Situations

Any employee who observes another employee who appears to be under the influence of drugs or alcohol must notify a supervisor or one of the owners. Such reports will be handled confidentially, to the extent consistent with a thorough investigation.

Testing for Drugs and Alcohol

Applicants for employment may be required to submit to drug testing after a conditional job offer has been made and as a condition of employment. Employees may also be required to submit to alcohol and/or drug testing in conjunction with a random drug screening program, after a work-related accident or injury, or if HMT has a reasonable suspicion that the employee has violated this policy.

Drug-Related Convictions

Employees who are convicted of a drug-related drug offense must report the conviction to the HR Department within five (5) days of the conviction. Failure to report a conviction under this policy may result in disciplinary action, up to and including immediate termination of employment.

Violations of Policy

New applicants for which a positive drug test result is confirmed will be denied employment. If an employee's positive drug test result has been confirmed, he/she will be removed from his/her duties and may be subject to disciplinary action, up to and including immediate termination of employment.

10.4 Workplace Violence

HMT strives to provide a safe and healthy work environment for all employees. Accordingly, any threatening words, intimidating language or behavior, or any other acts of aggression or violence, whether occurring on or off the job, may result in disciplinary action, up to and including immediate termination of employment, immediate expulsion from the premises, notification to the police, or other appropriate measures. This policy prohibits any verbal or physical harassment, intimidation or attempts at intimidation, or acts that may create a hostile environment, such as sabotage, willful destruction of property, menacing gestures, flashing of weapons, stalking, verbal or physical abuse, or other threatening, hostile, aggressive, injurious, and destructive actions toward persons or property, regardless of how serious.

Because it is difficult to determine a person's true intent, **any threatening behavior will be treated seriously**. Although not all inclusive, the following are examples of behavior that will prompt an investigation and possible disciplinary action, up to and including immediate termination of employment:

- Direct or implied threats of physical assault or harm, actual assault or harm, or stalking;
- Committing or attempting to commit a violent act against a person or property; and
- The illegal possession, use, or distribution of firearms, explosives, or weapons of any kind on the Company's premises is not allowed. Employees who lawfully possess a Texas CHL/LTC permit may carry firearms concealed on their person or store them in their **locked, personal** vehicles. Under no circumstances, however, may such firearms, even if lawfully possessed, be openly displayed or brandished on company property, within a company building, while operating a company vehicle or on company time.
- HMT does not permit open carry, and requests our employees refrain from open carry while performing their duties.

It is the responsibility of all employees to report incidents of threatening behavior or violations of this policy to their supervisor or HR Department.

An investigation will be conducted as needed, and HMT will notify any proper authorities. Investigations will be conducted with the intent of protecting the confidentiality of anyone involved, to the extent consistent with a thorough investigation.

Any employee who violates this policy may be subject to disciplinary action, up to and including immediate termination of employment.

10.5 Visitors and Third Party Inspections

Visitors

Only authorized visitors are allowed on the Company's premises, and personal visits to employees by relatives, friends, and former employees are discouraged. All visitors must enter through the main entrance and must be accompanied by an HMT employee at all times. Employees who escort visitors are responsible for ensuring their compliance with the Company's safety policies. Employees must immediately report the presence of any unidentified visitor to their supervisor. Additionally, all visitor vehicles must be parked away from the front of the building, which is reserved for clients.

Third Party Inspections

No third party (insurance investigators, fire marshal, governmental inspector or representatives, etc.) should be given access to the Company's property without an owner's consent. Any such attempted inspection must be immediately reported to one of the owners and, absent a warrant or the presence of law enforcement, the inspection should not be permitted until an owner's permission

is obtained. Anyone who is permitted to conduct an inspection of company property must be accompanied at all times.

EMPLOYEE HARASSMENT COMPLAINT FORM

Instructions: You may use this form to complain of any incident of suspected harassment. If you have questions about whether statements or actions may constitute harassment, please review the Company's Policy Preventing Harassment in the Workplace. Please be thorough and descriptive so that HMT may fully investigate your complaint. Additional pages may be attached as necessary. After completing this form, return it to the HR Department. Any questions regarding the Company's harassment policy or this form should be directed to the HR Department.

I. BACKGROUND INFORMATION

Name: _____ Work _____ Location _____ or _____ Department: _____

Name _____ of _____ Person _____ Engaging _____ in _____ Conduct: _____

II. DESCRIPTION OF CONDUCT

Date(s) _____ of _____ Incident/Situation: _____

Description of Incident/Situation (use additional sheets or back of form as necessary):

III. WITNESSES/INDIVIDUALS WHO MAY HAVE KNOWLEDGE

List All Witnesses to the Incident/Situation:

List Individuals Who May Have Knowledge About the Incident/Situation:

IV. DOCUMENTATION

Are there any documents, e-mails, text messages, or other materials that relate to your complaint? __Yes
__No

If "yes," please attach all documents, copies of e-mails, text messages, and/or other materials.

V. CONCLUSION

Please provide any additional information that you want HMT to know about your complaint:

HMT prohibits retaliation against any employee who complains of suspected harassment. Incidents of suspected retaliation should be immediately reported to one of the owners.

Please sign and date this form to indicate your good faith belief that the information you have provided is accurate and complete.

Signature

Date

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

I have received a copy of the HMT (the "Company") Employee Handbook ("Handbook") and understand that it is my responsibility to read and understand the Company's policies, rules, and procedures, including those set out in this Handbook. I further understand that the Company reserves the right to add, change, or delete benefits, wages, personnel policies, and any and all other working conditions as it deems appropriate, with or without prior notice.

I acknowledge that this Handbook is not a contract of employment between the Company and me for any specific time period. The employment relationship between the Company and all employees is at-will and can be terminated at any time, either by myself or the Company, with or without prior notice or cause. Nothing contained in this Handbook is intended to violate or restrict any rights of employees guaranteed by state, federal, or local laws.

I understand that I am responsible for complying with the Company's policies, rules, and procedures, including those set out in this Handbook and including those that govern my conduct after termination from employment. I also understand that failure to comply with those policies, rules, and procedures may result in disciplinary action, up to and including immediate termination of employment and appropriate legal relief after my separation. Finally, I understand that any time I have questions regarding a policy, rule, or subject outlined in this Handbook or in any company policy, I should ask my supervisor, the HR Department, or one of the owners for an explanation or assistance.

Employee Name (Printed)

Employee Signature

Date

**ACKNOWLEDGMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND
POLICY PREVENTING HARASSMENT IN THE WORKPLACE**

I acknowledge that I have read and understand HMT's ("Company") Equal Employment Opportunity Policy and Policy Preventing Harassment in the Workplace, including the complaint procedures set forth in those policies. I agree to comply with these policies and to cooperate fully in their administration and enforcement.

Employee Name (Printed)

Employee Signature

Date

**ACKNOWLEDGMENT OF POLICY REGARDING TELEPHONES, COMPUTERS,
ELECTRONIC COMMUNICATIONS, AND INTERNET**

I acknowledge that I have read and understand HMT's ("Company") policy regarding Telephones, Computers, Electronic Communications, and Internet. I agree that I have no expectation of privacy with regard to information that is communicated, received, or stored over these systems, and I consent to the Company's accessing and monitoring of these systems. I further agree that a violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

Employee Name (Printed)

Employee Signature

Date

**ACKNOWLEDGMENT OF POLICY REGARDING
CONFIDENTIALITY AND PROPRIETARY INFORMATION**

I acknowledge that I have read and understand HMT's ("Company") policy regarding Confidentiality and Proprietary Information. I agree to hold all confidential and proprietary information of the Company in the strictest of confidence, both during my employment and after my employment ends for any reason. I further agree to use the Company's and its customer's confidential information only for the contemplated purpose and that I will not disclose such information to anyone outside of the Company who is not authorized to receive it. Finally, I understand that violation of the Company's Policy regarding Confidentiality and Proprietary Information may lead to disciplinary action, up to and including immediate termination of employment and/or legal relief, including injunctive relief.

Employee Name (Printed)

Employee Signature

Date

**ACKNOWLEDGMENT OF COMPANY ISSUED
CELLULAR PHONE POLICY**

This form is used to acknowledge receipt of, and compliance with, the Company Issued Cellular Phone Policy.

Procedure

Complete the following steps:

1. Read the Company Issued Cellular Phone Policy.
2. Sign and date in the spaces provided below.
3. Return the original copy of this signed document to the HR Department.

Signature

Your signature attests that you agree to the following terms:

- (i) I have received and read a copy of HMT's Cell Phone Policy and understand and agree to the same;
- (ii) I understand and agree that I will not use any organization-provided cellular telephone for any activities other than those necessary for fulfilling the organization's business activities;
- (iii) I understand and agree that I will not incur any costs or charges resulting from personal use of organization-provided cellular telephones without reimbursing HMT for those costs;
- (iv) I understand and agree that cellular phones are not permitted to be connected, docked or otherwise synchronized, whether owned personally by the employee or provided by the company, with any unapproved company computer, laptop, server, system or network.
- (v) I understand and agree that no sensitive, proprietary or confidential data is to be stored on cellular telephones at any time;
- (vi) I understand and agree that the security and replacement of any organization-provided cellular telephone awarded to me becomes my responsibility and that organization-provided cellular telephones and accessories remain the property of the organization;
- (vii) I understand that upon my separation from HMT, I am responsible for returning company provided cellular equipment immediately.
- (viii) I understand and agree that any violation of HMT's Cellular Phone Policy could result in disciplinary action leading up to and including termination of employment.

Employee Name (Printed)

Employee Signature

Date

**ACKNOWLEDGMENT OF DRUG FREE
WORKPLACE AND SUBSTANCE ABUSE POLICY**

I acknowledge that I have read and understand HMT's ("HMT" or "the Company") Drug Free Workplace and Substance Abuse policy. I understand that a violation of this may result in the immediate termination of my employment with the Company.

I understand that unannounced searches may be conducted of my person, personal effects, belongings, baggage, vehicle, office, and desk to determine whether I am in violation of the Company's Drug Free Workplace and Substance Abuse Policy or any other company policy. I give my consent to the Company or its authorized representative to conduct any such search.

I RELEASE AND AGREE TO HOLD HARMLESS HMT AND ITS OFFICERS, EMPLOYEES, AGENTS, AND INDEPENDENT CONTRACTORS FROM ANY LIABILITY THAT ARISES OR MAY ARISE FROM ANY SEARCH UNDERTAKEN PURSUANT TO THIS POLICY, THE RESULTS OF THE SEARCH, ANY ACTION TAKEN ON THE BASIS OF THOSE RESULTS. I UNDERSTAND THAT THIS RELEASE INCLUDES, BUT IS NOT LIMITED TO, LIABILITY BASED ON NEGLIGENCE.

Employee Name (Printed)

Employee Signature

DRUG AND/OR ALCOHOL TESTING
CONSENT FORM

I hereby agree, upon a request made under the drug/alcohol testing policy of HMT Engineering & Surveying, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the Company and/or its company physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize the Company to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Company officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the Company, its company physician, and any testing laboratory the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Company or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the Company, its company physician, and any testing laboratory the Company might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

Signature of Employee

Date

Employee's Name - Printed

Acknowledgement of Religious and Political Foundation

While all employees are welcomed regardless of their religious affiliation, all HMT Engineering & Surveying (HMT) employees should be aware that HMT was founded upon conservative Christian beliefs, values, and principals. All HMT employees should also understand that such religious and political beliefs, values, and principals may be referenced or expressed from time to time during HMT events through, for example, speeches, prayer, or moments of silence; within HMT literature or correspondence; or otherwise through the thoughts, opinions, and statements of HMT.

All HMT employees have the right to refuse to participate in any activities reflecting or representing these religious or political beliefs, values, and principals of HMT, as well as the right to disagree with any thoughts, opinions, or statements reflecting such beliefs, values, and principals. In accordance with EEO Policy and applicable law, HMT shall not discriminate against, retaliate against, or otherwise harass any employee for exercising these rights.

Signature

Printed Name

Date

**ACKNOWLEDGMENT OF POLICY REGARDING KEY AND CODE CONTROL
AND RECEIPT OF KEYS AND CODE**

I acknowledge that I have read and understand HMT's ("Company") policy regarding key and code assignment. I agree to exercise extreme caution when caring for any keys and codes that are entrusted to me.

I understand that I am prohibited from making copies of any issued keys without the Company's authorization.

I understand that I am responsible for issued keys. I understand that lost keys must be immediately reported to the Company.

I agree to return any issued keys to HMT upon separation from employment for any reason and prior to beginning and leave of absence.

Employee Name (Printed)

Employee Signature

Date

Key Number Assigned

RECONOCIMIENTO Y ACUERDO DEL EMPLEADO (DE HABLA HISPANA)

He recibido una copia del Manual del Empleado de HMT (la "Compañía"). Reconozco que las políticas contenidas en el Manual y reconocimientos relacionados los cuales he firmado me fueron explicados en español e inglés. Entiendo que es mi responsabilidad el leer y entender las políticas, reglamentos y procedimientos de la Compañía, incluyendo los establecidos en el presente Manual. Además entiendo que es mi responsabilidad el solicitar una traducción o interpretación de cualquiera de las políticas disponibles sólo en inglés la cual no pueda leer o entender en parte o en su totalidad por mi cuenta.

Nombre del Empleado (Impreso)

Firma del Empleado

Fecha