



WELCOME TO BELL TECHLOGIX!

Bell Techlogix headquartered in Indianapolis, Indiana, provides transformational Next Generation Digital Workplace and Infrastructure Management solutions to large and mid-market enterprises, as well as the public sector. With services that build, integrate, and support the next wave of operational transformation Bell Techlogix provides a true client partnership and an enhanced digital experience. Bell Techlogix provides a flexible approach that is globally capable but locally oriented that will systematically allow companies to achieve growth, cost-savings, and acceleration of their organizations.

Bell Techlogix mission statement is "Deliver on our Promises to our Clients, our Employees, our Business Partners and Each Other."

We live our mission by keeping our core values at the forefront:

Service Quality - We take pride in providing high-value services that ensure client satisfaction, quality, profitability, and the future growth of our business.

Client Focused - We have a relentless focus on understanding and exceeding our clients' expectations.

Operational Excellence - We believe in problem-solving, teamwork, and ongoing improvement in our organization, which leads to efficiency gains and impeccable service delivery for our clients.

Employer of Choice - We realize that each employee brings unique value and potential that can be developed to mutually enrich the individual and the organization, creating a great place to work for our employees.

Through our state-of-the-art facilities, our talented professionals, like you, and our intense focus on the end user experience, Bell Techlogix continues to grow and help its clients transform their businesses.

We welcome you to the Bell Techlogix team!



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Purpose of the Handbook

This Handbook has been designed as a reference tool for your convenience.

Bell Techlogix's intent is to, at all times, be in compliance with applicable federal, state, and local laws. Should at any time a portion of this Handbook be found in conflict with such laws, it will be modified as appropriate to be in compliance. Furthermore, where language contained herein is inconsistent with the law, applicable law prevails.

This Handbook and the policies and practices it contains apply to all employees of Bell Techlogix. This document is updated at least annually and will be shared with employees for review and acknowledgement as changes are made. The latest version of this handbook supersedes any previously distributed version of this document or other issued materials containing references to Bell Techlogix policies, practices, or benefits.

This Handbook and the information it contains is not intended to be, nor should it be deemed to create, a contract between any employee and the Company. The Company may deem it appropriate from time to time to change, add to or discontinue policies, practices, benefits or any other content contained in this Handbook at its sole and absolute discretion, with or without prior notice. In addition, when this Handbook discusses various laws applicable to the employment relationship, the information provided is merely a summary for your convenience. It in no way enhances, reduces, or otherwise modifies either the employee or Bell Techlogix obligations or rights under applicable law.

This Handbook and the information in it should be treated as confidential. No portion of this Handbook should be disclosed to others, except Bell Techlogix employees and others affiliated with Bell Techlogix whose knowledge of the information is required in the normal course of business.

No supervisor, manager, HR professional, or any other person other than the Chief Executive Officer (CEO) has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship, or deviates from the provisions of this Handbook.



Bell Techlogix Mission

*Deliver on our Promises to...our Clients, our
Employees, our Business partners,
and...Each Other.*

Bell Techlogix Tagline

Bell Techlogix brings our brand identity to the next level of marketplace awareness and affinity through our corporate tagline. You will see signs of our brand coming to life, starting in our LogixCenter in Indianapolis, our corporate website, our collateral design and through our social media channels. With our visual identity implemented in the market, it is important to make sure that we also accurately reflect how we talk about Bell Techlogix as a company. Our core values are exemplified in our culture, in our quality of delivery, in our customer loyalty and most importantly in our employees. It is important that each and every employee understands the Bell Techlogix vision going forward and how we differentiate ourselves in the market.

Strategic Positioning

Bell Techlogix provides IT services and solutions predominantly within the commercial middle-market and U.S. educational marketplaces driving profitable business growth through our Infrastructure Management Services, End User Computing Services, IT Lifecycle Services, BEAM Cloud Services and Enterprise Mobility Management Services. Our clients select and trust Bell Techlogix because we are a Reliable, Flexible and Innovative partner that delivers intelligent solutions.

Messaging Platform

There are three fundamental principles that serve as the background of our messaging and our customer commitment: Reliability, Flexibility and Innovation. Each of these elements is showcased in various ways and each should become part of what Bell Techlogix brings to our clients each and every day.

Reliably Engineered – Our in-depth industry experience, combined with our technological and operational expertise, provides Bell Techlogix with an ability to purposefully design, craft, implement, and integrate our services to be a reliably engineered solution for our clients.

Flexibly Progressive – We understand what drives our clients' business agendas and we shape our client intimacy approach to enable their success. Our flexible approach allows clients to adapt to dynamically changing environments and progress their initiatives to drive business results.

Strategically Innovative – Bell Techlogix continuously evolves our offerings to define new paradigms to enable our clients to accomplish their goals and objectives today and into the future. We take a pragmatic approach to innovation with a focus on delivering tangible value to our clients.



It is important that with each and every interaction you have with our clients, prospects and partners that you bring these core elements to the table. We all need to consistently position and differentiate our company to achieve growth and success. We want our employees to ensure that the marketplace at large knows **Bell Techlogix as Reliable, Flexible, and Innovative.**

Bell Techlogix
Reliable. Flexible. Innovative.

DIVERSITY

The core of Bell Techlogix excellence is our people. We recognize that the diversity of our workforce, and that of our clients and partners, is key to our success. Recognizing the variety of skills, beliefs, values and experiences that our team members bring enables us to grow as co-workers in a climate of respect and integrity and as a global competitor in our increasingly diverse business environment. Our employees share differences in many areas, including but not limited to:

- Age and experience
- Cultural backgrounds including race, color, national origin, and ethnicity
- Economic status
- Education and training
- Gender lifestyles including marital, family status, sexual orientation, gender identity, and expression
- Physical and mental abilities
- Religious and ethical beliefs
- Armed service status including veteran, active and pacifist

Bell Techlogix's commitment to diversity includes both valuing these similarities and differences as unique perspectives that each individual brings to our team and actively working to minimize difference-based barriers.

Bell Techlogix's dedication to a culture of respect and support for diversity attracts and retains talent of the caliber we associate with our Company. It provides our diverse customers with support from an energetic, creative, and productive workforce that can deliver the excellence that is expected from Bell Techlogix.

Equal Opportunity Employment

Bell Techlogix and its subsidiaries are equal opportunity employers and are fully committed to a work environment free of discrimination. Our policy prohibits discrimination against any employee or candidate for employment on the basis of race, color, national origin, citizenship status, religion, sex, age, disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), marital status, veteran status, sexual orientation, gender identity and expression, genetic information, or any other legally protected status in accordance with applicable federal, state, and local law.

This policy applies to all terms and conditions of employment including, but not limited to, equal treatment in the areas of recruitment and hiring, employment, pay, benefits, promotion, demotion, transfer, leaves of absence, training, compensation, layoff, and termination.



Harassment-Free Workplace—You Can't Do That Here!

Bell Techlogix is committed to a work environment in which all individuals are treated with respect and dignity. Bell Techlogix believes that each individual should be able to enjoy an environment that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Bell Techlogix expects that all interactions among employees will be business-like and free of bias, prejudice, and harassment. Bell Techlogix does not approve of harassing conduct and will promptly respond to any allegation of harassment.

It is against Bell Techlogix policy for any employee, at any level, to harass another employee, including harassing behaviors and/or actions that could be deemed "hostile" in nature, on the basis of race, color, national origin, citizenship status, religion, sex, age, disability, marital status, veteran status, sexual orientation, gender identity and expression, genetic information, or any other legally protected personal characteristic in accordance with applicable federal, state, and local law. Generally speaking, "harassment" is any conduct that is pervasively demeaning or hostile toward an individual or group of individuals. It is against the policy of Bell Techlogix for any employee, whether a manager, supervisor, or coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, national origin, citizenship status, religion, sex, age, disability, marital status, veteran status, sexual orientation, gender identity and expression, genetic information, or any other legally protected personal characteristic, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, national origin, citizenship status, religion, sex, age, disability, marital status, veteran status, sexual orientation, gender identity and expression, genetic information, or any other legally protected personal characteristic; and/or written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, national origin, citizenship status, religion, sex, age, disability, marital status, veteran status, sexual orientation, gender identity and expression, genetic information or any other legally protected personal characteristic and that is placed (electronic or otherwise) on walls, bulletin boards or elsewhere on the Company's premises, or that is circulated in the workplace.

It is also against Bell Techlogix policy for any employee to engage in sexual or sex-based harassment, whether a manager, supervisor, or coworker. Sexual harassment occurs when an individual is subjected to pervasive unwelcome sexual advances and/or other verbal or physical conduct of a sexual nature that creates an offensive, intimidating, or hostile environment, or when such conduct becomes a condition of employment or the basis for employment-related decisions. Sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact, including touching, pinching or brushing the body; verbal harassment, such as sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions and threats; non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and/or acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

All Bell Techlogix employees are responsible for ensuring that equal opportunity is a reality in our Company and that our work environment is free of harassment. If you believe you have been discriminated against or harassed, you must contact the Vice President of Human Resources or a Human Resources Business Partner, immediately. Every employee has a duty to immediately report any incidents of discrimination or harassment they are subjected to or witness and cooperate in the investigation of such complaints. No employee will be retaliated against for notifying Human Resources, in good faith, of acts of discrimination, sexual harassment, a hostile work environment, or for cooperating in the investigations of such complaints. All employees are required to complete harassment training during New Hire Onboarding and annually thereafter.



Americans with Disabilities Act Amendments Act (ADAAA)

The Americans with Disabilities Act Amendments Act is a federal law that prohibits discrimination in employment against otherwise qualified applicants or employees on the basis of their disabilities. Bell Techlogix recognizes the value of a diverse workforce, including the contributions of those who are disabled, and fully complies with the requirements of the ADAAA. It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law). Furthermore, no employees will be subjected to disability-related inquiries or medical examinations that are not specifically job-related and consistent with business necessities. Consistent with this policy of nondiscrimination, the Company will engage in an interactive process with the employee to verify the existence of a disability covered under applicable law and, if appropriate, to determine whether reasonable accommodations exist to allow the employee to perform the essential functions of the job without an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department and follow the Procedure for Requesting an Accommodation.

Procedure for Requesting an Accommodation

Employees who believe they need an accommodation must make a request through the Human Resources Department. Upon receipt of a written accommodation request, a Human Resources representative and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodations Bell Techlogix might make to allow the employee to perform the essential functions of his or her job.

Bell Techlogix will determine the feasibility of the requested accommodation by considering various factors including, but not limited to, the ability of Bell Techlogix to conduct business, the impact of the accommodation on the operation of the Company, including its impact on the ability of other employees to perform their duties, the nature and cost of the accommodation, the availability of tax credits and deductions, availability of outside funding, and Bell Techlogix's overall financial resources and organization. The ADAAA does not require Bell Techlogix to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e. eyeglasses, hearing aids, wheelchairs, etc.).

Bell Techlogix does not have permanent light duty positions. However, in the event an employee is able to return to work following an injury, disability, or other medical leave of absence before he or she is otherwise able to perform the essential functions of the employee's regular position, or the employee has limitations due to pregnancy, the Company may offer a temporary light duty assignment, if one is available. By definition, such assignments are temporary in nature and are not intended to create a permanent position. Accordingly, employees may only perform such temporary assignments for the lesser of the following periods (unless business needs require otherwise): 1) the employee's ability to return to his or her regular position (with or without reasonable accommodation); 2) the time necessary to complete the temporary assignment; or 3) three months. If an employee is unable to return to his or her regular position after three months, such employee may request to be placed in any vacant position for which he or she is qualified, with or without reasonable accommodation, consistent with any restrictions imposed by the employee's doctor. If no such position is available, the employee may be returned to a leave of absence. The nature and availability of temporary work assignments will generally fluctuate and will be determined based on the needs and discretion of the Company. Employees will be assigned any available temporary work on first-come, first-serve basis.

An employee who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law. No employee will be retaliated against for exercising his or her rights under this policy or applicable law.



EMPLOYMENT

Employment at Will

Your employment with Bell Techlogix is “at will,” and for no specific period of time. This means the termination of your employment may be initiated by you or Bell Techlogix at any time with or without notice. No representative of the Company, other than the CEO, has the authority to enter any agreement for employment other than “at will” employment and any agreement provided for employment on any different terms must be in writing, signed on behalf of the Company by the CEO, and also signed by the employee to whom it pertains.

Employment Classifications

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. Job duties determine exempt or non-exempt status. The following information is intended to help employees understand employment classifications, employment status, and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at any time is retained by both the employee and Bell Techlogix.

Non-exempt employees are employees entitled to minimum wage and, if they work more than 40 hours in a work week, overtime pay. Some restrictions and state and local laws govern overtime. See Overtime section for more information.

Exempt employees are exempt from the minimum wage and/or overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the US Department of Labor. Exempt employees are not eligible to receive overtime pay.

The Company has established the following for both non-exempt and exempt employees:

Regular, Full-Time employees are those employees who are not in a temporary status and whose regular work schedule is 40 hours per week. Regular, full-time employees are eligible to participate in the Company’s benefit plans.

Regular, Part-Time employees are those employees who are not in a temporary status and whose regular work schedule is less than 40 hours per week. Part time employees who work at least 30 hours a week (or a total of 1,560 hours a year) are eligible for health insurance benefits. Additional company provided benefits are based on a 40-hour work week (such as PTO) and will be pro-rated. Part-time employees who work at least 1,000 hours in a year may be eligible to participate in the Company’s 401k Retirement Plan.

Temporary employees are employees hired to work on a project or assignment which will not exceed 180 days (or six months). If business needs allow, employees hired on temporary assignment will be notified at the beginning of the assignment of a general timeframe the assignment is expected to last but is subject to change. Temporary employees may not be employed beyond six months without the written approval of the Human Resources Department. Employees will not change from temporary status to any other status unless they are specifically informed of such a change, in writing, by the Human Resources Department. Such notification will indicate the effective date on which the employee became or will become a regular employee. Temporary employees are not eligible for any Company-sponsored benefits (except for Worker’s Compensation) unless specifically stated otherwise in Company policy or are deemed eligible according to plan documents. Seasonal and project employees are examples of temporary positions. Human Resources will audit all employment classifications semi-annually and make necessary adjustments at the time of the audit. If an employee’s status changes due to business needs Human Resources should be immediately notified to make the necessary changes to the employee’s status.



Bell Techlogix may choose to hire contingent workers to maximize workforce flexibility when certain demands arise for projects or assignments. Contingent workers may not be employed beyond six months without the written approval of the Human Resources Department.

Employee Development and Training

Bell Techlogix offers its employees training to upgrade their job skills and improve their opportunities within the Company. We provide training and education to onboard new employees, increase employee skill sets in current roles, and prepare employees for new roles. Bell Techlogix strongly supports employees' pursuits to further their education and development. In some circumstances training is a requirement and certification may be a condition of employment. When training is taken to obtain certification, the cost of the training and related exam fee (first test only – all subsequent tests are the employee's responsibility) will be paid by Bell Techlogix. See the Training and Certification Program for details.

The cost of specialized training is reimbursable to Bell Techlogix under the following prorated schedule (as detailed and included in the Training and Certification Program):

If Employee Voluntarily Resigns Within:	Employee Repayment Will Be At:
• 90 days of receiving training and development in full or in part	• 100% of Company incurred expenses
• 91 days and < 6 months of receiving training and development in full or in part	• 75% of Company incurred expenses
• 6 months and 1 year of receiving training and development in full or in part	• 50% of Company incurred expenses

Educational Assistance

Bell Techlogix is committed to assisting all full-time employees in furthering their education. Employees who wish to take job-related educational courses during their off hours may do so with Company encouragement. When an employee takes approved educational courses at a recognized educational institution, the Company may pay up to \$1,850.00 per year of the cost of tuition and books. No reimbursement is provided for other fees, such as parking, student activities, health services, tests, etc.

Workshops, seminars, and other non-academic programs are not covered by this benefit. Departments may use their training budgets to send employees to such job-related training programs.

To be eligible for educational reimbursement, an employee must:

- Have at least one full year of continuous full-time employment at Bell Techlogix before he or she begins courses
- Complete and submit an application, including a course description, prior to enrolling
- Complete courses with a grade of "C" or better
- Take courses for academic credit
- Be employed by Bell Techlogix at the time the employee begins and completes their courses
- If you resign within one year of the reimbursement payment, you will be required to reimburse the company based on the Employee Development and Training repayment schedule above.

No more than two courses are eligible for reimbursement during any academic period. The benefit eligibility may be subject to budget limitations. A "Request for Tuition Reimbursement" must be submitted and approved prior to enrolling in any courses. Approval must be obtained from the immediate supervisor, the employee's department head, and Human



Resources prior to the course start date. Following approvals, copies of the form will be returned to the employee and placed in the employee's personnel file. Once classes are completed, the employee must submit a copy of the approved "Request for Tuition Reimbursement" form along with expenditures and evidence of a grade of "C" or better to Human Resources for reimbursement. This evidence must be in the form of a transcript or other official documentation plus the itemized receipted bill or invoice. All forms must be submitted within 30 days after course completion or reimbursement will not be made.

Career Opportunities and Advancement

Bell Techlogix management is committed to providing opportunities for training and skill development that will help our employees succeed in their careers with the Company. Company growth is dependent on the growth of our employees. The industries in which we operate are rapidly changing and so must our employees. Employees should understand that Career Mapping isn't as much about "moving up" in the organization as it is about growing in and with the organization.

Advancement at Bell Techlogix is based on merit. It is the policy of Bell Techlogix to fill all positions with the best-qualified people whether the candidate is internal or external. All qualified employees will be considered without regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, genetic information, marital status, status as a covered veteran, or any other legally protected personal characteristic in accordance with applicable federal, state, and local laws.

To be considered for promotion, an employee must have a good service record in his or her current position, must meet the qualification standards for the new position, and must have the ability to do the job (in the judgment of the responsible manager) as well as, or better than, any new applicant. Other conditions may apply. Please refer to the Internal Applicant Process Guide in the HRIS. Internal applicants who are undergoing management coaching for poor performance or disciplinary reasons are ineligible for such positions.

Job Postings – All non-management positions are posted internally either through the HRIS, email, and/or job boards depending on location. The Company uses multiple sources to communicate external job postings to the public. Bell Techlogix does not accept unsolicited applications through any means.

Employee Referrals – Bell Techlogix encourages employees to identify friends or acquaintances who are interested in employment opportunities. An employee is eligible to receive an employee referral bonus provided that the referral is not already known to the Company or the Company's agents and the employee submits the employee referral in the HRIS prior to the first interview. Other restrictions may apply. Please contact Human Resources for more information.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation and Retirement:** Although we hope employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees must provide a two-week, written, notice in order to leave in good standing, unless a shorter time period is approved by the supervisor and Human Resources. Your resignation letter should be submitted to your supervisor or Human Resources Department. You are expected to work each assigned day during that two-week period unless approved by the supervisor and Human Resources. Use of paid leave cannot be granted beyond the last day you are physically present at work. Leaving in good standing entitles you to consideration for future reemployment or rehire.



- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for three consecutive scheduled shifts shall be considered to have abandoned the job without notice. The supervisor shall notify the Human Resources Department each day and initiate the paperwork to terminate the employee after the third consecutive scheduled day missed. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of Bell Techlogix are employed on an at-will basis and the Company retains the right to terminate an employee at any time.

Return of Company Property and Other Matters

The separating employee must return all Company property at the time of separation including, but not limited to, uniforms, keys, laptops, and identification cards.

The Human Resources Department will contact the separating employee once notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another mutually agreed upon day.

Health insurance terminates the last day of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Continuation of group life, supplemental life, and Aflac coverages will be the responsibility of the employee.

Rehires

Former employees who left Bell Techlogix in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resources Department and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exams and required screenings. Supervisors must obtain approval from Human Resources prior to rehiring a former employee. Previous seniority will be considered in calculating longevity, leave accruals, and certain other benefits provided there was no more than a one-year lapse of service between termination and rehire. In the case where there was no more than a one-year lapse in service, the employee's seniority is bridged, and the employee is given an adjusted hire date for seniority purposes (please see the Benefit Eligibility section for more information). The years of service, as it relates to the 401k plan, will be adjusted for vesting purposes based on the plan's summary plan description.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Workplace Violence

Bell Techlogix is committed to minimizing the potential for workplace violence. The Company will not tolerate any conduct that threatens, intimidates, or coerces an employee, customer, or member of the public at any time, including off-duty periods. Bell Techlogix resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace.

Accordingly, all acts or threats of violence will be taken seriously. To that end, each employee is required to govern himself or herself accordingly and refrain from conduct that may be construed as dangerous to themselves or others.

All suspicious individuals or activities, including actual violence or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. For Company purposes, an act or threat of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person, any act or gesture likely to damage Company property, or any act or gesture likely to leave another



person injured or fearing injury. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing, or violent situation.

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before the situation escalates into potential violence. Each act or threat of violence or suspicious individuals or activities will be investigated, and appropriate action will be taken. The identity of the individual making a report will be protected as much as possible. Bell Techlogix will not retaliate against employees making good-faith reports. In order to maintain workplace safety and the integrity of its investigation, Human Resources may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for any threatened or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Except where applicable law conflicts with this policy, employees are prohibited from possessing firearms (whether or not lawfully licensed), knives, or any other weapon in or around the workplace. Bell Techlogix defines workplace as any facility, vehicle, or parking lot where the Company conducts business, including client sites. Where applicable law conflicts with this policy, Bell Techlogix's policy shall be as restrictive as permitted by law.

Violation in part or whole of this policy may result in corrective action, up to and including termination of employment. Violations will be reported to the appropriate law enforcement authorities as appropriate, and additional legal action may be taken.

Drug-Free and Alcohol-Free Workplace

Bell Techlogix believes our employees have the right to work in an environment that is drug-free and alcohol-free. We are committed to providing a safe and productive work environment. Alcohol abuse and drug abuse pose a threat to the health and safety of our employees and to the security of our equipment and facilities. For these reasons, Bell Techlogix is committed to the elimination of drug and/or alcohol use and abuse in the workplace. Bell Techlogix has established a policy that prohibits substance use and abuse at all its locations. Bell Techlogix expects employees to come to work mentally and physically fit to perform the job. Any violations of this policy will result in corrective action, up to and including termination of employment.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, operating any Company vehicle, present on Company premises, or conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of illegal drug paraphernalia)
 - Being under the influence of alcohol or an illegal drug
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Company business or while in a Company facility is prohibited.
- Bell Techlogix will not allow any employee to perform their duties while taking prescribed drugs that adversely affect the employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. In addition, employees must use the prescribed medication in accordance with directions from their health care providers. No sharing or misuse of such medications should occur.



- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The Company retains the right to require the following tests:

- **Pre-employment/job assignment:** Applicants who have accepted an offer for employment and/or work in certain departments or certain client engagements are required to pass a drug-screening test as a condition of employment. This applies to current employees who are voluntarily or involuntarily reassigned to a client or department where this is a requirement. Refusal to submit to testing will result in disqualification of further employment consideration for job applicants and could result in termination for current employees.
- **Suspicion:** Employees are subject to testing whenever the Company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the substance abuse policy. If you believe an employee's on-the-job behavior may have been affected in any way by alcohol or drugs, you must notify your supervisor or Human Resources.
- **Random:** Bell Techlogix reserves the right to conduct periodic testing on a regularly scheduled basis for employees at certain client sites, designated departments, classifications, or work groups.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including termination. Depending on the circumstances, the client's requirements, and the employee's work history/record Bell Techlogix may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms. These terms could include follow-up drug testing (for a minimum of one year but not more than two years) and/or successful completion of a rehabilitation program. If the employee either tests positive or does not complete his or her rehabilitation program, he or she will be subject to immediate discharge from employment.

Consequences

Employees who refuse to cooperate in required tests will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline, up to and including termination.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Bell Techlogix reserves the right to inspect all areas of its premises for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Crimes Involving Drugs

Bell Techlogix prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on Company premises or while conducting Company business. Employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.



After-Hours Work Events

From time to time the Company may host after-hours events, such as entertaining clients, where alcohol is served. The Company does not prohibit employees from consuming alcohol at such events. However, the Company's expectation is employees will not consume alcohol to a point of excess that may potentially result in injury to oneself or others, harm to client relations, or damage to property.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Bell Techlogix will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be eligible to use accrued paid time off, placed on a leave of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive, require driving, or they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely. Employees should promptly disclose any work restrictions to Human Resources. Employees should not, however, disclose underlying medical conditions unless directed to do so by Human Resources.

Tobacco-Free Workplace

All facilities of Bell Techlogix are designated as "Smoke Free" environments. No use of tobacco products including cigarettes, any and all electronic cigarettes, and smokeless tobacco will be allowed within the facilities of Bell Techlogix at any time. Smoking or tobacco use shall be permitted only in designated smoking areas as specified by local management and subject to applicable law. All materials used for smoking and tobacco use in designated smoking areas, including cigarette butts and matches, are required to be extinguished and disposed of in appropriate containers. Please be especially attentive to the sensitivity of customers or fellow employees who may object to smoking. Any employee working in an area in which smoking is permitted who has a sensitivity to smoke or is otherwise affected by smoking should contact his or her supervisor.

WORKPLACE EXPECTATIONS

Individual Responsibility

It is the responsibility of each Bell Techlogix employee to uphold the Standards of Business Conduct. Compliance with and enforcement of our Standards is a condition for becoming and remaining an employee of Bell Techlogix. The extent to which Bell Techlogix employees conduct themselves in accordance with these Standards may affect their performance reviews and ongoing employment with the Company. Violating the Standards, or knowingly failing to report violations of them, is grounds for termination of employment.

No policy or guideline can address every possible situation that may arise. If employees have any doubts as to the propriety of conduct, they should consult with their supervisor or manager *before* engaging in the conduct. Before engaging in conduct, consider several simple questions:

- Are you uncomfortable with the particular behavior, conduct, or action?
- Would you be unwilling to tell your family or others you respect about the conduct?



- Would you mind seeing your actions reported on the front page of a local newspaper?

If any of these questions are answered “yes,” employees should consult with their supervisor, manager, or Human Resources before proceeding.

Open Communication

Typically, the best and most expeditious manner of resolving work-related issues for employees is to work with their immediate supervisor/manager. However, the Company recognizes there may be times when an employee does not wish to pursue a particular matter with his or her immediate supervisor/manager. In such a case, the employee may discuss the concern with the next level of management in the organization or with a Human Resources representative. If at any time an employee is not satisfied that his or her concern has been adequately addressed, the employee may take the matter to the most senior executive of the organization and/or the Vice President of Human Resources.

Bell Techlogix is committed to ensuring employee concerns are addressed fairly and in a timely manner. Confidentiality will be maintained to the fullest possible extent and no employee will be retaliated against for using the “Open Door” communication process. We believe the “Open Door” process, as outlined here, contributes to an environment where employees feel comfortable expressing what is on their minds because they know appropriate action will be taken.

Bell Techlogix believes in treating all employees fairly and with dignity and respect. When the Company and employees interact openly and honestly with one another communications are clear, and the work environment is positive. It is through such interactions that the Company can demonstrate its commitment to creating and maintaining a respectful, diverse, and productive work environment.

Social Media Policy

Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Company has established the following guidelines for employee participation in social media. Ultimately, you are solely responsible for what you post online. **Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites such as Twitter, Facebook, LinkedIn, YouTube, and Instagram, among others. Social media also includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with Bell Techlogix, as well as any other form of electronic communication.

Off-Duty Use of Social Media. Employees may maintain personal websites or web logs on their own time using their own facilities and property. Employees must refrain from disclosing any Company confidential business, trade, secret, or insider information; engaging in sexual or other unlawful discrimination or harassment; violating the Company’s intellectual property rights; making maliciously false, defamatory, libelous, or slanderous statements in discussing the Company, management, supervision, coworkers, competitors, or vendors; and engaging in other violations of Company policy or the law. Refrain from using social media during work hours unless the use is authorized on-duty use, as detailed below. Do not use company e-mail addresses to register on social networks, blogs, or other online tools for personal use.

On-Duty Use of Social Media. Employees may engage in social media activity during work time only if it is directly related to their primary job function, approved by their manager, or requested by an authorized Company representative and does not identify or reference Company clients, employee names, customers, or vendors without express permission.



Posting Guidelines. Our expectation is that all employees demonstrate our core values in all interactions. For example, when using social media, do not use ethnic slurs, illegally harass anyone, or attempt to maliciously misrepresent the Company in any way. If you post complaints or criticism, avoid using statements, photographs, and video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to maliciously harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, sex, disability, marital status, religion, age, national origin, veteran status, sexual orientation, genetic information, or gender identity and expression.

Speaking for the Company. Employees must not represent in any way to media or otherwise that they are speaking on the Company's behalf without prior written authorization to do so. Employees are required to post a disclaimer that the views expressed in any given post are their own and not the Company's.

Confidentiality. Do not disclose any confidential financial data or other non-public proprietary company information. Employees may write about their jobs in general but may not disclose non-public information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New Ideas. Please remember that new ideas related to work or the Company's business, belong to the Company. Do not post them on a social media site without the Company's permission.

Trademarks and Copyrights. Respect all copyright and other intellectual property laws. For Bell Techlogix's protection as well as your own, it is critical that you show proper respect for the material owned by others, trademarks, and other intellectual property, including Bell Techlogix's own copyrights, trademarks, and brands. Do not use the Company's or others' trademarks on a social media site or reproduce the Company's or others' material without first obtaining permission.

Discipline. Violations of this policy may result in discipline, up to and including immediate termination of employment. Bell Techlogix prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is meant to, nor should it be interpreted to, limit your rights in any way under any applicable federal, state, or local laws.

Solicitation, Distribution, and Posting of Materials

Working time is for work. Bell Techlogix prohibits the solicitation of employees and the distribution and posting of materials on or at Company property during working time. This includes electronic property and resources by any employee or non-employee, except Company-sponsored programs related to Bell Techlogix products and services. Prohibited solicitations include, without limitation, collections for other employees during working time; catalog, raffle, ticket, or other sales during working time; charitable or union solicitation during working time; distribution of literature of any kind during working time. Working time includes any time an employee is on the clock, but does not include break periods and mealtimes, or other times when an employee is properly not engaged in performing his or her work tasks.

The Company has placed informational bulletin boards in each facility. The boards are used to post legally required notices, emergency procedures, facility specific details, job postings, and other Company-related items. Employees



should check the bulletin boards frequently for new and/or updated information. Please note these boards are restricted and nothing should be posted to them without the explicit approval of Human Resources. Violations of this policy should be reported to Human Resources.

Standards of Professional Conduct

Bell Techlogix is committed to complying with all applicable laws and regulations in effect in the areas and industries in which we operate, and we aspire to the highest standards of professional and ethical conduct. Bell Techlogix's successful business operation and reputation is built upon the principles of fair dealing and ethical conduct of our employees. The following list, though not exhaustive, is intended to demonstrate the type of conduct we deem vital to the effective operations of our Company.

- Employees must complete documents truthfully (e.g. employment applications, timecards, expense reports, etc.).
- Falsification of any document is prohibited and may result in corrective action, up to and including termination of employment. Please note that falsification of any document submitted in connection with the hiring process, such as application, resume, etc., may result in termination, regardless of the date of discovery by the Company.
- Job performance must meet Company standards. Employees must follow all applicable procedures and appropriate management instructions/directions. Unsatisfactory performance will be addressed and must be corrected in a timely manner. Insubordination will not be tolerated.
- Fraudulent activity or dishonesty in any form is unacceptable. If an employee becomes aware of such activity, the employee has an obligation to report it immediately. All employees are required to fully cooperate in any investigations into inappropriate conduct/behavior.
- Illegal and/or unethical conduct will not be tolerated. If an employee believes he or she has been requested or instructed to engage in unlawful or unethical activities the employee must immediately report the matter to management and/or Human Resources. A response of "I was told to do this" will never be an acceptable excuse for engaging in illegal or unethical behavior.

The following conduct is prohibited and will not be tolerated:

- Absence without notice, excessive absenteeism, and tardiness, including excessive lunch hours and/or breaks
- Releasing confidential information without authorization by the Company
- Making or publishing false, vicious, or malicious statements concerning any employee, client, customer, contractor, vendor, or partner
- Threatening, intimidating, provoking, fighting, or coercing supervisors, co-workers, clients, or visitors
- Using profane or abusive language directed toward co-workers, clients, or visitors
- Use of Company equipment including internet, phones, computers, or any electronic communications for personal use during working time.
- Unauthorized use of company tools which result in a financial impact to the organization, such as printers, postage, cell phones, long-distance calls, and hotspots
- Sleeping while on duty
- Violating Bell Techlogix's policy of Equal Employment Opportunity or policy on Workplace Harassment
- Performing work in a way that endangers yourself or others or presents undue risk to Company property
- Performing work other than Bell Techlogix assignments during work hours without supervisor approval
- Insubordination (refusal to perform service connected with your job as required, refusal to fulfill any reasonable request given by management)
- Spending unnecessary time away from your work area
- Smoking, vaping, drinking, or eating in restricted areas
- Violation of safety rules
- Unauthorized possession or removal of Company property, records, or other materials



- Holding any financial interest (personally or by an immediate family member) in the business of any customer, client, competitor, or supplier (not including financial interest in widely held corporations that are quoted and sold on the open market)
- Accepting gifts, entertainment, or anything of value from any customer, client, competitor, or supplier without authorization

Failure to abide by these or any other applicable standards of professional conduct will result in corrective action, up to and including termination of employment. Although not required, Bell Techlogix may use progressive discipline to correct employees' performance or conduct-related problems. In doing so, the Company may use verbal warnings, written warnings, suspensions, and termination as a means of correcting a problem. Remember, however, employment with Bell Techlogix is "at-will" and can be terminated with or without cause at the option of either Bell Techlogix or the employee at any time.

Business Ethics

Bell Techlogix's objective, and the expectation of all employees, is to maintain the highest standards of business conduct. The Company's policies governing business conduct are based on our Core Values, good judgment, and the law. The confidence of our clients, employees, and the general public, in the values, fairness, and honesty of Bell Techlogix is the most precious asset the Company has.

Appropriate business conduct is a matter of good common sense. Examples of improper business conduct include, but are not limited to:

- Use of Company assets for personal gain
- Manipulation of Company records or information for the purpose of altering or distorting business results
- Illegal payments, bribes, or kickbacks
- Unauthorized disclosure of Bell Techlogix confidential information or acceptance of confidential information from or about our competitors

Bell Techlogix is proud of the ethical behavior of its employees. All employees are expected to report unethical behavior (see Reporting Concerns). Those employees who would tarnish this reputation, or even give the appearance of impropriety, are subject to disciplinary action, up to and including termination.

Giving and Receiving Gifts and Gratuities

As part of Bell Techlogix's philosophy on business ethics, special attention must be paid to the issue of giving and receiving gifts and gratuities. To ensure that all employees understand the Company's position, Bell Techlogix policy is as follows:

No Bell Techlogix representative or member of his or her immediate family will give or accept any cash, gifts, special accommodations, favors, or use of property or facilities to or from anyone with whom the representative does business or is negotiating on behalf of Bell Techlogix.

This policy is not intended to eliminate ethical and traditional business functions, such as business lunches or the giving of token personal mementos such as ballpoint pens, coffee mugs, water bottles, and other small items of nominal value.

If an employee is unsure whether he or she can accept a specific gift, the employee should talk to his or her manager.



Supplier Selection/Conflicts of Interest (Purchasing)

Every Bell Techlogix employee is expected to avoid any situation in which his or her interests (or those of his or her family) may conflict with the interests of the Company. All Bell Techlogix employees are expected to utilize non-discriminatory practices in selecting and doing business with suppliers and vendors. Any employee (or his or her family) with a financial interest in any current or potential client, vendor, and/or supplier must disclose in writing, that interest to the Human Resources Department.

Nepotism and Non-Fraternization

While the Company does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the Company's legitimate business interests. To prevent unwarranted sexual harassment claims, confidentiality lapses, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, managers and supervisors of the Company and employees in the Human Resources Department are strictly prohibited from engaging in consensual romantic or sexual relationships with any managers, supervisors, or lower-level employees of the Company.

That said Bell Techlogix permits members of the same family to work for the Company. However, to help avoid potential conflicts of interest, family members may not be under the direction of the same immediate supervisor within the same department nor may any employee directly or indirectly supervise any members of his or her family.

To further avoid even the appearance of a conflict of interest, an employee may not supervise any other employee with whom he or she has a close personal relationship and/or outside business relationship. This includes, but is not necessarily limited to, relationships created by law/marriage, romantic relationships, landlord/tenant relationships, and/or roommates.

Bell Techlogix requires full disclosure in writing of all relationships prior to consideration for employment that may create a conflict of interest. Please notify Human Resources prior to the submission of an application for consideration of employment or if referring an employee for an open position.

During the course of employment if an employee's relationship changes and results in a conflict of interest as described above, all parties are required to inform management and Human Resources of the relationship to determine future course of action.

This policy is intended to supplement our existing sexual harassment policy. If you have any questions concerning the intent of this policy or its application to any existing or contemplated relationship, please consult the Company's Human Resources Department. All such inquiries will be treated confidentially and consistently with the legitimate business needs of the Company.

Coaching and Corrective Action

All Bell Techlogix employees are expected to conduct themselves in a manner that contributes to operational effectiveness, productivity, profitability, legal and ethical compliance, and safety. Failure to meet the Company's expectations of performance and conduct will result in corrective action, up to and including termination of employment.

Bell Techlogix does not practice mandatory progressive steps of corrective action. Each circumstance is reviewed by management to determine if remediation via some measure of corrective action is appropriate. Corrective action interventions include, but are not necessarily limited to, coaching and counseling, verbal warnings, written warnings, suspensions, and performance improvement plans. Bell Techlogix management reserves the right to utilize or not utilize any of these means of corrective action as it deems appropriate. Additionally, management may at any time exercise its "at



will employment” right to terminate an individual’s employment with or without prior notice, with or without cause, and without any further obligation.

Non-Compete, Non-Solicitation, and Confidentiality

Bell Techlogix requires employees to sign an agreement regarding non-competition, non-solicitation, and confidentiality upon hiring. Nothing in this policy handbook is intended to alter, augment, or change the terms of said agreement. The terms of that agreement should be read carefully prior to signing. Employees may request a copy at the time it is signed, and the Human Resources Department will maintain a copy. Please direct questions regarding this agreement to Human Resources.

Reporting Work-Related Injuries and Incidents

Employees who sustain a work-related injury, regardless of severity, must inform his or her supervisor and Human Resources immediately. A Work-Related Accident Investigation Report and a First Report of Injury must be completed and submitted to HR within 48 hours of the injury.

Bell Techlogix provides a worker’s compensation insurance program at no cost to employees. The program covers injury or illness sustained during and within the scope of employment that requires medical, surgical, or hospital treatment. Worker’s compensation generally provides limited benefits to eligible workers in the form of medical treatment, compensation for lost wages, and compensation for the loss or use of parts of the body. Benefits are generally available to employees after a short waiting period. Failure to report a work-related injury or illness promptly could result in a delay in treatment and/or benefits.

Reporting Concerns

An employee who wishes to report any matter concerning compliance with the Standards of Conduct may do so by contacting his or her immediate supervisor or manager or the Vice President of Human Resources at (317) 333-7673.

Reports concerning compliance with the Standards of Conduct may also be made anonymously in writing to the Vice President of Human Resources at the following addresses:

Bell Techlogix
Attention: Ami Hall
Vice President of Human Resources
4400 West 96th Street
Indianapolis, IN 46268
feedback@belltechlogix.com

Schedule Adherence

Bell Techlogix understands the importance of the need for time away from work which is why we provide a generous set of time-off options for employees and various leave programs (all of which are outlined in detail later in this handbook). With that said attendance is an important topic for all employees because we work in a very competitive and demanding set of industries where every individual’s contribution is important to our success. When employees are not at work making those important contributions on a regular and consistent basis, our operational effectiveness and efficiency is weakened, as the workload is disproportionately shifted to other employees. Consequently, all Bell Techlogix employees are expected to be present, alert, and report on time for work on a regular and consistent basis.



If an employee is going to be late or absent, the employee must call and speak with his or her immediate supervisor prior to the start time for his or her shift or follow established department call-in procedures. Unless the need to miss time is unforeseeable, PTO and any other time off requests need to be requested two weeks in advance.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. Unless medically incapacitated, the first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three consecutive scheduled shifts will be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

As each area of our business has unique requirements, it is not possible to outline a single comprehensive set of specific attendance and punctuality guidelines in this handbook. Rather, employees should obtain location-specific and function-specific attendance and punctuality guidelines from their immediate supervisor or local Human Resources representative.

Workplace Attire

Presenting oneself in a professional manner is important, especially when representing the Company. As such, all employees are expected to dress in a manner that is appropriate for the type of work they perform and for the work environment in which they operate. The diverse nature of Bell Techlogix's lines of business makes it impossible to outline in this handbook a single dress code that would be appropriate for all our work locations and functions. Consequently, employees should meet with their immediate supervisor and/or Human Resources representative to obtain the specific workplace attire requirements for their location and function. The Company reserves the right to address individuals deemed to be dressed inappropriately and to relieve them of their duties until they return appropriately attired.

Use of Vehicles and Parking

Some employees operate vehicles in the course of employment with Bell Techlogix. Whether the vehicle is Company-owned, leased, rented, or personal driving is a privilege. This privilege is extended to deserving individuals whose job duties require driving and who have met, and continue to meet, all the established driver obligations. Employees authorized to drive for Bell Techlogix are expected to operate vehicles safely and meet all legal and policy requirements. Employees must possess a valid driver's license and agree to a Department of Motor Vehicles background check. Use of personal vehicles for Company business must be pre-approved by management and include confirmation of insurance coverage. Insurance on personal vehicles used for Company business must always be current. If an employee is requested to use his or her personal vehicle for Company business, the employee will be reimbursed at a flat rate per mile. Employees involved in an accident while operating any vehicle on Company business must immediately report the accident to their supervisor/manager and the Company's Corporate Office. Employees must refrain from the use of all electronic devices (cell phone, laptop, tablets, etc.) or any distractions while operating a vehicle. See Bell Techlogix's Driver Acknowledgment and Obligations form for more details. A signed copy of the Driver Acknowledgment and Obligations form must be signed and on file before an employee is allowed to drive for Bell Techlogix.

Employees are expected to park in designated areas or spaces at Bell Techlogix and its client's locations and take actions to prevent theft, such as locking vehicle doors and closing vehicle windows. Bell Techlogix is not responsible for vandalism, theft, fire, or damage to any vehicle parked on Company or Client property. Cars improperly parked may be subject to towing or municipal citations. The Company is not responsible for the consequences of improperly parked vehicles.

Locker, Desk, and Storage Policy

In locations where the Company provides lockers for the convenience and use of its employees at the Company's expense, the Company provides the locks for the lockers and all items are considered the property of Bell Techlogix. At no time



should an employee place their own lock on anything considered Bell Techlogix property. In addition, some employees are also provided desks for their use during work. Although lockers, desks, work areas, and/or any company provided storage are made available for the convenience of employees while at work, employees should remember that all remain the sole property of the Company. Moreover, the Company reserves the right to open and inspect all Company resources, as well as any contents or articles that are in lockers, desks, storage spaces, or work areas. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by Human Resources or security personnel designated by the Company.

Prohibited material, including weapons, explosives, alcohol, and non-prescribed drugs or medications, may not be placed in a locker, desk, or storage. Employees who fail to cooperate in any inspection when requested to do so will be subject to corrective action, up to and including termination of employment. The Company is not responsible for any articles that are placed or left in a locker or desk. Employees must understand that if they choose to have a locker, they are responsible for all contents inside of the locker.

Personnel Records

Employee files are the property of the Company, are maintained by the Human Resources Department, and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information, and access to the file may otherwise be required pursuant to a valid subpoena from a court officer.

Employment Verifications

The Human Resources Department is responsible for all employment verifications. All requests for references and/or verification should be referred to the Human Resources Department. All requests for employment verification must be in writing and include a release signed within the last 60 days by the employee. Requests may be received via fax or mail. Responses are returned in the same manner as received unless sender requests otherwise. Human Resources requires a minimum of 48 hours to respond to all verifications.

Purchasing Cards

The Purchasing Card (P-Card) program is provided as a convenience and assistance for employees who travel significantly and/or for other compelling business reasons. The P-Card is for business purposes only. Inappropriate use of the P-Card for personal transactions may result in disciplinary action, up to and including termination of employment. Reconciled statements are due on the 25th of each month through our expense reporting tool. To reconcile a statement an employee must provide itemized receipts with explanation of the business need and submit for approval by his or her manager. For more information refer to the Expense Management and Reimbursement Policy.

Expense Management and Reimbursement Policy

Bell Techlogix expects employees to act responsibly and professionally when incurring and submitting costs. The objective of the Expense Management and Reimbursement Policy is to provide clear and consistent standards, processes, and requirements for expense reimbursement. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, and purchases made on behalf of the organization. All expenses must be approved in advance.



Business-related expenses must have prior approval and will be reimbursed as outlined in the Bell Techlogix Expense Management and Reimbursement Policy. Expense reports for business-related items, including mileage reimbursement, must be approved and submitted through our expense reporting tool no later than 30 days from the date of the expense and by the 25th of each month. Expenses not covered by the policy or any deviations from the policy must be discussed and approved in advance by the department manager.

COMPENSATION

Base Pay

Base pay for a non-exempt employee is the straight time rate of pay per hour. Base pay for exempt employees is defined as their biweekly pay rate or annual salary.

Bell Techlogix is committed to maintaining fair and competitive base pay levels, as we recognize that an employee's base wage is the foundation of the Company's benefit package. However, it is important for employees to understand that base pay is only one component of the Company's benefit package and the Company must factor in all elements of the benefit package as it makes decisions relative to compensation.

Base pay increases are not automatic but rather are earned by sustained or improved performance, the acquisition and application of new skills, and/or the assumption of additional responsibilities. An employee's compensation will be reviewed on a regular basis by his or her manager. Such reviews are generally conducted on, at least, an annual basis and generally are associated with a performance evaluation. The amount of any compensation increases an employee may receive will be based on the employee's job performance, the profitability of the Company, the amount of the employee's present salary in relation to the compensation range for the employee's job, and the length of time since the employee's last increase. There is no guarantee that an employee will receive a base wage increase each year.

Work Hours/Work Week

Work hours and schedules will vary by assignment, position, and/or business unit. Bell Techlogix's workweek for payroll purposes is Sunday through Saturday. All employees are expected to be at their desks or workstations at the beginning of their scheduled shift. All employees must work until the end of his or her shift.

All employees who are scheduled for eight or more hours in a day are required to take an unpaid meal break of at least 30 minutes. Employees must clock in/out for all meal breaks, and they are not paid. Employees should take their meal break within 2-5 hours from the beginning of their workday, or as required by state or local laws. There may be times where management needs to adjust meal or regular breaks. This is up to management discretion to help support our clients. All permanent adjustments made to an employee's schedule of meal breaks need to be approved by management and documented.

Time Reporting

All employees must record time worked in an accurate and timely manner via Bell Techlogix's approved time reporting tool. All employees are responsible for recording PTO, Flex Leave, or other accrued time within the pay period it is used. Non-exempt employees are required to clock in and out for all time worked. Time worked can be defined as all the time an employee must be on duty or is permitted to work. No work may be performed while off-the-clock for non-exempt employees, as the amount an employee should receive under the FLSA cannot be determined without knowing the number of hours worked. Clocking in/out another employee, allowing another employee to clock you in/out, or falsely reporting



time worked will be grounds for corrective action, up to and including termination of employment. Exempt employees may not be required to clock in or out. If an employee discovers an error on his or her timecard, he or she must immediately report it in writing to his or her supervisor and Payroll will attempt to promptly correct any legitimate errors. All timecards (exempt and non-exempt) must be approved by the employee and his or her supervisor each pay period prior to the established approval deadline.

Payday

Bell Techlogix pays employees biweekly on Thursday. Each paycheck represents wages earned by the employee during the two-week period ending the previous Saturday. Bell Techlogix has a paperless check stub system and, therefore, encourages all employees to take advantage of direct deposit. Pay information is available online through our employee self-service website. For those employees who do not elect direct deposit, a live check will be sent to the employee's home address on file. If an employee finds an error in his or her paycheck, the employee's supervisor and Payroll should be notified immediately. The supervisor will work with the Payroll Department to research and correct, if necessary, the error. A lost check should be immediately reported to the Payroll Department to initiate the stop payment and replacement processes. Employees will incur any and all charges associated with a stop payment and re-issuance of a paycheck. A minimum of 10 business days is required before a stop payment can be issued, and a replacement check can be processed.

Overtime

Employees eligible for overtime (i.e. non-exempt employees) will be paid at one and one-half times their regular rate for all hours worked over 40 hours in one work week. In addition, certain states require overtime to be paid based on the number of hours worked per day. In these states, overtime will be calculated according to state law. Non-working time, including PTO or days spent on a leave of absence do not count as hours worked for purposes of computing overtime pay.

There are times when business conditions may warrant overtime. Some positions may be regularly offered overtime. Employees should not assume these periods of overtime are guaranteed. Overtime is authorized based on business need or business conditions. The Company expects employees to work a reasonable amount of overtime when necessary, unless unusual circumstances dictate otherwise. Supervisors will attempt to provide employees with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Consistent refusal to work overtime may result in corrective action and/or termination of employment.

Overtime must be approved in advance by a supervisor. If a supervisor has not authorized an employee to work overtime, but the employee believes that overtime work is necessary in order to complete assigned duties for the workweek, the employee should discuss the matter beforehand with his or her supervisor prior to working overtime. Employees are not authorized to work overtime without prior approval from their supervisor. All overtime, approved or not, must be reported on an employee's timecard so that it may be paid appropriately. If an employee believes he or she is not receiving overtime or time has been recorded incorrectly he or she should contact Payroll immediately in writing. Failure to follow these practices may result in corrective action, up to and including termination of employment.

Premium Pay

Premium pay practices such as shift differential and standby pay are business unit and/or client engagement specific. Employees should contact their immediate manager or local Human Resources representative for details.



Commissions/Bonuses

Some positions may be eligible for commissions or bonuses. Commissions and bonuses are voluntary and discretionary, except where required by law. Employees should contact their immediate manager or local Human Resources representative for details.

Mandatory Deductions

Social Security (FICA): This is a deduction from wages to satisfy the amount of Social Security taxes as required by federal law. The Company matches the deduction amount. Social Security taxes are intended to provide employees with retirement income and other benefits. The amount of an employee's benefit will depend upon his or her wages from all employers over a lifetime. Social Security will also provide payments to the employee and his or her family in the event of the employee's disability or death.

Medicare (FMHI): This is a deduction from wages to satisfy the amount of Medicare taxes required by federal law and is matched by the Company.

Withholding Taxes: Federal and State Income taxes are withheld from employees' pay. The amounts of the deductions are determined by an employee's taxable wages and the number of exemptions the employee claims.

Occupational Taxes (City/County): In areas where applicable, taxes for local government will also be withheld.

Income Withholding Orders: This refers to deductions such as child support, court or child support ordered medical/dental dependent coverage, tax levies, wage assignments and garnishments ordered by a government entity or court of law. The Company is legally obligated to comply with any income withholding order. Compliance with an income withholding order means the Company deducts the required amount from the employee's paycheck. When required by an income withholding order, the Company will notify the employee before a deduction is made.

Others: Others as may be required by applicable law.

The above deductions will be taken from all forms of compensation (e.g. base pay, overtime, bonuses, and commissions).

Pay Due to Closure for Unforeseen Reasons

As a matter of course, the Company will maintain facility operations in spite of weather conditions. In cases of extreme/severe weather conditions or other unforeseen reasons, it is not the Company's intent that employees place themselves in the way of harm. Employees are encouraged to use their best judgment and adhere to any government enforced road/driving restrictions.

In the event employees are unable to complete their normal work shift due to severe weather conditions or any other unforeseen reason, employees will receive full pay for their shift, provided it was canceled by local Bell Techlogix management.

If your office is closed by Bell Techlogix management prior to your shift for any unforeseen reason, you will not be paid for shifts missed due to said closure if you are a non-exempt employee. Exempt employees are expected to work remotely in the event of an office closure, and this expectation should be considered a condition of employment. Bell Techlogix provides exempt employees with the necessary tools to work remotely for this reason.

If employees are uncertain as to whether a Bell Techlogix facility will be open or closed, they should follow call-in procedures established by local management.



The decision to shut down operations at a facility due to unforeseen circumstance which affects that facility will be made by the manager of the facility with the concurrence of corporate management, if possible. The decision to close down operations at multi-facilities due to unforeseen circumstances will be made and communicated by corporate management.

TIME OFF

Company Holidays

Bell Techlogix recognizes several holidays each year. The holiday calendar is located on the HRIS. All eligible employees will receive their base rate of pay for each holiday. Non-exempt employees required to work on the holiday will be paid their base rate of pay for hours worked plus their holiday pay. Regular full time, non-exempt employees will receive eight hours of holiday pay on a given holiday. Regular part-time, non-exempt employees who work 30 hours or more per week will be paid for the number of hours they are regularly scheduled to work on that day.

Employees must meet the following criteria to be eligible for holiday pay:

- The employee is on the active payroll at the time of the holiday and either:
- The employee completes his or her scheduled shift on the regular work shift immediately before and after the holiday, or
- The employee takes a pre-approved PTO day immediately before or after the holiday

Whenever possible, reasonable accommodations will be made for an employee's request for time off for religious holidays or religious observances. If an employee wishes to observe a religious holiday other than the company-recognized holidays, the employee may do so by using PTO. It is the employee's responsibility to plan in advance. Approval should be obtained from the employee's immediate supervisor at least two weeks in advance of the day(s) requested in order to allow for appropriate scheduling. Approvals will be granted in the order in which they are received and based on business needs.

Note: Some client sites require Bell Techlogix employees to mirror their holiday schedule. Please contact your local Human Resources Department to confirm the site-specific holiday schedule.

Effect of a Leave of Absence on Holiday Pay

If an employee is on an authorized leave of absence of less than seven calendar days and one or more holidays fall within that period, the employee will receive holiday pay. An employee will not be eligible for holiday pay for leaves of absence of seven or more days. For purposes of determining holiday pay eligibility, a leave of absence resulting from an employee's own medical condition will be deemed to begin and end on dates indicated by the employee's healthcare professional. For all other leaves, the leave is deemed to begin on the first scheduled day of absence from work and ends when the employee returns to work.

Paid Time Off (PTO) Hourly/Non-exempt Employees

Bell Techlogix recognizes that employees need time off during the year to provide rest and relaxation away from the job, time for occasional periods of illness, and personal time to address any personal or family needs that may arise.



All hourly employees will accrue a PTO benefit to be used, with appropriate supervisory approvals, for the purposes outlined above. This policy complies with all state and local paid sick leave laws, as applicable, and shall serve as a substitute for a separate paid sick leave policy. Any PTO under this policy may be used for paid sick leave. In the event that an employee does not have a sufficient PTO balance to take paid sick leave, the Company has no obligation to grant any additional PTO or paid sick leave under this or any other policy.

Bell Techlogix offers PTO to employees whose regular schedule is 30 hours or more per week. The PTO accrual is based on an employee's length of service with the company. PTO days are not considered as hours worked for purposes of computing overtime pay.

Qualifying employees are eligible for PTO based on the following schedule*:

COMPLETED YEARS OF SERVICE with Bell Techlogix	Accrual Rate Per Pay Period	Hours Accrued/Year
Less than 1 year	4.92 hours	127.92 hours/16 days
1 - 5 years	5.85 hours	152.10 hours/19 days
5 - 10 years	7.69 hours	199.94 hours/24 days
10+ years	9.23 hours	239.98 hours/30 days

The accrual rate increases immediately following an anniversary with the company. For example, the accrual rate increases from 5.85 hours to 7.69 hours immediately following the employee's fifth anniversary with Bell Techlogix.

*Employees whose regular work schedule is 30 or more but less than 40 hours per week will accrue PTO on a prorated schedule (75% of the maximum accrual).

PTO will be paid at the rate of pay in effect at the time PTO is taken. PTO must be scheduled in advance by submitting a time off request through Bell Techlogix's time-keeping system for supervisor approval. Requests for PTO should be made at least two weeks in advance. Although efforts will be made to accommodate an employee's request to take PTO when less notice is given, supervisors must consider business needs when evaluating any requests. The company reserves the right to decline an employee's request to take PTO at a particular time, regardless of when it was submitted, if it would be disruptive to the company.

Where PTO is needed to cover sickness or unplanned emergencies, employees must inform their supervisor of the need to take PTO as soon as possible. If an employee needs to take unexpected, unplanned time off due to his or her own illness lasting more than three consecutive scheduled days the employee may be required to submit a doctor's release to Human Resources in order to return to work.

All employees are expected to meet reasonable standards of attendance and reliability. When an employee's frequent absenteeism affects their performance or the operations of the work unit, such absenteeism will be considered in the employee's performance evaluations and salary reviews. Excessive absenteeism and using PTO excessively for last minute call-offs is considered unacceptable and may lead to actions including coaching, performance improvement plans and, if warranted, termination of employment.

PTO time is not considered earned wages and therefore will not be paid out or compensated at any point during employment or at termination (except as legislated otherwise by applicable law).

Employees are permitted to carryover up to 40 hours of unused accrued PTO time from one year to the next (except as legislated otherwise by applicable law). If an employee has a balance of more than 40 hours of PTO as of the Saturday on or after December 31 of each year, the remaining hours will be forfeited (except as legislated otherwise by applicable law). Once an employee hits 280 hours of PTO, accruals will be frozen until the balance is reduced under this amount. All unused



hours more than the discretionary carryover limit, as determined by management, will be forfeited (except as legislated otherwise by applicable law).

Note: Some client sites have different time-off policies. Please see your supervisor and/or local Human Resources representative for more details.

Flexible Leave – Salaried/Exempt Employees

All full-time and part-time exempt employees working 30 or more hours per week are eligible to participate in Flexible Leave, with appropriate supervisory approvals. This policy complies with all state and local paid sick leave laws, as applicable, and shall serve as a substitute for a separate paid sick leave policy.

The Flexible Leave Program places more accountability in the hands of the salaried employee who decides, within guidelines, how much or how little time away from work is appropriate based on the employee's ability to meet or exceed his or her job requirements. Bell Techlogix wants employees to enjoy time away from the job, as the company understands the multiple benefits of achieving an appropriate balance between the employee's personal life and position responsibilities. Employees may take the time off that they need while still meeting the demands of their position. Flexible Leave should be scheduled, subject to management approval, within the department so that the requirements of the organization do not suffer.

Where time off is needed to cover sickness or unplanned emergencies, employees must inform their supervisor of the need to take Flexible Leave as soon as possible. If an employee needs to take unexpected, unplanned time off due to his or her own illness lasting more than three consecutive scheduled days the employee will be required to submit a doctor's release to Human Resources in order to return to work.

Employees and their managers will work together to balance organizational demands with personal needs and schedules. To limit any negative impact on the business, employees are not permitted to take more than three weeks (21 calendar days) of Flexible Leave in a consecutive time period. A leave that exceeds this time frame falls under the Personal Leave policy, not this Flexible Leave policy, and must be approved by senior leadership and Human Resources. Eligible employees will still be required to submit time off requests to their supervisor for approval. Employees do not accrue time-off so the company will not compensate or pay out unused leave at any point during employment or at termination.

Employees who abuse Flexible Leave policy by taking excess time off that negatively impacts their job performance and/or the company's requirements are subject to discipline, up to and including termination. If an employee's frequent absenteeism affects their performance or the operations of the work unit, such absenteeism may be considered in the employee's performance evaluations and salary reviews. Employees must coordinate plans with their supervisor and team to ensure that time off does not disrupt job duties and company operations. There may be periods of time where time off requests will be denied, including instances that interfere with important deadlines or high-demand business requests.

Note: Some client sites have different time-off policies. Please see your supervisor and/or local Human Resources representative for more details.

Change in Status

Non-Exempt to Exempt Status

Employees transitioning to exempt status will have six months to reduce their PTO balance to zero. After six months, the employee will transition to the Flexible Leave policy and any remaining PTO will be forfeited.



Exempt to Non-Exempt Status

Employees transitioning to non-exempt status will be awarded a PTO balance equal to one-half of their accrual, based on tenure, not to exceed 100 hours.

Flexible Leave Absences Coordination with Other Types of Leaves

The Flexible Leave policy is not intended to be a long-term care solution or to interfere with legally established leaves like FMLA, Short-Term Disability, or Long-Term Disability. In such cases where employees need to take an extended time away from the office for a qualified leave, they are expected to follow the relevant leave procedure for that type of leave. Any absences qualifying as FMLA leave are not eligible for Flexible Leave beyond the maximum of three weeks of consecutive paid time off as communicated elsewhere in this handbook. Paid Flexible Leave cannot be substituted for any qualified and approved leave beyond the first three weeks, including intermittent leave under FMLA. Similarly, employees eligible for other wage replacement benefits while on an approved leave (workers comp leave, STD, LTD, etc...) will not receive pay under this Flexible Leave policy beyond the first three weeks. In other words, employees who are on a qualified leave longer than three consecutive weeks (21 calendar days) will not be eligible for additional paid time off under the Flexible Leave policy.

Unpaid Time

All time must be accounted for based on an employee's employment status (e.g. Full-time employees must account for 40 hours per week). All available paid time must be depleted before an employee may be allowed to take unpaid time, except where an employee volunteers to take time off due to lack of work. Employees are responsible for managing the use of PTO. In the event an employee requests an unpaid leave, a request must be reviewed and approved by the employee's supervisor and Human Resources prior to time off. Excessive use of unapproved unpaid time could result in disciplinary action, up to and including termination of employment.

LEAVES OF ABSENCES

Jury Duty Time

Bell Techlogix supports community involvement and participation. For participation in jury duty, the Company will give employees paid time off when they are summoned for jury duty or for duty on a federal grand jury for up to 10 days. Employees will be granted a paid absence only for jury duty performed during their regular workday and during their regular workweek. Employees will be paid at their regular base rate in effect at the time of leave, excluding overtime.

Payment for lost time as a juror is limited to 10 regular workdays in any calendar year. If an employee is required to serve beyond 10 days, he or she must immediately notify Human Resources. To qualify for payment from Bell Techlogix, employees must give their supervisor advance notice that they have been summoned and submit evidence that they reported and served as a juror on the days for which they claim payment. An employee should return to work if he or she is dismissed from court before the middle of his or her shift. Employees on non-standard shifts are generally required to report to work if serving during jury duty during the day. Employees on non-standard shifts are generally required to report to work if serving jury duty during the day.



Voting Time

Bell Techlogix encourages you to vote. Because of the extended hours that the polls are open, we do not anticipate that it will be necessary for anyone to take time off to vote.

In the unlikely event your work schedule does not allow time for you to vote during the hours the polls are open, you will be given a reasonable period of time off work to vote. Please notify your supervisor in writing at least two weeks prior to the election, so that arrangements can be made to properly cover your job duties.

Employees will not be disciplined for taking voting time or for failing to vote.

Bereavement Time

Paid bereavement time will be granted and paid up to a maximum of three scheduled working days in conjunction with the death or funeral of a family member. Such leave may be granted upon the death of your: spouse, parent, child, sibling, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law. Step relationships (i.e. step-parent, step-sibling, etc.) are considered the same as blood relationships and will be granted for the above family members. In cases where Bereavement Time needs to be used, an employee should notify his/her manager. The manager will communicate this information to HR and log Bereavement Time in the HRIS. If additional time off is necessary, PTO, Flex Leave, or other available accrued time should be used. If other paid time is unavailable a personal leave of absence may be requested.

Pay while on bereavement time is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Parental Leave

In order to assist and support new parents with balancing work and family matters, Bell Techlogix is providing paid parental leave. This policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or newly adopted child.

Definitions:

- **Parent** - An eligible parent is defined as a birth mother, father and/or spouse, or a new adoptive parent who is the primary caregiver. An individual that adopts a spouse's or partner's child(ren) is not eligible for this benefit.
- **Primary Caregiver** - A primary caregiver is defined as someone who has primary responsibility for the care of a child through birth or adoption. Mothers and fathers are both eligible to be considered primary caregivers. Note: If both parents work for Bell Techlogix, then only one parent can be designated as a primary caregiver at a time.

Bell Techlogix will provide one week (up to 40 hours based on regularly scheduled hours worked) of 100% paid parental leave to the eligible parent serving as the primary caregiver following the birth or adoption of a child per calendar year.

Employees working 30 or more hours per week that have been employed for the previous six months are eligible to use paid parental leave during the first six weeks following the birth or adoption of a child. Paid parental leaves runs concurrently with FMLA.

The amount to be paid during parental leave will be based upon current salary rate and determined by standard hours/full time equivalent of the position. The benefit must be utilized in a continuous 40 hours. In other words, the 40 hours must be taken at one time, not intermittently. Payment for the paid parental leave will be paid through Bell Techlogix payroll on regular payroll dates.



Employees working at least 30 hours per week but less than 40 hours per week will be pro-rated based on their normal hours worked. Employees who work less than 30 hours per week and temporary employees are not eligible for benefit under this Parental Leave policy.

Gift of Time – Philanthropic Time Off

The purpose of the Gift of Time (GoT) program is to support activities that enhance and serve the communities in which we live and work. Here at Bell Techlogix, we recognize that participating in philanthropic activities enriches the lives of its employees and those we serve.

All full-time and part-time regular employees who work more than 30 hours per week and are in good standing with at least six months of service are eligible to participate in this program. Full-time employees who are eligible will receive eight hours of paid time off per calendar year to volunteer at the 501c3 charitable organization of their choice. Employees can take this time in either two, four-hour increments, or one eight-hour increment. Employees working at least 30 hours per week but less than 40 hours per week will be pro-rated based on their normal hours worked. Use of this time or lack thereof does not affect PTO accruals or PTO usage.

Approval Process:

Employees must fill out the Gift of Time Request Form and submit it to his/her manager at least one week before the requested time off to ensure the time away does not negatively impact business activities. Approval is at the discretion of the employee's manager and Human Resources based on business needs. Bell Techlogix sponsored Gift of Time may not be used for organizations that discriminate based on creed, race, religion, age, sexual orientation, or any other category protected by law. The Company reserves the right to amend or terminate this program at any time without prior notice. The Company also reserves the right to revoke approval for any reason.

Examples of appropriate uses for GoT:

- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Cleaning up the beach, highway, or park with a local non-profit
- Participating in Big Brother/Big Sister programs

Inappropriate uses for GoT:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your kid's basketball team
- Attending your kid's PTA conference
- Attending a professional, religious, or personal interest conference

Personal Leave

An unpaid personal leave provides an opportunity for employees to be away from work for an extended time to attend to personal business. To be eligible for a personal leave, an employee must have completed at least 90 days, be in good standing (without disciplinary actions), complete a request form, and be benefit eligible. Personal leaves are generally approved for a consecutive period of up to 30 days and the original leave may be extended for an additional, consecutive period of up to 30 days with approval of senior management and Human Resources. If approved, employees may take one personal leave per a rolling 12-month period measured forward from the date an employee uses leave under this policy. Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Management reserves the right to deny a personal leave request based on business needs. An employee does not have job protection while out on a personal leave unless legally required.



Requests for personal leaves must be submitted in writing two (2) weeks in advance or as soon as practicable prior to any time taken off. Employees are required to exhaust all available paid time before the start of an unpaid, personal leave (this paid time-off will be counted toward the personal leave total). Employees do not accrue PTO while on personal leave. However, employees may continue to participate in applicable benefit programs by paying the appropriate employee contributions in advance unless other arrangements have been made (i.e. paid through paid time off) while on leave. These payments need to be coordinated with the Benefits Specialist. Employees failing to return to work on their scheduled date of return will be considered to have resigned their position, unless other arrangements have been made.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Bell Techlogix has designated locations for this purpose. A small refrigerator reserved for the storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date the breast milk was expressed. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting Human Resources. Additional rules for use of the room and refrigerator are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her timecard.



FAMILY MEDICAL LEAVE ACT (FMLA)

Bell Techlogix complies with all applicable federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA) as amended. Under the FMLA, eligible employees are entitled to certain rights and obligations with respect to unpaid leave for certain family and medical reasons. Some states may impose different rights and obligations, so employees should consult with their Human Resources representative for specifics related to the state of employment. The following summary is provided for information purposes only and in no way enhances, reduces, or otherwise modifies either the employee's or Bell Techlogix' obligations or benefits under the law.

FMLA Leave Eligibility

An eligible employee under the FMLA is an employee who has been employed by the Company for at least 12 months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least 50 employees are employed by the Company either at that facility or within 75 miles of that facility.

The 12 months that an employee must have been employed by the Company to be eligible for FMLA leave need not be consecutive. Except in certain limited circumstances relating to military leave, any period of employment with the Company prior to a break in service of seven years or more will not be counted in computing the 12 months' service requirement.

Reasons for FMLA Leave

An eligible employee may take FMLA leave for one of five different reasons. Specifically, an eligible employee may take FMLA leave of:

- up to 12 weeks per Leave Year to care for a newborn child or a child newly placed in the employee's custody through adoption or foster care for a period of up to one year after such birth or placement;
- up to 12 weeks per Leave Year to care for the employee's spouse, child or parent who has a Serious Health Condition;
- up to 12 weeks per Leave Year because of the employee's own Serious Health Condition, if that condition renders the employee unable to perform his or her job functions;
- up to 12 weeks per Leave Year because of a Qualifying Exigency arising from the fact that the employee's spouse, son, daughter or parent is a Covered Active Duty; or
- up to 26 weeks within a single 12-month period to care for a Covered Servicemember who is the employee's spouse, daughter, son, parent, or next of kin who is:
 - a member of the armed forces (including National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list for a Serious Injury or Illness suffered in the line of duty; or
 - a veteran who is undergoing medical treatment, recuperation or therapy for a Serious Injury or Illness suffered in the line of duty and who was a member of the armed forces (including National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement. An employee may not combine forms of leave to exceed the maximum entitlement under the law. In other words, an employee is only eligible for a total of 12 or 26 weeks of FMLA leave a year, as applicable, depending on the reason for the leave.



Limits on Spousal Leave

Spouses who both work for the company will be limited to a combined total of 12 weeks of FMLA leave per Leave Year for the birth, adoption, or foster placement of a child. Spouses who both work for the company will likewise be limited to a combined total of 26 weeks of FMLA leave during the Single 12-Month Period to care for a Covered Servicemember.

DEFINITIONS

Covered Active Duty

For current active-duty members of the armed forces, “covered active duty” means duty during deployment to a foreign country.

For members of a reserve component of the Armed Forces, “covered active duty” means:

- duty during service in a foreign country as part of any operation designated by the Secretary of Defense as one in which members of the Armed Forces are or may become involved in
- actions, operations, or hostilities against an enemy of the United States or against an opposing military force;
- an operation that results in a call to duty of certain members of the Armed Forces from retirement, the reserves, the National Guard, or state militias; or
- any other operation which is the result of a national emergency declared by the President or Congress.

Covered Servicemember

- a current member of the Armed Forces (including National Guard or Reserves) who has suffered a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is on the Temporary Disability Retired List; or
- a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation, or therapy.

FMLA Leave Year

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave is the 12-month period beginning on the date the employee first takes leave for any of the reasons set forth previously. The Company will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses leave under this policy. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take.

Next of Kin

The nearest blood relative of the injured Covered Servicemember as defined by applicable law and regulation.

Qualifying Exigency

Qualifying exigencies include the following related to the Covered Active Duty of a Covered Servicemember:



- Issues arising from the short-notice (i.e., seven days or fewer) deployment of the employee's spouse, daughter, son, parent, or Next of Kin in the military (Servicemember") for a period of seven days from the date of notification
- Military events and related activities
- Certain childcare and related activities
- Making and updating financial and/or legal arrangements
- Attending counseling for the Covered Servicemember or the child of the Covered Servicemember
- Taking up to 15 days of leave to spend time with a Covered Servicemember who is on short-term temporary rest and recuperation leave during deployment
- Care of a Covered Servicemember's parent (including directly caring for the parent, arranging for care of the parent by another, admitting or transferring the parent to a care facility, or attending meetings with care providers for a parent at a care facility) who is incapable of performing self-care in three or more daily living activities (e.g., grooming, hygiene, bathing, dressing, or eating) or instrumental activities of daily living (e.g., cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using a telephone, or using a post office, etc.)
- Attending certain post-deployment activities.
- Any other event that the Company and the employees agree is a Qualifying Exigency and agree as to both the timing and duration of the leave

Serious Health Condition

Means an illness, injury, impairment, or physical or mental condition that involves either:

- inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider, which includes:
 - a period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment of period of incapacity relating to the same condition that also includes:
 - treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within seven days and the second within 30 days of the first day of incapacity unless extenuating circumstances exist for the latter); or
 - one treatment by a health care provider (i.e., an in-person visit within seven days of the first day of incapacity) with a continuing regimen of treatment under the supervision of a healthcare provider.
 - any period of incapacity related to pregnancy or for prenatal care;
 - any period of incapacity or treatment for a chronic Serious Health Condition that:
 - continues over an extended period of time;
 - requires periodic visits (at least twice a year) to a health care provider;
 - may involve occasional episodes of incapacity rather than a continuing period of incapacity.
 - any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. (Only supervision by a health care provider is required, rather than active treatment.); or
 - any absences to receive multiple treatments (and recovery from such treatment) for restorative surgery or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

Serious Illness or Injury

For members of the Armed Forces (including National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active



duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

For veterans of the Armed Forces (including National Guard or Reserves) who were members of the Armed Forces (including National Guard or Reserves) at any time in the five years immediately preceding the treatment or therapy, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces).

Veteran

Means a person who served in the active military, naval or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Requesting FMLA Leave

When a need for FMLA is identified the employee must contact the Company or its third party leave administrator to begin a claim. The Company or its third party leave administrator will provide the necessary forms for employees to request FMLA leave. Employees must give at least 30 days' notice of their intent to leave under the FMLA, if the leave is foreseeable. If the leave is not foreseeable, employees must make a good faith effort to provide notice as soon as practicable and must generally comply with customary call-in requirements. Any employee who fails to give the required notice may be delayed in receiving authorization for leave. An employee may not be protected by the FMLA for any absences for which an employee does not give the required notice.

Employees must provide sufficient information to enable the Company or its third party leave administrator to determine whether the leave may be FMLA-qualifying and the anticipated timing and duration of the leave. The Company or the third party leave administrator may require information showing that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. If the leave is for a condition for which the employee has had a previously approved FMLA leave, the employee must specifically reference that qualifying reason for the leave or the need for FMLA leave.

Notification of Designation

Absent extenuating circumstances, the Company or its third party leave administrator will notify employees whether their leave has been approved as FMLA-qualifying no later than five business days after receiving sufficient information to make this designation. If known at the time of the designation, the Company or its third party leave administrator will notify the employee of the amount of leave that will be counted against the employee's FMLA entitlement. If this information is not known at the time of the designation, the Company or its third party leave administrator will provide such information, upon the employee's request, once every 30 days if leave is taken within that time period. If an employee is not eligible for FMLA leave, the employee will be advised why.

Compensation for FMLA Leave

FMLA qualified leave is unpaid in most states. An eligible employee is required to use any accrued PTO concurrently with any FMLA. Such paid leave will be counted towards the employee's 12 weeks of FMLA leave granted per leave year. Some states may provide for compensation in conjunction with an FMLA leave.



Intermittent or Reduced Hours Leave

In the case of leave taken:

- to care for a seriously ill spouse, child, or parent;
- due to the employee's own Serious Health Condition;
- due to a Qualifying Exigency; or
- to care for a Covered Servicemember,

....an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary and certified as such. Otherwise, such leave is not permitted except at the sole discretion of the Company. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave.

Job and Benefits Security

An eligible employee who takes leave under the FMLA and who returns to work before his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits that had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of Group Health Plan Coverage

Group health plan coverage will be maintained by the Company during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. Premium payments should be made to the Corporate Benefits Department on the 1st and 15th of each month. The Corporate Benefits Department will notify eligible employees concerning the amount of each premium payment. Failure of the employee to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond his or her control will be expected to reimburse the Company for health-care premiums paid by the Company during the leave period.

Certification of the Need for Leave

In cases of leave to be taken to care for a family member with a Serious Health Condition, a Covered Servicemember who has suffered a Serious Injury or Illness in the line of military duty, or due to the employee's own Serious Health Condition, an eligible employee must provide the Company or its third party leave administrator with a completed and signed health care provider certification indicating that the employee requires FMLA leave. The Company or its third party leave administrator will provide the appropriate forms for such certification.

In cases of leave due to a Qualifying Exigency arising out of the active duty or call to active duty of a Covered Servicemember, the Company requires that an employee's request for leave be supported by appropriate documentation as required by applicable law and regulation.

In all cases, the forms certifying and supporting the need for FMLA leave must be returned within 15 calendar days or by the deadline required by the Company's third party leave administrator after the employee gives notice of intent to take FMLA leave unless not practicable.



Failure to return this certification in a timely manner may result in delays in securing authorization for leave and the Company may deny FMLA coverage until the required certification is provided. Failure to return the certification at all will result in denial of the FMLA request and will preclude the employee from taking leave.

The Company also may require, at its own expense, a second and third health care provider opinion (except with respect to leave to care for a Covered Servicemember) if there is a question as to the validity of the certification provided by the employee for leave relating to a Serious Health Condition.

An eligible employee also may be asked to furnish the Company or its third party leave administrator with subsequent health care provider certifications on a reasonable basis during the employee's leave period except if the employee is on leave to care for a Covered Servicemember. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

The Company may seek recertification of the need for leave as permitted by statute and regulation.

Genetic Information Non-Discrimination Act (GINA)

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the Company asks that in applying for FMLA leave, employees not provide any genetic information when responding to any request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. When an employee is applying for FMLA leave for the care of a family member with a serious health condition, it is obviously necessary to provide some medical information regarding the sick family member to support the need for leave. However, any family medical history information is only required to the extent necessary to make the FMLA medical certification complete and sufficient under the FMLA and should not otherwise be provided.

Return to Work

An employee returning to work from an FMLA leave of absence must complete and submit a fitness-for-duty certification to indicate they are able to perform the essential functions of his or her job, with or without reasonable accommodation. If a reasonable accommodation is required, the employee must notify Human Resources. The Company will furnish the employee with a list of essential functions to facilitate this process. Failure to submit a medical release will preclude the employee from being restored to his or her employment with the Company.

Non-Discrimination/Non-Retaliation Policy Statement

Bell Techlogix will not:

- interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or
- discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.



MILITARY LEAVE

An employee who leaves a position (other than a temporary position) with the Company for voluntary or involuntary service in the Armed Forces of the United States, the Army, the National Guard, the Air National Guard or any other uniformed service under competent authority or any other category of persons designated by the President in time of war or emergency (Military Service), including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty and fitness examinations, is entitled to a military leave of absence upon request and shall be accorded certain benefits and re-employment rights, subject to the conditions hereinafter prescribed, consistent with the Uniformed Services Employment and Reemployment Act of 1994 and the Military Selective Service Act, as amended. See also Family Medical Leave Act section.

Notification

Unless precluded by military necessity, employees must provide advance written notice of their request for a military leave of absence to their supervisor or department head. This request shall be promptly forwarded to the Company's Human Resources Department for consideration and approval.

Requests for Reemployment

Employees are eligible for reemployment upon honorable release or discharge from Military Service if:

- the employee has complied with the above notification requirements
- the cumulative length of the absences for Military Service has not exceeded five years (subject to certain exceptions noted below)
- the employee reports to work or submits an application for reemployment in accordance with the applicable procedures set forth below
- the employee is qualified for an available position, and the Company's circumstances have not changed so as to make such reemployment impossible or unreasonable
- reemployment of the employee would not impose an undue hardship on the Company

The limit on an employee's cumulative Military Service shall not include any service beyond five years during which he or she was (i) required to complete an initial period of obligated service, (ii) unable to obtain a timely release through no fault of their own, (iii) required to fulfill an additional and certified training requirement, or (iv) ordered to active duty.

Procedures for Seeking Reemployment

If an employee desires to be reemployed by the Company following a military leave of absence, he or she must comply with the following procedures:

- Service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued PTO while performing military duty.
- For absences of less than 31 days, or for military leaves of absence for purposes of examination, the employee must report for work no later than the start of the first full regularly scheduled work day following completion of that individual's Military Service and the expiration of eight hours after, a period allowing for the safe transportation from the place of that service to the employee's residence plus an eight-hour rest period. If reporting for work within this period is impossible or unreasonable through no fault of the employee, the employee must then report as soon as practicable after the expiration of the above-referenced eight-hour period.
- For absences in excess of 30 days but less than 181 days, the employee must submit a written application for reemployment no later than 14 days after the completion of that individual's Military Service. If submitting such



application is impossible or unreasonable through no fault of the employee, the employee must then submit the application on the next first full calendar day when submission of such application becomes possible.

- For absences in excess of 180 days, the employee must submit a written application for reemployment no later than 90 days after the completion of that individual's Military Service.
- If the employee becomes disabled, ill or injured, or aggravates an existing illness or injury, during such Military Service, the employee must request reemployment in accordance with the above procedures at the end of a reasonable period necessary for the person to recover from such illness or injury, not to exceed two years.
- An employee applying for reemployment shall provide, upon request, necessary documentation to establish his or her eligibility for reemployment. An employee will not be held responsible for providing documentation that does not exist or is not readily available. However, employees may be terminated after reemployment if documentation becomes available that establishes the employee's non-eligibility for reemployment.

Any employee who fails to timely request reemployment shall be treated as any other employee who fails to return from a leave of absence.

Reemployment

An employee who qualifies for reemployment, and is subject to the above conditions, shall be reemployed as follows:

- For employees absent less than 91 days, they shall be reemployed in the position in which they would have held if their continuous employment had not been interrupted by such Military Service. If the employee is unqualified for this position despite reasonable attempts to train him or her, the employee shall then be reemployed in the position held immediately prior to his or her absence.
- For employees absent more than 90 days, they shall be reemployed in the position in which they would have held if their continuous employment had not been interrupted by such Military Service or a position of similar seniority, status, and pay. If the employee is unqualified for this position despite reasonable attempts to train him or her, the employee shall be reemployed in the position he or she held immediately prior to his or her military leave of absence or a position of similar seniority, status, and pay to his or her original position.
- For employees who become disabled or aggravate a disability during such Military Service and, as a consequence, are unqualified to be reemployed in the above manner despite reasonable efforts at accommodation, they shall be reemployed in a position equivalent in seniority, status, and pay for which they are qualified or can become qualified with reasonable efforts. If unavailable, they shall be reemployed in a position which is the nearest approximation to such position consistent with the circumstances of the individual's case.
- For employees who are not qualified for the same or equivalent position they held before commencing military service, they shall be reemployed in a position of lesser status and pay that the employee is qualified to perform, with full seniority.
- If two or more employees are eligible for reemployment to the same position, the employee who left first shall have priority. All other employees shall be reemployed in any other position that provides similar status and pay with full seniority or, if disabled, to a position of similar status and pay consistent with the individual's case. Subject to the ability to become qualified for the position, employees are entitled to any promotions, advancements, or changes in status that would have occurred automatically had they not been absent in Military Service. Employees are entitled to promotions based on discretion, and not automatically based solely on seniority, only if that employee would have been awarded the promotion had he or she not been absent.

Seniority and Other Benefits upon Reemployment

Employees eligible for reemployment are entitled to the seniority, and other rights and benefits determined by seniority, as if their continuous employment had not been interrupted by Military Service and shall also be entitled to other rights and benefits not determined by seniority as any other employee on furlough or leave. To the extent required of other employees on furlough or leave, employees for reemployment are required to pay their share of any funded benefit.



Health Benefits

Employees who request a military leave of absence may elect to continue health coverage for 24 months commencing on the employee's first day of leave of absence or the day after the employee fails to return or apply for reemployment, whichever occurs first.

The employee shall not be required to pay more than 102% of the full premium. Employees on leave for Military Service for less than 30 days shall not be required to pay any more than the normal employee share (if any).

If coverage is terminated during an employee's military leave of absence and the employee is reemployed, no exclusions or waiting period will be imposed when the coverage is reinstated.

Termination of Employment

Employees reemployed after Military Service who had been employed for more than 180 days prior to the Military Service shall not be discharged without cause for a period of one year. Employees reemployed after Military Service who had been employed for more than 30 days but less than 181 days shall not be discharged without cause for a period of 180 days.

Non-Discrimination

The Company will not discriminate against any employee on the basis of his or her membership, application for membership, performance of service, application for service, or performance of any other obligation in the military.

Termination of Benefits

Notwithstanding the foregoing, an employee's entitlement to reemployment and other benefits outlined herein immediately terminates if the employee receives a dishonorable or bad conduct discharge, if the employee is separated from Military Service under anything other than honorable conditions, or under any other condition provided by law.

Physical Examination Leave Time

An employee who is temporarily excused from work in response to an "Order to Report for Armed Forces Physical Examination" at a local examining station will be allowed the normal rate of pay (salary or wages) for the hours absent and is expected to report for work as soon as possible after completion of the examination.



GENERAL INFORMATION

Locations

Bell Techlogix has many domestic offices and Technology Logistic Center locations. Our corporate headquarter location is as follows:

Corporate Headquarters

4400 W 96th Street
Indianapolis, IN 46268
(317) 333-7777

Leadership Team

Ron Frankenfield, Chief Executive Officer
Chris Avery, Chief Technology Officer
Don Roessler, Chief Financial Officer
Michael Bromberg, Legal Counsel
Kevin Miller, Senior Vice President, Digital Workplace Services & Analytics
Scott Vogel, Senior Vice President, Client Services
Ami Hall, Vice President, Human Resources
Jack Mansfield, Vice President, Digital Workplace Strategy
Shawn Moore, Vice President, Global Field Services

Bell Techlogix Signature Guidelines

When implementing the Bell Techlogix brand, both internally and externally, it is important to make sure you clearly communicate both formally and informally across the organization. One of the most effective ways to showcase the brand in one voice is to ensure proper email etiquette and signature block standards. It is important to convey the right tone, content and style so we adequately represent our brand.

Written Standards

Whenever Bell Techlogix is written in any document, the user should always use upper case "B" and upper case "T". The "l" should always be in lower case. The Bell should always be followed by Techlogix and never Bell alone.

Email Standards

Font type: Georgia
Font size: 10

Dear XXX,
Your message.....

Regards,
Your Name



Signature Block Standards

Name: Sentence case, Georgia font, Bold (**Bell Techlogix Blue – RGB: 0,75,141**)

Title: Sentence case, Georgia font, Bold

Company Name: Sentence case, Georgia font, Bold

Phone numbers: Georgia font, Numbers separated with a period “.”

Mobile phone number

Email address

Web site address

Signature Block Example

Jane Doe

Director, Human Resources

Bell Techlogix

Office +1.317.333.7780

Mobile +1.317.555.5555

jdoe@belltechlogix.com

www.belltechlogix.com

Reliable. Flexible. Innovative.



Everyone in the organization should feel accountable for the effectiveness of their communications and ensure that they are following the corporate guidelines. If you have questions regarding communication conduct, please reach out to Suzie Hise for clarification.

Bell Techlogix Brand Guidelines

People encounter the Bell Techlogix brand in many contexts and forms, so it is imperative that all our key brand elements tie together to promote a unified impression. The Bell Techlogix logo is at the center of our core visual identity. It's the first point of contact we make with people everywhere. This logo sets our brand apart in the marketplace. Our standard corporate logo is as follows:



To preserve the integrity of the brand, we have placed strict limitations on the correct usage of the Bell Techlogix logo. Please refer to the in-depth brand guidelines for approved usage.



REVISION HISTORY

Revision Date	Revision Overview
June 1, 2020	• Jury Duty Time – Requirements for the employee to submit the Jury Duty Request Form and a copy of the pay stub is no longer needed. The employee is required to submit evidence to his or her supervisor that they reported and served as a juror on the days for which they claim payment. • Bereavement Time – Grandparent-in-law was added as a qualifying relationship for paid time off.
March 29, 2021	• Change to Leadership Team • Post-accident reporting section added. • Gift of Time leave is now available to part-time employees working at least 30 hours per week. • Company-provided benefits that previously applied to employees working 25 hours or more per week were updated to reflect 30 hours or more per week.
October 1, 2021	• Paid Time Off (PTO) Hourly/Non-exempt Employees - Updated language to better explain PTO rollover. • Work Hours/Work Week – Information added regarding meal breaks. • Update to Leadership Team