

Nova Management, Inc. Employee Guidelines

A COMPLETE EMPLOYEE HANDBOOK IS AVAILABLE AT

WWW.EPAYROLLING.COM

Time Sheet Preparation

A time sheet form shall be prepared for each employee at the beginning of each week. The employee is responsible for completing the time sheet on a daily basis. It shall be the responsibility of each employee to accurately record the amount of time spent performing work on a particular task. Time shall be recorded to the nearest one-quarter hour. Time shall be totaled on the time sheet. The certification on the time sheet shall be signed prior to submitting the time sheet to Nova Management, Inc. The time sheet shall be completed in ink. If errors are made a single line shall be drawn through the incorrect entry and the correct entry made over the error. The change shall be initialed by the employee. The time sheet shall be delivered to Nova Management, Inc. by 12:00 noon each Monday following work performed.

Travel and Expense Reporting

Travel must be authorized in advance by Nova Management, Inc. The employee shall make reservations. Tickets may be purchased by employees or Nova. Airline travel shall be at the most economical fare available consistent with project requirements. Receipts shall be obtained for all costs incurred and included with the Travel Expense Report. Unallowable expenses such as alcoholic beverages shall be identified on the Travel Expense Report. The travel and expense report shall be delivered to Nova Management, Inc. upon completion of project requirement. Payment reimbursement will be made to the employee on the first or fifteenth day of the month.

Government Security Requirements

Nova Management, Inc. may be required to obtain a facility security clearance for the conduct of classified contract work. If required employees shall submit the required personnel security information for the purpose of processing individual security clearances. Failure to submit this information is cause for dismissal. Procedures for satisfying Government security requirements are contained in the Nova Management Security Manual that is developed from the Industrial Security Manual.

Terms of Employee Compensation

All Nova Management, Inc. employees shall be paid for only the actual hours worked on an assigned project. All hours worked will be paid by Nova Management, Inc. The Nova Management, Inc. policy on employee compensation shall be communicated to each and every employee. Nova will send to the employee an offer letter that will clearly delineate the rate offered for employment. This offer letter must be signed and returned to Nova Management, Inc.

Employee Benefits

The *specific benefits that are not provided* by Nova Management, Inc. are:

1. Vacation - no benefit provided.
2. Sick Leave - no benefit provided.
4. Personal Leave - no benefit provided.
5. Bereavement Leave - no benefit provided.
6. Education Assistance - no benefit provided.

Employees shall be paid only for the actual hours worked and for all hours worked. Benefits in the form of company required payroll taxes and Workman's Compensation shall be provided as required by law.

Drug Free Environment

Nova Management, Inc., (Nova) believes that it is in the best interest of the Company, the employees, and society in general, to maintain a drug-free workplace. To this end, the following policy is hereby established. It shall be the policy of Nova Management, Inc., that all Nova employees shall be notified that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance either on, or within, Nova's facilities. This policy is extended to cover Nova employees whose work assignment requires them to work at facilities owned by other corporations, and for which Nova is under contract to provide contract-staffing services.

A copy of Nova's Policy for a Drug-Free environment shall provided to each employee at the time of hire, and which states that, as a condition of employment (whether hired to work on a Government Contract, or commercial enterprise), the employee will:

- (1) Abide by the terms of the statement;
- (2) Notify Nova of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The employee shall signify their understanding of this policy by signing and dating a copy of the Drug-Free Workplace policy. Within 10 days after receiving notification of a criminal drug statute conviction by an employee, or by otherwise receiving actual notice of such conviction, Nova shall notify the Contracting Officer of the conviction. Nova shall also take one of the following actions within 30 days of receiving notice of the drug conviction of an employee:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Nova shall certify that a good-faith effort to maintain a drug-free workplace is being made through the implementation of the Policy and Procedures noted above. Nova shall provide certification regarding a drug-free workplace, IAW FAR 31,333.25.

Sexual Harassment

Nova Management, Inc. believes that it is in the best interest of the company and our employees to state that sexual harassment in employment violates the provisions of the *Fair Employment and Housing Act*, specifically *Government Code sections 12940(a), (j), and (k)*. *Definition of Sexual Harassment: The Fair Employment and Housing Act* defines harassment because of sex as including sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. The following is a partial list:

- . Unwanted sexual advances
- . Offering employment benefits in exchange for sexual favors
- . Making or threatening reprisals after a negative response to sexual advances
- . Visual conduct, e.g., leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- . Verbal conduct, e.g., making or using derogatory comments, epithets, slurs and jokes
- . Verbal sexual advances or propositions
- . Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations

Employees who believe that they have been sexually harassed must notify their Nova Management, Inc. supervisor immediately. may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that the harassment occurred, it can order remedies, not to exceed \$150,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion and changes in the policies or practices of the involved employer.