Welcome:

We're very happy to welcome you to Revolution Technologies. Thank you for joining us! We want you to feel that your employment with Revolution Technologies will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This manual provides answers to most of the questions you may have about Revolution's benefit programs, as well as the policies and procedures we abide by -- our responsibilities to you and your responsibilities to us. If anything is unclear, please discuss the matter with your manager. You are responsible for reading and understanding this Employee manual. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of our interest in the welfare of all who work here.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development, and health benefits are just a few. Revolution is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Revolution Technologies.

Sincerely,

Ted Parker
Founder and CEO
Revolution Technologies, LLC
PURPOSE OF THIS MANUAL

This manual has been prepared to inform you about Revolution Technologies’ history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you. From time to time, the information included in our Employee Manual may change, without notice. However, every effort will be made to keep you informed through suitable lines of communication, notices sent directly to you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this manual will help you feel comfortable with us. We depend on you -- your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Revolution Technologies a great company to work for.

We ask that you read this manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with our policies.

Our policies, benefits and rules, as explained in this manual, may change from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

No one other than the Chairman and CEO, as well as the President of Revolution Technologies may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute as an agreement with an employee. Likewise, this Manual does not represent an employment agreement or contract between Revolution Technologies and any employee. Employment with Revolution Technologies is considered “at-will”, meaning that either you or Revolution Technologies can terminate the relationship at any time, with or without cause.

In certain places or policies in this handbook you will see employees referred to as Associates and Consultants. In those instances:

- An Associate refers to an employee who works for Revolution Technologies Corporate and its branches.
- A Consultant refers to an employee who works on-site at one of Revolution Technologies’ clients.
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EMPLOYMENT POLICIES

CONFIDENTIAL INFORMATION
Our customers and suppliers entrust us with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, we earn the respect and further the trust of our customers and suppliers. Your employment with Revolution Technologies assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures our reputation and effectiveness. Therefore, please do not discuss our business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what they might do with information they get from you.

If you are questioned by someone outside Revolution Technologies and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your site manager.

No one is permitted to remove or make copies of any of our records, reports or documents without prior management approval. Because of its seriousness, disclosure of confidential information, even when inadvertent or accidental, could lead to discipline, and where appropriate, dismissal.

As an employee of Revolution Technologies, you have access to personal and confidential information. All Revolution Technologies business must be kept strictly confidential. You will be required to sign a Confidentiality Agreement as a condition of your employment.

CUSTOMER RELATIONS
Our success depends upon the quality of the relationships between Revolution Technologies, our employees, our customers, our suppliers and the general public. Our customers’ impression of Revolution Technologies and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are our ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, Revolution Technologies and our products and services.

Here are several things you can do to help give customers a good impression of Revolution Technologies:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for your and Revolution Technologies’ continued success. Thank you for adding your support.

EQUAL EMPLOYMENT OPPORTUNITY
Revolution Technologies has a long standing record of nondiscrimination in employment and opportunity without consideration of or regard for race, color, religion, creed, national origin, ancestry, disability, sex or age. It is the policy of Revolution Technologies to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran or draft status.
• Comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Revolution Technologies will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

• Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense, or otherwise require undue hardship.

• Achieve understanding and acceptance of Revolution Technologies’ policy on Equal Employment Opportunity by all employees and by the communities in which the company operates;

• Thoroughly investigate instances of alleged discrimination and take corrective action if warranted;

• Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

HARASSMENT
Revolution Technologies intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, or visual - will not be tolerated.

What Is Harassment?
Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

Responsibility
All Revolution Technologies employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or any management representative with whom they feel comfortable. When management becomes aware that harassment may be occurring, it is our goal and obligation to take prompt and appropriate action.

Reporting
Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. Revolution Technologies will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Revolution Technologies accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Revolution Technologies will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.
OPEN DOOR & DISPUTE RESOLUTION POLICY

Please read the contents of this Open Door & Dispute Resolution Policy carefully. All employees will be required to sign the separate Dispute Resolution Agreement attached as Exhibit A.

Revolution Technologies is committed to prompt and fair resolution of all disputes of any nature which may arise in the workplace. We encourage dialogue and discussion regarding challenges, concerns or conflicts you may have, and ask that all employees make every effort to behave courteously and professionally. If you have a challenge, concern or conflict with another employee or some aspect of your job, please follow the process described below:

1. Employees should first discuss any challenges, concerns or conflicts that are in any way related to their work with their immediate supervisor. If the immediate supervisor is part of the challenge, concern or conflict, or if the team member feels uncomfortable discussing the matter with the supervisor, Consultants should raise their concern directly with human resources and Associates should raise their concerns directly with President/COO, Kent Smith.

2. Whenever issues are raised, both the company and the employee will make a good faith effort to resolve the matter by openly discussing the matter and attempting to reach a resolution. If resolution is not achieved, Consultants may refer the issue to human resources and Associates may refer the issue to President/COO, Kent Smith. The company will conduct such investigation as deemed appropriate and meet with the involved employees in a sincere effort to discuss, analyze and resolve the matter. If a mutual resolution is not reached, human resources or President/COO, Kent Smith, may issue a determination on the issue which shall be final.

3. Florida is an “at will” employment state. Therefore, employees working for Revolution Technologies who are not working under a written employment contract providing for a specific term of employment are deemed to be hired “at will”. This means that both you and the company have the right to terminate the employment relationship at any time for any reason, or for no reason at all.

UNACCEPTABLE ACTIVITIES

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Revolution Technologies. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your manager or human resources for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without any prior disciplinary action or warning:

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Revolution Technologies’ efforts to operate profitably
- Willful violation of security or safety rules or failure to observe safety rules or Revolution Technologies’ safety practices; failure to wear required safety equipment; tampering with Revolution Technologies or Client equipment or safety equipment
- Negligence or any careless action which endangers the life or safety of another person
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Revolution Technologies or client premises except medications prescribed by a physician which do not impair work performance
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Revolution Technologies or Client property or while on duty
• Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Revolution Technologies or Client premises or when representing Revolution Technologies; fighting, or horseplay or provoking a fight on Revolution Technologies or Client property

• Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment

• Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose

• Engaging in an act of sabotage; willfully, recklessly, carelessly or with gross negligence causing the destruction or damage of Revolution Technologies or Client property, or the property of fellow employees, customers, suppliers, or visitors in any manner

• Theft of Revolution Technologies or Client property or the property of fellow employees; unauthorized possession or removal of any Revolution Technologies or Client property, including documents, from the premises without prior permission from management; unauthorized use of Revolution Technologies or Client equipment or property for personal reasons; using Revolution Technologies or Client equipment for profit.

• Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Revolution Technologies; alteration of Revolution Technologies or Client records or other Revolution Technologies or Client documents

• Violating the non-disclosure agreement; giving confidential or proprietary Revolution Technologies or Client information to competitors or other organizations or to unauthorized Revolution Technologies or Client employees; working for a competing business while a Revolution Technologies employee; breach of confidentiality of personnel information

• Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same

• Immoral conduct or indecency on Revolution Technologies or Client property

• Conducting a lottery or gambling on Revolution Technologies or Client premises

Occurrences of any of the following activities, as well as violations of any Revolution Technologies rules or policies, may result in disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed “at will.”

• Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions

• Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs

• Failure to immediately report involvement in a romantic or dating relationship with another Revolution Technologies Associate, employee or Contractor

• Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes

• Sleeping on the job; loitering or loafing during working hours

• Excessive use of Revolution Technologies or Client telephone for personal calls

• Leaving your work station during your work hours without the permission of your manager, except to use the rest room

• Smoking in restricted areas or at non-designated times, as specified by department rules
• Creating or contributing to unsanitary conditions
• Posting, removing or altering notices on any bulletin board on Revolution Technologies or Client property without permission of an officer of Revolution Technologies or Client
• Failure to report an absence or late arrival; excessive absence or lateness
• Buying Revolution Technologies or Client merchandise for resale
• Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on Revolution Technologies or Client premises
• Failure to immediately report damage to, or an accident involving Revolution Technologies or Client equipment
• Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on Revolution Technologies or Client premises
• Failure to maintain a neat and clean appearance in terms of the standards established by your manager; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing
• Eating food and beverages in undesignated areas or at your work station
• Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records

**DISCIPLINARY ACTIONS**
Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

• Verbal Warning
• Written Warning
• Suspension
• Dismissal

Written warnings will include the reasons for the manager's dissatisfaction and any supporting evidence. You will have an opportunity to respond at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances. All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The President or another member of senior management will usually provide a second opinion concerning the unacceptable behavior before dismissal occurs.

If an employee is placed on probation or other review status, and no further performance problems occur during the probation or review period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Your manager will initiate a memo advising you of the inactive status of discipline and, when appropriate, commend you for performance improvement.

**Dismissal**
Employment and compensation with Revolution Technologies is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Revolution Technologies or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by Revolution Technologies rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.
COMPENSATION & PERFORMANCE

WAGE & SALARY POLICIES
It is Revolution Technologies’ desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and company performance and in compliance with all applicable statutory requirements.

You are employed by Revolution Technologies and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide independent contractor/vendor.

APPLICATION
Revolution Technologies applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age or race.

BASIS FOR DETERMINING PAY
Your pay is influenced by three factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual performance

JOB EVALUATION
Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each Associate job/position at Revolution Technologies are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his/her performance.

EXTERNAL COMPARABILITY
Once Associate jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically Revolution Technologies will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as Revolution Technologies can afford, to maintain market comparability and competitiveness.

INDIVIDUAL PAY
An Associate’s pay will depend on his sustained performance over time. It is the company’s goal to provide every Associate employee with an annual performance review with their manager or supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating will influence the wage/salary adjustment if warranted. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you have a significant opportunity to impact your pay.

COMPUTING PAY
Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, Revolution Technologies will compute your time on the basis of an eight (8) hour workday/ a forty (40) hour work week/ a fifty-two (52) week work year/ a twelve (12) month work year.

DEDUCTIONS FROM PAYCHECK (MANDATORY)
Revolution Technologies is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or
number of exemptions must be reported to Human Resource Coordinator immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Revolution Technologies is ordered to make such deductions. Some states may require other payroll deductions.

**DEDUCTIONS (OTHER)/DIRECT DEPOSIT**

It may be possible for you to authorize Revolution Technologies to make additional deductions from your paycheck, such as for Christmas Clubs, credit union loan payments, payroll savings plans, etc., or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Human Resource Coordinator for details and the necessary authorization forms.

**ERROR IN PAY**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

**OVERTIME PAY**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your manager. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

2. **Incidental Overtime:** When overtime is not scheduled, it may become necessary in response to extenuating circumstances. Incidental overtime is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the manager will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. Overtime is only calculated on actual time worked, not amount paid.

**PAY PERIOD & HOURS**

Our payroll work week begins on Saturday at 12:01 a.m. and ends on Friday at 12:00 midnight.

**PAY CYCLE**

Revolution Technologies pays on a biweekly cycle.

Changes will be made and announced in advance whenever Revolution Technologies holidays or closings interfere with the normal payday.
TIME CARDS/RECORDS
By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees. This is done by either time clock cards or other written documentation. Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out for lunch and for brief absences like a doctor's or dentist's appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

You are responsible for your time card. Remember to record your time. If you forget to punch in or make an error on your card, your manager must make the correction and you and your manager must initial the correction. You are not permitted to punch in more than six (6) minutes before your scheduled starting time nor more than six (6) minutes after your scheduled quitting time without your manager's approval.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your manager immediately.

All timesheets and expense reports must be emailed to timesheets@revolutiontechnologies.com or faxed to (321) 768-2629.

WORK SCHEDULE
The normal work week for Associates consists of five (5) days, eight (8) hours long, Monday through Friday. Your schedule of daily work hours will be given to you by your manager. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your manager. Consultants work schedules will be established and coordinated with both the company and the client.

ABSENCE OR LATENESS
From time to time, it may be necessary for you to be absent from work. Revolution Technologies is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your manager immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform Revolution Technologies of an unexpected absence or late arrival, ask for your manager directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a fellow-employee is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your manager is not available when you call, you may leave the information with another manager.

Absence from work for three (3) consecutive days without notifying your manager or the personnel administrator will be considered a voluntary resignation.

ATTENDANCE
You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your work station, please let your manager know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action.
EXCESSIVE ABSENTEEISM OR LATENESS
In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Revolution Technologies as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

LEAVE OF ABSENCE
Revolution Technologies recognizes an employee may have a need to be excused from work in order to attend to personal situations beyond their control. The purpose of this policy is to provide Revolution’s employees an outline with the boundaries for a personal leave of absence.

Definition
Leave of Absence is defined as an excused absence due to medical, personal or administrative reasons. A leave of absence will be granted as required by law or at the discretion of Revolution Technologies to a full time employee who has intent to return to work after a defined period of time.

Under this policy, the following circumstances may be approved for personal leave for employees who are:
- Victims of domestic violence
- Victims of criminal acts
- Victims of natural disasters
- Extended Medical Leave/Disability
- Family Medical Emergency*

*Family Member for the purpose of this policy, a family member is defined to include spouse, same sex domestic partner, parent or biological child, stepchild, adopted child, foster child, and child(ren) for which you have legal and/or daily responsibility, as defined under the Family and Medical Leave Act of 1993 (FMLA). Spouse and parent are also defined consistent with the FMLA.

Qualifications
A personal leave of absence may be given to an employee at the discretion of Revolution. A leave of absence is available to all employees who have been employed for a minimum of 12 months. Employees who do not meet the eligibility requirements may request a leave of absence for a self qualifying medical event; however, such leave has no guarantee of job protection.

Pay Status
If a leave of absence is granted, the employee must utilize all accrued paid time available to them based on the type of leave prior to taking any portion of the time away as unpaid leave. In cases of medical leave, accrued time should be used in the following order: sick, vacation, personal and holiday time. In case of personal leave, accrued time should be used in the following order: vacation, personal and holiday time.

Note: When a personal leave is granted to care for a family member covered under the sick time policy, sick accruals should be exhausted first.

Health Care Coverage During Leave
Any employee who subscribes to Revolution’s health insurance benefits may continue to receive coverage and is responsible for the total monthly insurance premium during the period of absence, unless otherwise provided by law.
Return from Leave Of Absence
Employees are expected to be available for work by the end of their approved leave time. If there is a request for an extended leave of absence, the request must be made in writing and requested at least five working days before the end of the approved personal-leave period.

Any employee returning from a personal medical leave must obtain certification from their health care provider prior to returning to work. This certification must state when the employee can return to work and perform their regular duties, or set forth restrictions that prevent them from resuming their normal duties.

If the employee does not return to work and the extended leave is denied, employment ends as a resignation effective the last day of approved leave.

Use of Leave Of Absence Must Comply with the Following:

- Leave of absence is available for full-time employees who have been employed for a minimum of 12 months.
- A written request must be submitted to human resources and should include proposed start and end dates for the leave period. If the leave of absence is due to medical reasons, the employee must submit medical certification in support of the request.
- Human Resources must authorize the leave of absence. Authorization is done on a case-by-case basis by considering the needs and circumstances of the employee and the impact that the employee’s absence will have on the workplace.
- A request for an extension of the leave of absence must be made in writing and requested at least five working days before the end of the approved personal-leave period.
- An employee who subscribes to Revolution Technologies’ health insurance benefit is responsible for the total monthly health insurance premium during the period of absence, unless otherwise provided by law. The employee will not accrue benefits while on leave of absence.

BEREAVEMENT POLICY

Employees are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of the immediate family. Revolution Technologies reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

Time off for death in the family is arranged by notifying your immediate manager. Questions on this policy should be referred to the President/COO, Kent Smith.

Bereavement leave may be granted for:
- Attendance at a funeral or comparable service.
- Related travel time.
- Time necessary to conduct arrangements or other necessary business.

A maximum of five (5) days off with pay is permitted upon the death of an employee’s:
- spouse or registered same sex domestic partner
- child
- brother or sister
- parent or guardian
- son-in-law or daughter-in-law
- mother-in-law or father-in-law
- brother-in-law or sister-in-law
Direct step relations are included in this category. A maximum of three (3) days off with pay is permitted upon the death of an employee's directly related:

- grandparent
- grandchild
- aunt or uncle

One (1) day off with pay is permitted upon the death of an employee's directly related:

- first cousin
- nephew or niece

The allotted days off with pay do not have to be consecutive. However, the allotted time off should be used within a year of the death of the family member.

Employees may make a request to his/her supervisor to use Paid Time Off for death of family members or friends not covered by this policy or if the staff member needs additional days off in excess of the time allowances due to the death of a family member covered by this policy.

**OFFBOARDING**

Employees who leave the company and have accrued vacation time, sick time, and/or personal leave days can be paid for their allotted time if they live in the following 24 states: Alaska, Arizona, California, Colorado, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nebraska, New Hampshire, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island (after one year of employment), Tennessee, West Virginia, and Wyoming—and the District of Columbia. Employee will receive any unused vacation pay in their final paycheck.

At this time, there are no other states that require your employer to pay for accrued vacation leave.
BENEFITS

THE BENEFITS PACKAGE
In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits package described in this Manual represents a very large investment by Revolution Technologies, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Revolution Technologies and its employees. It not only insures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help Revolution Technologies grow. Revolution Technologies will periodically review the benefits package and reserves the right to terminate or make modifications to each benefit offered, as appropriate to Revolution Technologies' condition.

ELIGIBILITY FOR BENEFITS
If you are a full-time ASSOCIATE employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit, some of which are more fully described in the applicable plan documents and summaries.

If you are a CONSULTANT employee, you will be eligible for those benefits required by law, and if you meet the eligibility requirements, for medical, dental and supplemental insurance only. Consultants are not eligible for holiday, vacation and sick time unless requested by the work-site client or as required by law.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the applicable benefit plan(s).

No benefits are available to any employees during their Introductory Period, except as otherwise provided by law. The Introductory Period is defined as the first ninety (90) calendar days beginning with your first day of employment. Temporary employees are not eligible for benefits.

HEALTH & WELFARE INSURANCE
Revolution Technologies is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family after meeting the company's eligibility requirements. We currently provide group insurance underwritten by a national insurance carrier, and eligible employees may start participating at the first of the month following their Introductory Period. At that time, you may choose to accept the insurance or waive coverage.

The following benefits are currently offered, as more particularly defined and limited in the actual benefit plan documents provided by our insurance providers:

- Medical Coverage
- Dental Care Coverage
- Disability
- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance
- Workers Compensation

If you are eligible for and choose insurance coverage, Revolution Technologies provides a booklet describing your benefits; a copy of this will be given to you when you join the program. We currently pay 50% of the premiums for insurance coverage on you. You pay 50% of the insurance premiums for your own coverage plus 100% of the premiums for insurance coverage of your eligible dependents if they elect coverage.

In the event of your termination of employment with Revolution Technologies or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to
continued coverage under our health insurance program for a limited period of time at your or their own expense.

**401K PLAN**

Revolution Technologies sponsors a voluntary contribution 401k plan to provide eligible employees (who have completed sufficient service) with the opportunity to accumulate savings that may generate a monthly distribution benefit upon retirement. The plan includes provisions for normal retirement at age sixty-five (65), and early retirement or disability retirement benefits for employees meeting certain qualifications.

All regular full-time employees and part-time Associate employees who work at least one thousand (1,000) hours per year are eligible to participate in the Revolution Technologies 401k plan. Participation in the plan begins on the first day of the month after successful completion of your Introductory Period.

Details regarding Revolution Technologies and employee contributions, vesting, administration, investments, etc. are provided in the separate literature and formal plan documents, which is available from Human Resources.

**Statement of Employee Retirement Income Security Act (ERISA) Rights.** If you are a participant in the Revolution Technologies 401k plan, or you are eligible to participate, you are entitled to examine the plan documents and the annual report and plan description filed. This inspection may be made during normal business hours; ask your manager to make arrangements for you with Human Resources.

**PAID TIME OFF**

Revolution Technologies currently recognizes the following holidays as paid time off for Associates that are eligible for benefits.

- New Year’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Full time Associates are also currently eligible for vacation pay at the following increments:

- One month of service equals one day off, accrued up to two weeks off.
  - (i.e. 1 month = 1 day, maximum 10 days)
- Full time Associates are also eligible for 5 sick days paid after six months of service.
- Time not used at the end of your anniversary year will not be carried forward.

Consultants may be eligible for paid time off when requested by clients or required by law.

**LEAVE OF ABSENCE/FAMILY AND MEDICAL LEAVE POLICY**

Revolution Technologies provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

**Eligibility**

To qualify for FMLA leave, you must: (1) have worked for Revolution Technologies for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact human resources.

**Leave Policy**

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, Revolution
Technologies will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working. Details regarding health insurance coverage are described below and may be obtained from Human Resources. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

**Leave Entitlement**

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, using a "rolling" method that is measured backward from the date you use any FMLA leave for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter or parent who is a military member on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations, (known as military caregiver leave).

**Both Spouses Employed by Revolution Technologies**

Spouses who are both employed by Revolution Technologies and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
  - for the birth of a son or daughter and in order to care for such son or daughter;
  - for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
  - to care for an employee’s parent with a serious health condition.

- Combined total of 26 weeks in a single 12-month period if the leave is either for:
  - military caregiver leave; or
  - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

**Notice of Leave**

If your need for FMLA leave is foreseeable, you must give Revolution Technologies at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.
Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with Revolution Technologies first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and the company.

Where the need for leave is not foreseeable, you are expected to notify the company within one to two business days of learning of your need for leave, except in extraordinary circumstances. Revolution Technologies has Family and Medical Leave Act request forms available from human resources. Please submit a written request, using this form, when requesting leave.

**Certification of Need for Leave**
If you are requesting leave because of your own or a covered relation’s serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, the company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days’ notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

Revolution Technologies also reserves the right to require certification from a covered military member’s healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

**Reporting While on Leave**
If you take leave because of your own serious health condition or to care for a covered relation, you must contact Revolution Technologies as requested and no less often than every two weeks regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

**Leave Is Unpaid**
FMLA leave is unpaid. You will be required to substitute any accrued and unused paid time off, sick time, personal or vacation days for unpaid FMLA leave as described below:

- If you request leave because of a birth, adoption or foster care placement of a child, any accrued and unused paid leave will be first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued and unused paid leave will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

**Medical and Other Benefits**
During approved FMLA leave, Revolution Technologies will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, Revolution Technologies will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your healthcare coverage will cease if your premium payment is more
than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse Revolution Technologies for the cost of the health benefit premiums paid by the company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

**Exemption for Key Employees**
Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of the company. This fact-specific determination will be made by Revolution Technologies on a case-by-case basis.

**Intermittent and Reduced Schedule Leave**
If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service. If intermittent leave is unpaid, the company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the company may temporarily transfer you to an available alternative position which better accommodates your leave schedule and which has equivalent pay and benefits.

**Returning From Leave**
If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

**State or Local Family and Medical Leave Laws and Other Available Leave**
Where state or local family and medical leave laws require more protections or benefits to employees, the protections or benefits to the employee, as required by such laws, will apply. Likewise, where applicable federal, state or local law provides for leave for other reasons (military/domestic violence/pregnancy/jury duty/etc.) the company will provide leave for eligible employees. Additional information regarding employee leave is available from Human Resources.
ADDITIONAL POLICIES

DRUG FREE WORK PLACE
Revolution Technologies is a Drug Free Work Place (DFWP). Therefore, in the event of any injury on the job, Revolution Technologies reserves the right to perform post-accident drug screen. We also perform pre-employment drug screens as well, and reserve the right to conduct drug tests based upon reasonable suspicion of drug use or intoxication in the workplace or during work hours.

TOBACCO FREE WORK PLACE
Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of Revolution Technologies to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of Revolution Technologies. No smoking of tobacco products is permitted within the facilities or on the property of Revolution Technologies at any time.

DRESS CODE/PERSONAL APPEARANCE
Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. Each manager or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. However, sun dresses with bare backs and/or shoulders, men's undershirts, and shorts, tennis shoes or flip flops are not appropriate. Tattoos and body piercings (except for ear piercings) are to be covered or removed while representing Revolution Technologies.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Revolution Technologies. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our Revolution Technologies image. When working at a customer's site, please observe what the customer is wearing and dress appropriately.

Personal appearance should be a matter of concern for each employee. If your manager feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your manager has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

ASSOCIATE DATING POLICY
Revolution Technologies strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

Procedure
1. During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.

4. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

6. Supervisors, managers, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed to a dating, romantic or sexual relationship. Disclosure may be made to the immediate supervisor or President, Kent Smith. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

7. Where problems or potential risks are identified Revolution Technologies will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

8. In some cases other measures may be necessary such as transfer to other positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

9. Continued failure to work with Revolution to resolve such a situation may ultimately serve as cause for immediate termination. Revolution's disciplinary policy will be consulted to ensure consistency, however, before disciplinary measures are undertaken.

10. If the relationship ends, employees are to respect the other person’s decision to end the relationship and not pursue that person at work or engage in any other conduct toward the other person that could violate any company policy.

11. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy, and are encouraged to consult with human resources.

12. Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to President, Kent Smith.

**EXPENSE REIMBURSEMENT**

You must have your manager’s written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of Revolution Technologies. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your manager. Please submit your expense report/voucher each week, as you incur authorized reimbursable expenses.

If you are asked to conduct Revolution Technologies business using your personal vehicle, you will be reimbursed at the rate of the prevailing Federal Rate per mile. Please submit this expense on your weekly expense report/voucher.

**INTERNAL JOB POSTING POLICY (Associates Only)**

Revolution Technologies is committed to providing an Internal Job Posting process that supports our business needs, the career development of our employees and our continuing commitment to equal employment opportunities for qualified Associate employees.

To ensure that the process is administered fairly, Human Resources oversees the process and makes sure every Associate is aware of Internal Posting policies and practices.
Applicability
Associates at all Revolution Technologies locations meeting the eligibility requirements set forth herein or as otherwise determined by management in its sole discretion.

Procedure
1. **Open Positions**
   Most competitive positions are posted when they become available. The job posting will remain active for at least 10 business days (excludes holidays and weekends). Posted positions will be available on-line to Associates at all Revolution Technologies locations and business units.

2. **Eligibility Requirements**
   Associates may apply for any posted position as long as they meet the following eligibility requirements:
   - Most recent performance rating must be “meeting expectations” or above
   - Meet the minimum qualifications in the job posting
   - Must be in good standing
   - Must be employed with Revolution for a minimum of one year
   - Must be in current position for a minimum of six months

3. **Application Deadline**
   During the active 10 day (business days) posting period, Associates may apply for any job openings for which they meet the eligibility requirements. Associates who are on an excused or approved absence from work during the entire posting period will be allowed submit an application on the first day they return, as long as the job has not already been filled.

4. **Posting Content**
   Posted positions will have a job description for the position including responsibilities, qualifications, designated recruiter contact, location and salary.

5. **Supervisor Notification**
   Associates are encouraged to discuss their interest in an open position with their supervisor. However, supervisor approval is not required to submit an application if the Associate meets all eligibility requirements.

   **When an Associate is selected to be interviewed for an opening, the Associate must notify their supervisor that they are being considered for a particular opening. Such notification must take place before the interview.**

6. **Selection Process**
   Human Resources will review/screen all applications, and qualified candidates will be referred to the hiring manager/supervisor. Candidates not selected for continuation in the selection process will be notified by the Human Resources at the conclusion of the screening process.

   Candidates will be evaluated based upon their qualifications for the job being filled without regard to race, color, religion, sex, national origin, status as an individual with a disability, protected veteran, genetic information or on the basis of any other protected status. Consideration will be based upon experience, past performance, competencies, credentials and overall good standing in current position (as stated in the eligibility requirements).

   Human Resources and the hiring manager/supervisor will advise candidates of the anticipated decision-making and feedback timeframe for the selection process.
7. **Release of Internal Candidates**

It is the responsibility of the new hiring manager/supervisor and the selected employee's current manager/supervisor to mutually agree on the starting date for the new position.

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**SOCIAL MEDIA**

At Revolution Technologies, we understand social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Associates who work for Revolution Technologies or one of its subsidiaries.

**Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media 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 website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Revolution Technologies, as well as any other form of electronic communication. The same principles and guidelines found in Revolution Technologies policies and core beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow Associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Revolution Technologies or Revolution Technologies’ legitimate business interests may result in disciplinary action up to and including termination.

**Know and Follow the Rules**

Carefully read this Employee Manual and these guidelines, ask questions if you need further clarification, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

**Be Respectful**

Always be fair and courteous to fellow Associates, customers, members, suppliers or people who work on behalf of Revolution Technologies. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisor rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, Associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

**Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember, the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about Revolution Technologies, fellow Associates, members, customers, suppliers, and people working on behalf of Revolution Technologies or competitors.

**Post only Appropriate and Respectful Content**

All employees are expected to maintain the confidentiality of Revolution Technologies trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or
other internal business-related confidential communications. Do not create a link from your blog, website or other social networking site to a Revolution Technologies website without identifying yourself as a Revolution Technologies Associate. Express only your personal opinions. Never represent yourself as a spokesperson for Revolution Technologies. If Revolution Technologies is a subject of the content you are creating, be clear and open about the fact that you are an Associate and make it clear that your views do not represent those of Revolution Technologies, fellow Associates, members, customers, suppliers or people working on behalf of Revolution Technologies. If you do publish a blog or post online related to the work you do or subjects associated with Revolution Technologies, make it clear that you are not speaking on behalf of Revolution Technologies. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Revolution Technologies.”

**Using Social Media at Work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related and authorized by your manager or supervisor. Authorized, work-related sites include: LinkedIn, CareerBuilder, Monster, Dice, Google, Bing, Alta Vista, Software Contractor’s Guild, Society for Human Resource Management (shrm.org), client and candidate sites, universities, unemployment agencies, Indeed, Bullhorn, Wikipedia, technology sites, VMS sites, and the Revolution Technologies site. Do not use Revolution Technologies email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is Prohibited**

Revolution Technologies prohibits taking negative action against any Associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any Associate who retaliates against another Associate 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.

**Media Contacts**

Associates should not speak to the media on Revolution Technologies behalf without contacting the Chief Operating Officer or Chief Executive Officer. All media inquiries should be directed to them.

**Revolution Technologies’ Social Media Accounts**

Social Media is one of the communication tools we use to focus on immediacy, interactivity, user participation, and information sharing in multiple ways. Revolution’s social media participation includes but is not limited to Facebook and LinkedIn.

Revolution employees are welcomed to like or follow our social media accounts. We welcome your participation; however, you are prohibited from posting any content that is confidential including: information entailing trade secrets, information concerning employees, existing clients, prospective clients, future plans for products/services or sensitive data.

Content is posted by Revolution Technologies’ marketing department in the Melbourne, Fla. office. At times, content may include corporate culture including photos of events and/or Revolution employees. All Revolution employees must sign a media release form before any media can be used for marketing purposes. Consent can be revoked at any time with an updated, signed form. If you did not receive a consent form, please contact Human Resources.

**No Expectation of Privacy**

All contents of Revolution Technologies’ IT resources and communications systems are the property of the company. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the company’s electronic information and communications systems.
You are expressly advised that in order to prevent misuse, Revolution Technologies reserves the right to monitor, intercept and review, without further notice, every employee’s activities using the company’s IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems. This may include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The company also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use the company’s IT resources and communications systems for any matter that you desire to be kept private or confidential from the company.

**Safety Issues for Cellular Phone and Handheld Device Use**
All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or handheld device at all times. Employees whose job responsibilities include regular or occasional driving and are issued a cell phone or handheld device for business use are expected to use hands free devices when available. *Use of a cell phone or handheld device while driving is not required by Revolution Technologies.* Safety must come before all other concerns. Employees are prohibited from texting on cell phones or other handheld devices while operating any motor vehicle on firm business, regardless of the circumstances, including slow or stopped traffic, and should pull off to the side of the road and safely stop the vehicle before typing, reading or sending text messages.

Employees who are charged with traffic violations resulting from the use of their phone or handheld device while driving will be solely responsible for all liabilities that result from such actions.

**For More Information/Questions**
If you have questions or need further guidance, please contact your HR representative.

**COMPLIANCE WITH LAWS**
Revolution Technologies’ goal is to maintain compliance with applicable federal, state and local laws affecting our business. It can be difficult, if not impossible to maintain an Employee Manual that reflects all current legal requirements, particularly in different states or jurisdictions. To the extent the company’s policies or practices, whether or not stated in this manual, conflict with the mandates and requirements of applicable federal, state, local laws or regulations will apply.