ATRS

Employee Handbook

A Manual of Employee Benefits & Personnel Policies
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Welcome and Purpose

This handbook is designed to acquaint you with ATRS and provide you with general information about working conditions, benefits and policies affecting your employment.

The information contained in this handbook applies to all employees of ATRS. Following the policies detailed within the handbook is considered important to continuous employment. The contents of this manual are intended as guidelines only, and shall not constitute nor be construed as a promise of employment or as a contract between ATRS and any of its employees. The handbook is a summary of our policies, which may be periodically updated as required by law or as desired by management in exercise of its business judgment.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.
At-will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with ATRS is voluntary and is subject to termination by you or ATRS at will, with or without cause, and with or without notice, at any time.

While ATRS may have a disciplinary system in place, this system does not have to be used—ATRS may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with ATRS.
Mission Statement

Our mission is to provide easy, convenient textile recycling solutions in neighborhoods across the nation. Where the community can give unwanted clothing, shoes and toys a second life; While keeping neighborhoods clean, improving quality of life for those in need and protecting the environment where we live, work and play.
Employment Termination

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
   
   - Resignation—voluntary employment termination initiated by an employee.
   - Termination—involuntary employment termination initiated by ATRS such as for disciplinary reasons.
   - Layoff—involuntary employment termination initiated by ATRS for non-disciplinary reasons.

2. If you wish to resign, we ask that you notify your manager of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by ATRS and your co-workers. This notice should be in the form of a written statement.

3. If you fail to report to work for three consecutive days without informing your direct report or management of the planned absence, we will assume that you have voluntarily resigned.

4. In the case of termination due to resignation, retirement or permanent reduction in the work force, your accrued vacation pay will be paid on a pro-rata basis. Any vacation used in excess of accrued time will be deducted from your final paycheck.

5. Furthermore, any outstanding financial obligations owed by you to ATRS will also be deducted from your final check. If your final check does not sufficiently cover the money owed to ATRS, you will remain liable for any deficiency balance owed to ATRS.

6. A meeting between you and your direct report may take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Parking cards, office keys, Company equipment and building passes must be returned to ATRS, along with all other Company property and confidential information.

7. If you leave ATRS in good standing, you may be considered for re-employment.

8. Except as required by law or by separate agreement, your employee salary and benefits will end on the date of your termination.

9. Upon your termination, lay, or resignation from ATRS, please continue to provide us with your accurate address for at least one year.
Equal Employment Opportunity and Anti-Discrimination Policy

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees’ talents and support an environment that is inclusive and respectful. We are strongly committed to this policy.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an “equal opportunity basis”, irrespective of race, gender, age, nationality, sexual orientation, disabilities, or religious beliefs.

- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;

- Management seeks to specifically protect employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and

- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in equal opportunity. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting these objectives.

ATRS seeks to fully prohibit discrimination against anyone based on race, color, ethnicity, religion, gender, sexual orientation, disability status or any other trait that is protected under local, state or federal law. We are an equal opportunity employer and also take affirmative action measures against discrimination in all aspects of employment and Company business. This policy applies not only to personnel decisions, but to all aspects of business.

We ask that you respect those around you—co-workers, customers and management alike.

ATRS intends to promptly investigate any reports of discrimination. Management reserves the right to investigate, report, and take disciplinary measures as management deems fit under the circumstances.

Please contact Human Resources with any questions or concerns regarding equal employment opportunity or anti-discrimination issues.
I-9 Immigration Reform and Control Act

ATRS seeks to fully comply with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

ATRS seeks to fully comply with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work within three days of hire, ATRS must terminate his or her employment.

Please contact Human Resources Management with questions or concerns regarding Immigration Reform and Control Act.
Code of Ethics Policy

ATRS maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve ATRS’s reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

ATRS requires all employees to only use lawful practices involving payments to existing a potential customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

ATRS will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making contributions or expenditures in connection with a political campaign, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management/Human Resources

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her direct report or to Human Resources promptly. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information promptly to his or her direct report or Human Resources promptly as well. Management personnel who receive a report may undertake as it deems warranted under the circumstances, with or without the involvement of legal counsel and /or appropriate governmental authorities.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to ATRS. ATRS intends to comply with all U.S. antitrust laws.
applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:
  - Prices
  - Costs
  - Profits
  - Offerings of products and services
  - Terms of sale conditions
  - Production or sales volume
  - Production capacity
  - Market share
  - Quote decisions
  - Customer selection
  - Sales territories
  - Distribution methodology

- No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements when ATRS is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting management and/or Human Resources in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers or suppliers.
- Agreements with purchasers or lessees of products of ATRS that would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.
Exchange of Information with Competitors

Communication with competitors could be an infringement of antitrust laws, specifically if the communication is accompanied by some action to restrict the natural economics of the free enterprise market system. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act; unless ATRS’s legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with ATRS’s legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action, up to and including termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.
Complaint Policy

ATRS strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to management so that a solution and/or disciplinary action, as appropriate may be considered.

Examples of some complaints employees may have:

- Suggestions for improvement in policies and/or operations
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work
- Concerns about violations of policies contained in the employee manual

When a complaint is voiced, management seeks to adequately investigate and attends to the complaint as reasonably warrants. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your direct report or Human Resources with all complaints.
Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. ATRS reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

ATRS reserves the right to take any disciplinary action ATRS considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of business or good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer or provider information.
- Altering, damaging or destroying Company property or records, or another employee’s property.
- Dishonesty.
- Providing false or misleading information to any Company representative or on any Company records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct
- Violations of any of Company’s employment policies including, but not limited to, confidential information, security, solicitation, conflict of interest and standards of conduct.
- Failure of a drug or alcohol test.

ATRS recognizes that personal issues can sometimes affect your performance. The Employee Assistance Program (EAP) is available to employees and their families to provide confidential help with a wide variety of personal problems, issues and concerns.

Use of EAP services, however, does not excuse you from complying with Company policies and procedures, or from achieving job requirements or expectations during or after receiving EAP assistance. Participation in the EAP will not prevent ATRS from taking disciplinary action.

Contact Human Resources if you seek EAP assistance.
Drum-free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is important to your continued employment with ATRS.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention)

Any employee violating these prohibitions may be subject to disciplinary action, up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify ATRS no later than five days after such a conviction. A conviction includes any finding of guilt or plea of, or plea of no contest that results in an imposition of a fine, jail sentence, probation or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee’s own time.

We recognize that employees suffering from alcohol or drug dependence may benefit from treatment. We encourage any employee to seek professional care and counseling prior to any violation of this policy, or to seek the involvement in the Employee Assistance Program (EAP). Contact Human Resources if you seek EAP assistance.
Harassment Policy

ATRS strives to provide a work environment that is free from harassment. Therefore, ATRS prohibits harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, sex, age or any other basis protected by federal, state, or local law or ordinance or regulation. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with ATRS.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment may include, but are not limited to, the following:

- Offensive verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your direct report do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident promptly to direct report and / or Human Resources
- Report any additional incidents or retaliation that may occur to your manager or Management representative

ATRS intends to investigate and resolve complaints as confidential where appropriate and possible.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way may be subject to disciplinary action, up to and including termination.
Sexual Harassment Policy

ATRS prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with ATRS. Any employee who feels that he or she has been a victim of sexual harassment should promptly notify their direct report and / or Human Resources.

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

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment
- Such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile or offensive work environment

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

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual’s gender or sexual orientation
- Sexually explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer, cell phone, or other electronic mobile device
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee’s submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual’s gender or sexual orientation
Standards of Conduct

The work rules and standards of conduct for ATRS are important, and ATRS regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of ATRS. Please note that any employee who deviates from these rules and standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to personal injuries or damage of property
- Insubordination or other disrespectful conduct towards management and/or co-workers
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other Company equipment
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information
- Violation of this employee handbook policies
- Unsatisfactory performance
- These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.
Violence in the Workplace

It is ATRS’s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, ATRS will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with ATRS.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that management believes represent an imminent or potential danger to workplace safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with their direct report and/or Human Resources. ATRS intends to promptly and reasonably investigate any reported occurrences or threats of violence. Violations of this policy may result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, ATRS intends to take action appropriate for the circumstances. Where appropriate and/or necessary, ATRS intends to take reasonable actions possibly including legal actions to address the threatened or accrual violence involving the work place.
Weapons in the Workplace

ATRS prohibits the possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any company-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors and customers on Company property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess the weapon at issue in order to fulfill his or her job duties.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting ATRS. Any employee found in violation of this policy may be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact your direct report or Human Resources.
Workplace Conduct

Workplace Bullying

ATRS is committed to providing a safe and healthy work environment for all employees. As such, ATRS prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect, public or private
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing the work or achievements of co-workers
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your direct report and/or to Management promptly. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures may be taken accordingly.
COBRA Benefits

ATRS seeks to fully comply with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA, if your participation in the medical plan ceases, you may have the right to continue your benefits following the occurrence of certain “qualifying events” that would otherwise result in loss of coverage in accordance with COBRA. Further details are located in the “Summary of Rights and Obligations Regarding Continuation of Group Health Plan Coverage” contained in the summary plan description covering medical, dental, and vision benefits.

NOTE: State COBRA laws differ—check with your legal advisor to make sure that the provision in your handbook is in compliance with your state and federal COBRA laws. COBRA is not applicable to all employers.
Employer-offered Insurance

ATRS provides group carrier health, dental and vision insurance plans to all full-time employees. You will receive a separate Benefits Information Packet from Corporate Management or Insurance carrier describing the insurance programs provided and outlining the portion of the benefits costs to be covered by ATRS.

Insurance coverage begins on the first day of the first month following 90 days of full-time employment. Employees who wish to enroll after 90 calendar days of full-time employment may do so at that time. Current part-time employees who become full-time employees must notify their direct report or Management if they want to enroll once they are eligible.

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage.
Federal Family and Medical Leave Policy

As an employee of ATRS, you may be eligible to take unpaid family and medical leave under the federal law, the Family and Medical Leave Act (FMLA). This policy provides an introduction to the rights and provisions of the federal FMLA. An FMLA summary that is based on the Department of Labor’s (DOL’s) model notice is attached to this policy and further explains the FMLA. If you have questions regarding the FMLA, please contact Management.

Eligibility

To be eligible for leave, you must have been employed by ATRS for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

Amount of Leave Available

Eligible employees may take up to a total of 12 weeks of FMLA leave within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following reasons:

- The birth of an employee’s newborn child or the placement of a child with the employee for adoption or foster care
- To care for the employee’s spouse, child or parent with a serious health condition
- The employee has a serious health condition that makes the him or her unable to perform the functions of their job
- A qualifying exigency that arises because the employee’s spouse, child or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty)

Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid FMLA leave during a single 12-month period.

Under the federal FMLA, spouses employed by ATRS are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition. The federal FMLA does not cover care for parent-in-laws. Spouses employed by ATRS are jointly entitled to a combined total of 26 weeks of leave to care for a covered service member with a serious injury or illness, for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition.

Types of Leave Available

Birth or Placement for Adoption or Foster Care: FMLA leave is available to eligible male and female employees for the birth of a child or for the placement of a child with the employee for purposes of

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adoption or foster care. FMLA leave must be completed within 12 months of the birth or placement. This type of leave may not be taken intermittently or on a reduced schedule, unless ATRS agrees to this request. See below for more details on non-continuous leave.

**Serious Health Condition of Employee:** If, as an eligible employee, you experience a serious health condition as defined by the FMLA, you may take medical leave under this policy (see “Definitions” for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home.
- Suffer a period of incapacity accompanied by continuing outpatient treatment or care by a health care provider.
- Have a history of a chronic condition that may cause episodes of incapacity.

The following provisions apply to leave for the serious health condition of an employee:

- **Non-continuous leave**—Medical leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- **Certification process**—The need for leave must be documented by your treating health care provider through our medical certification process (see below).
- **Fitness-for-duty statement**—A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement may result in a delay in your return to work.

**Serious Health Condition of Immediate Family Member:** If, as an eligible employee, you need family leave in order to care for your child, spouse or parent who experiences a serious health condition as defined by the FMLA (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take a leave under this policy.

- **Non-continuous leave**—Leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- **Certification process**—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

**Qualifying Exigency Because of Active Duty:** If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty in the Armed Forces (including the National Guard or Reserves), or has been notified that they will be called or ordered to covered active duty in the Armed Forces (including the National Guard or Reserves), you may take family leave under this policy. (See “Definitions” for a definition of qualifying exigency)

- **Non-continuous leave**—Family leave for any qualifying exigency arising out of the covered active duty of a family member may be taken all at once, intermittently or on a reduced leave schedule (see below).
- **Certification process**—The need for leave must be documented through our certification process (see below).
Servicemember Family Leave: If, as an eligible employee, you need family leave to care for a covered servicemember who is your spouse, child, parent or next of kin, and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See “Definitions” for a definition of serious injury or illness.)

- **Non-continuous leave**—Servicemember family leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).

- **Certification process**—The need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

Notifying ATRS of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from your direct report at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your manager and Management of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for ATRS to know that protection may exist under this policy. Failure to provide this information may result in delay or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance or similar matters.

Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member’s or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from your direct report. Second or third certifications from health care providers and periodic recertification at ATRS’s or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Military Family Leave Certifications

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form. A copy of the military member’s active duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered servicemember with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the servicemember’s health care provider. The certification form will request additional information, such as information
regarding the relationship between you and the covered servicemember, to substantiate your need for FMLA leave.

**Substituting Paid Leave for Unpaid Leave**

Federal FMLA leave is unpaid. ATRS requires you to use your paid leave concurrently with your FMLA leave.

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee’s entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers’ compensation absence. An employee is not required to substitute paid time off for an absence covered under workers’ compensation.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability. An employee is not required to substitute paid time off for an absence covered under a disability benefit plan.

**Non-Continuous Leave**

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee’s job. To the extent an employee or family member has control, medical appointments and treatments related to an employee’s or family member’s serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for yourself, a family member or a covered service member, you may be required to transfer temporarily to an available alternative position offered by ATRS for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position. This provision may also apply if ATRS approves a non-continuous leave for the birth of a child or the placement of a child for adoption or foster care.

**Benefit Continuation during Leave**

ATRS will maintain your group health plan coverage and certain other employment benefits (such as group life insurance, AD&D insurance and health and dependent flexible spending accounts) during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums – contact direct report for an explanation of your options.

Benefits that are accumulated based upon hours worked will not accumulate during the period of FMLA leave.

In some instances, ATRS may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.
Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify ATRS of the changing circumstances as soon as possible but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other Company policies.

Rights upon Return from Leave

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Personal Leave of Absence

If you do not qualify for the types of leave described in this policy, ATRS may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

Definitions

“Spouse”—A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

“Parent”—A biological parent, adoptive parent, stepparent, foster parent or an individual who provides or provided day-to-day care or financial support to the child. Parent does not include a parent-in-law under this law.

“Child”—A biological, adopted or foster child, stepchild, legal ward or a child who is receiving day-to-day care or financial support from the employee and is under the age of 18. Child also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- “Incapable of self-care” — The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
“Physical or mental disability”—A physical or mental impairment that substantially limits one or more major life activities of the individual.

“Next of Kin”—Used with respect to an individual, this means the nearest blood relative of that individual, other than the spouse, parent or child.

“Serious Health Condition”—Illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity.
- Any incapacity due to pregnancy or for prenatal care.
- Chronic conditions requiring periodic treatment by or under the supervision of a health care provider, which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (for example, asthma, diabetes and epilepsy).
- Permanent or long-term conditions requiring supervision for which treatment may not be effective (for example, Alzheimer’s, a severe stroke or the terminal stages of a disease).
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

“Serious Injury or Illness”—can be:

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness 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) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the five-year period directly before the date on which the veteran undergoes medical treatment, recuperation or therapy, a qualifying injury or illness 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) and that manifested itself before or after the member became a veteran.
According to the DOL, the military family leave requirements for covered service members who are veterans do not become effective until the DOL issues its final regulations. It is not known when these final regulations will be issued. For questions regarding family leave to care for a veteran, please contact your direct report.

“Qualifying Exigency”—includes:

- Short-notice deployment (seven days or less)
- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation (up to five days)
- Post-deployment activities
- Additional activities agreed to by ATRS and the employee

Please contact your direct report for additional information.
EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status in the Regular Armed Forces or in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness (incurred or aggravated in the line of duty on active duty) that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections
During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the
employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include 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. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

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

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
WWW.WAGEHOUR.DOL.GOV
Funeral Leave

We have taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days with full pay until and including the day of the funeral. Funeral leave will not count against accrued paid time off (PTO), vacation or sick leave.

Immediate family includes father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or any relative who lives with the employee.
Jury Duty

While it is the duty of every citizen to serve on a jury when called, ATRS recognizes that this often means the loss of income. ATRS will pay regular wages for days when you are unable to report to work because of jury service, assuming you have been employed by ATRS for at least 90 days prior.

The above statement applies provided that you:

- Show your direct report your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your direct report with evidence of having served on a jury for the time claimed.

Jury absence will be noted on your time sheet or time card. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay.

This benefit cannot be applied to any court appearance other than jury duty unless such appearance is related to your employment.
Lunch and Rest Periods

Meal and rest periods are granted in accordance with state and federal law. Your direct report will advise you of your schedule for meal and rest periods.
Time Off to Vote

ATRS encourages all employees to vote. It is the policy of ATRS to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has four consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote.

If an employee has less than four consecutive hours as described above, he or she may take off as much working time as will, when added to his or her available voting time outside normal working hours, enable him or her to vote.

Employees requiring working time off to vote will be required to notify ATRS that time off to vote will be required not more than 10 or less than two working days before the day of the election.

Time off to vote is paid and does not count against an employee’s accrued paid time off or sick time.
Time Away From Work

Vacation Policy

ATRS believes that vacation time is vital in keeping employee morale high.

Vacation time is offered to full-time eligible employees based on the following schedule:
After one (1) year of eligible employment, each pay period worked shall accumulate paid vacation hours based on the calculations outlined below. Each paycheck stub will show the amount of vacation time you have earned to date and may be used at anytime during the current year provided you have worked for one full year for ATRS and have accrued vacation time. Vacation time must be scheduled and approved in advance by your direct report.

There are always certain times of the year that many people request vacation time and your direct report will make every reasonable effort to accommodate your vacation time requests. In order to be fair to employees and ensure that Company operations are not adversely affected, priority will be given to employees that schedule their vacation time first, on a first come – first served basis. This means it is possible that not every request for vacation time will be granted for the specified times or dates requested. ATRS will not carryover or pay out any unused vacation time from one year to the next, based on your anniversary date of becoming a Company employee.

Any unused vacation time will be forfeited and no accrued vacation time will be paid if you separate from ATRS involuntarily.

Year 1: After the first six months: Each week worked will accrue 0.77 hours of vacation pay based on a forty hour work week. The equivalent of half a week.

Years 2 through 3: The equivalent of one week (based on a forty hour work week) of paid vacation shall be provided after it has been earned. Each week worked will accrue 0.77 hours of vacation pay.

Years 4 through 7: The equivalent of two weeks (based on a forty hour work week) of paid vacation shall be provided. Each week worked will earn 1.54 hours of vacation pay.

Years 8+: The equivalent of three weeks (based on a forty hour work week) of vacation shall be provided. Each week worked will earn 2.31 hours of vacation pay.

An authorized Company holiday that falls on a normal business day during your vacation is not counted as a vacation day.

If you are hospitalized during your vacation, any day of hospitalization will be charged to your sick leave, if available, rather than to your vacation time.

If you have any questions regarding your approved vacation time, please contact your direct report or the payroll coordinator.
Holidays

In order for an employee to be eligible for paid holidays, an employee must be a full time employee for at least twelve months prior to a paid holiday. The following are paid holidays for eligible employees.

Every reasonable effort will be made to accommodate employee’s time off for holidays. However at times there may be unforeseen circumstances that arise. In those cases, an employee may be required to work on a scheduled holiday. Any employee requested to work on a paid holiday shall receive comp time for such time worked.

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Note: Company will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their Direct Report to obtain approval for taking time off to observe such holidays.
Facility Access & Visitors

ATRS cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have the following guidelines in place regarding facility access and visitors:

All visitors are to be escorted by authorized personnel at all times. Please do not allow visitors to roam the premises unattended.
General Computer Usage Policy

ATRS is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using ATRS computer systems are as follows:

- ATRS computers are intended for business use only – incidental or occasional use is also permitted
- ATRS may access any information created, transmitted or stored on its information systems, computers or other
- Copying or downloading software of any kind is prohibited without prior permission from your direct report
- Internet is for business use only—incidental and occasional personal use is permitted
- ATRS provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action up to and including termination
- Company proprietary information must be protected
- Instant messaging services may be provided to ease communication between employees—non-business use is prohibited

Please use the computers responsibly and contact your direct report with any questions regarding appropriate usage.
Recording, Video and Audio Devices Prohibited

ATRS respects the privacy of its employees and strives to protect all confidential Company information.

ATRS prohibits the use of any recording video and audio devices on Company property or during working hours unless specifically permitted by ATRS. ATRS prohibits the use of picture phones or any other camera or device that may capture visual images without ATRS’s prior written permission. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy may be subject to disciplinary action, up to and including termination.
Attendance & Standard Working Hours

ATRS expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and ATRS.

When you are unable to work due to illness or an accident, please promptly notify your direct report. In the event your direct report is unavailable, you must leave a message and continue to follow up until you speak with your manager. Leaving a message with another staff member or on voicemail without following up does not constitute an acceptable means of notification of absence. If you do not report for work and ATRS is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your direct report of the situation.

If you will be absent from work during standard working hours for any reason, you must contact your direct report at least 1 hour prior to the start of your shift to avoid disciplinary action.
Background Check Policy

ATRS carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

ATRS may conduct background checks on any job candidate after a contingent offer of employment has been extended. A background check may also be conducted during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, ATRS has the right to make the final decision about employing an individual after the application process is complete including any background check conducted.

Checking professional and personal references is an important part of the background check process. This provides ATRS with information on the potential employee’s work ethic, skills and performance.

A background check may also be completed during reassignment or promotion of an employee.
Company Credit Card Policy

ATRS offers company credit cards for employees who travel frequently for their duties, purchase large volumes of goods for use by ATRS or incur frequent business expenses that can be paid by credit card.

As a general rule, ATRS corporate credit cards should not be used to obtain cash advances, bank checks, or electronic cash transfers for anything other than the expenses incurred by the employee whose name appears on the credit card. The ATRS corporate card is not to be used for personal expenses of the employee.

- Misuse of a Company credit card may result in cancellation of the card. If your card is used for your personal expenses, ATRS has the right to recover these expenses from you. All employee cardholders will be required to sign an agreement authorizing ATRS to recover any amounts that are incurred for personal reasons out of their salaries.

- If a credit card holder does not follow this Policy, his or her card may be cancelled and such misuse may subject you to disciplinary action up to, and including termination.

Lost or stolen Company credit cards must be reported to the Accounting department immediately.
Confidential Information & Company Property

During your employment at ATRS, you may have access to confidential information and/or documents, trade secrets and/or proprietary data, which is generally not known by competitors or within ATRS’s field of business. This information (hereinafter referred to as “Confidential Information”) includes, but is not limited to: data relating to ATRS’s marketing and servicing programs; procedures and techniques; the criteria and formula used by ATRS in pricing its products and services; the structure and pricing of special packages that ATRS has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts’ businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of ATRS, developed over a long period of time and at substantial expense.

To protect ATRS’s interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than ATRS, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of ATRS. In addition, you should minimize those occasions on which you take documents, computer disks or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of ATRS and doing your job effectively, to take documents, computer disk or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with ATRS, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of ATRS. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of ATRS, regardless of whether it is or contains Confidential Information. Upon termination of your employment at ATRS, you are required to return all such records to ATRS and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

At all times, you understand that you owe the company not only the duties that include the duty of utmost loyalty and to keep the confidential information, trade secrets, and proprietary data of the company in strict confidence, but also the duty of utmost loyalty with respect to business opportunities that you encounter with your employment with ATRS.
Conflicts of Interest

In simple terms, the quote “duty of loyalty” means all employees have a duty to further ATRS’s aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of ATRS. Examples include: soliciting or profiting from ATRS’s client or prospect base or other Company asset for personal gain; acting on behalf of ATRS in servicing or obtaining a client, and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which ATRS has a competitive or significant business relationship without the prior written approval of the chief executive officer of ATRS.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee’s immediate household) which may create a conflict of interest with ATRS.
Dress Code

The purpose of this policy is to provide a dress code for ATRS employees. To maintain the correct image, all employees must comply with a proper dress code.

Procedure

All employees wearing Company supplied uniforms will be required to sign a Uniform Receipt. Employees involved in the uniform program are responsible for the loss or destruction of any garments received. All employees issued uniforms must wear the uniforms.

Upon termination of employment, employees must return their full issue of uniforms or pay the value stated on the signed Uniform Receipt. If the employee fails to return the uniforms, the appropriate amount will be deducted from the final pay check, according to our Authorization to Withhold Wages procedures.

Production and Operations Employees

HOURLY EMPLOYEES
All drivers, helpers, and production employees will wear the official company uniform while on duty. Shirts must be buttoned and tucked in while on duty.

SUPERVISORS
Depending on the nature and conditions of their work, they may have specific dress standards that meet functional or safety requirements.

UNDERSHIRTS: Should an employee choose to wear an undershirt, it must be plain solid white and/or color, with no logo or other markings visible through the overshirt.

VEST: High visibility yellow vest. Vest must be zipped and/or buttoned at all times.

JACKETS: Company-logo jackets only.

HATS & CAPS: Employees can only wear Company-issued toboggans or caps, which contain the official Company logo.

All other employees: (Management, Office, Sales, Accounting, Production & Operations Staff)

Business casual is defined as:
- Shirts – blouses, collared shirts, or Company polo shirts that are not faded or torn. Shirts that present a professional business-like appearance.
- Pants – Casual slacks, trousers, khakis, Dockers, appropriate jeans (not faded or torn), dress capris/cropped.
- Skirts – No shorter than 3 inches above the knee.
Things that are not allowed:

- Shirts - T-shirts with inappropriate slogans, fading, torn or with holes, tank tops, spaghetti straps, muscle shirts, crop tops, sweatshirts or any tops showing your abdomen.
- Pants – Shorts, stirrup pants, leggings, jeans with holes, patches, etc.
- Skirts – Shorter than 3 inches above from the knee. Split skirts.
- Other – Warm-up suits and athletic clothing not allowed unless in office on Fridays only. Under garments such as bras, sport bras, halter-tops, tank tops, etc. must be fully covered by clothing.

These are some of the factors that should be taken into consideration when determining appropriate personal appearance:

- The nature of the employee’s work;
- The nature of the employee’s public/customer contact, if any, and the normal expectations of outside parties with whom they will work;
- Safety considerations, such as necessary precautions when working near machinery or hazardous work areas; employees will be required to wear proper safety equipment at all time, without exception.

If employees have questions as to what constitutes proper attire, they should consult with their direct report or Human Resources.

CASUAL DAY ATTIRE:
Unless indicated otherwise, Friday may be considered casual business wear day. Business casual attire rather than recreational casual attire is expected in order to portray a professional work atmosphere. The overall look of the employee should display the readiness to conduct business and represent the Company in a professional manner. Jeans that are not tattered, Capri length pants, tennis/running shoes, and ATRS tee shirts are permitted on Casual Friday.

ACCESSORIES
While ear piercing may be worn, all other facial piercing must be removed during working hours.

PERSONAL HYGIENE
Good personal hygiene must be practiced at all times.

VIOLATIONS
When an employee violates the dress code policy, management may send them home to change into acceptable attire and will not be compensated for the time away from work. Management will determine what is appropriate based on these guidelines. If an employee is sent home or is warned three times, a written warning will be issued and placed in the employee’s personnel file. Under such circumstances, employees will not be compensated for the time away from work. If the dress code policy is violated after being sent home or receiving the written warning, the employee will be sent home without pay for the remainder of the day and receive the next step discipline. Continued violations may subject the employee to further disciplinary action, up to and including termination.
Employee Classification

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Management, immediate management, professional, sales or administrative employees whose positions meet FLSA standards, are exempt from overtime pay requirements.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-direct reporty, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific authorization by your direct report.

In addition, each employee’s status is defined as one of the following:

Full-time - Employees who work a minimum of 40 hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

ATRS supplements its regular work force with temporary or part-time employees to help compensate for workload, employee absences or other situations. Management will determine which positions are permanent part-time and which are considered temporary or seasonal.

Part-time - Employees who work less than 40 hours per week are considered to be part-time.

Temporary - Temporary employees are those engaged to work either part-time or full-time on ATRS’s payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. This category includes interns and co-op students. Such employees may be either “exempt” or “non-exempt” but are not eligible for ATRS benefits except as mandated by law.

Independent contractors - Consultants, freelancers or independent contractors are not employees of ATRS. The distinction between employees and independent contractors is important because employees may be entitled to participate in ATRS’s benefits programs, while independent contractors are not. In addition, ATRS is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes or pay unemployment tax on payments made to an independent contractor.
Employee Fraternization Policy

ATRS wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of ATRS are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.

- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is in the discretion of ATRS.

- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment may be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.

Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and his or her subordinate, management should be notified immediately so that a department transfer may be considered.
Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct report-subordinate relationship with a family member
- Have the potential for creating an adverse effect on work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest

This policy must be considered when hiring, assigning or promoting an employee.

If a circumstance arises that results in a direct report relationship between immediate family or close personal relatives including marriage, reduction in force, reorganization, priority placement, etc.), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct immediate manager relationship exists between immediate family members or close personal relatives, the immediate manager relative will not be involved in any personnel action involving his or her relative. Typical first-level immediate manager responsibilities will be referred to the next higher level in the immediate manager chain.

For purposes of this policy, your immediate family includes your mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, grandchild or grandparent. This policy also applies to close personal relatives such as uncles, aunts, first cousins, nephews, nieces or half-siblings.

Questions should be directed to your direct report or Human Resources.
Improper Payments & Gifts Policy

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of ATRS or the party with whom ATRS is dealing.
Media Relations Policy

ATRS is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received.

All media inquiries regarding ATRS and its operation must be immediately referred to Debra Stevenson-Peganyee, Chief Marketing Officer, who is the first authorized point of contact to make or approve public statements regarding company business. The second point of conduct is Mike Holt, Executive Director of Community Relations. Unless specifically designated by Debra Stevenson-Peganyee or Mike Holt, you are not authorized to make those statements. If you wish to write or publish an article, paper or other publication on behalf of ATRS, you must first obtain approval.

ATRS will generally provide a response to media inquiries within 24 hours. Should the response require a detailed technical explanation, a spokesperson will be designated to address the issue. The spokesperson will be chosen carefully, based on their area(s) of expertise.

Media inquiries include, but are not limited to, the following:

- Press releases
- Advertisements
- Quotes
- Media visits
- Requests for interviews
- Information on:
  - Management changes
  - Financial data
  - Working conditions
  - Wages

Please contact Debra Stevenson Peganyee with any questions or concerns you have regarding the Media Relations Policy.
Social Media Policy

At ATRS, we understand that 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 ATRS, or one of its subsidiary companies in the United States ATRS.

Managers and direct reports should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

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 web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ATRS, as well as any other form of electronic communication.

The same principles and guidelines found in ATRS policies and three basic 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 that are 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 ATRS or ATRS’s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the Rules

Carefully read these guidelines, the ATRS Code of Ethics Policy, the ATRS Media Relations Policy and the Harassment Policy, 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 may 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 ATRS. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy 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 that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ATRS, fellow associates, members, customers, suppliers, and people working on behalf of ATRS or competitors.

Post only appropriate and respectful content

☐ Maintain the confidentiality of ATRS trade secrets and private or confidential information. Trades 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 ATRS website without identifying yourself as an ATRS employee.

☐ Express only your personal opinions. Never represent yourself as a spokesperson for ATRS. If ATRS 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 ATRS, fellow employees, members, customers, suppliers or people working on behalf of ATRS. If you do publish a blog or post online related to the work you do or subjects associated with ATRS, make it clear that you are not speaking on behalf of ATRS. 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 ATRS.”
Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Standard of Conduct Policy. Do not use ATRS email addresses to register on social networks, blogs or other online tools utilized for personal use. You may, however, associate your company e-mail address to your existing personal social media profiles for professional networking purposes.

Retaliation is prohibited

ATRS 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 may be subject to disciplinary action, up to and including termination.

Media contacts

All media inquiries regarding ATRS and its operation must be immediately referred to Debra Stevenson-Peganyee, Chief Marketing Officer. Please refer to ATRS Media Relations Policy.

For more information

If you have questions or need further guidance, please contact your HR representative.
Open Door Policy

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, ATRS uses an Open Door Policy. Basically, this policy means that all of the managers’ doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows ATRS to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your direct report, but the Open Door Policy also gives you the option of discussing them with higher management and/or Management. All of these parties will be willing to listen to the issue and assist in a resolution.
Orientation Period

For all employees hired by ATRS, the first 90 days of employment are considered to be an orientation period. During this time, the employee will undergo training and orientation as directed by the employee’s direct report. The employee’s direct report will also monitor the employee’s performance during this time period.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee’s job performance is found to be unsatisfactory by his or her direct report at any time during the first 90 days of employment, the employment may be terminated.
Personnel Records Policy

ATRS strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Job application
- Position description
- Résumé
- Records of participation in training events
- Salary history
- Records of disciplinary action
- Documents related to employee performance reviews, coaching and mentoring

In order to ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are kept highly confidential and are not available to anyone outside of ATRS unless you have personally authorized the release, release is to an authorized governmental agency or release is required by law. To obtain access to your personnel records, contact your direct report.
Phone Call Policy

ATRS may provide a cell phone to employees to increase efficiency in doing business. There are important things to consider when using Company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Business phone calls - Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls - In order to provide an optimum work environment, employees are expected to have personal cell phones on vibrate during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office. Flexibility may be provided in circumstances demanding immediate medical or personal emergency attention.

Please contact your direct report with questions about our Phone Call Policy.
Safety and Injury Policy

ATRS’s policy is to conduct all operations in a safe and healthful manner. The Safety of every employee is a fundamental consideration in every business decision and plan, and all reasonable precautions will be taken to protect employees from injury. In order to promote safety in the workplace, we expect our employees to refrain from horseplay, careless behavior and negligent actions at all times.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected promptly and/or reported to your direct report.

If you are involved in an accident or in the event of an occupational injury, you must comply with the following procedure:

- Report the accident and / or injury to your direct report or to management promptly
- Prompt, necessary medical treatment
- Return to gainful employment
- Complete an Accident/Injury Report

Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination.
Smoke-free Environment Policy

ATRS is a smoke-free environment. Smoking is not permitted at any time in Company work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, customers and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.
Social Functions Policy

At times, social events will be hosted by ATRS for employees to attend. These events may take place due to the hiring or promotion of an employee, or for other reasons.

Some events will be celebrated with a group luncheon, arranged by management. Other events (such as employee birthdays or service anniversaries) may be recognized with a card or gift from Management. At times, ATRS may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or company successes, or for many other reasons.

At all Company social functions, employees are responsible for behaving in a professional manner. While alcohol may be served, employees should refrain from becoming intoxicated.

Even at social functions, employees must remember that they are representing ATRS and need to ensure that they are upholding ATRS’s positive reputation at all times.
Time Card Regulations

ATRS requires that each employee maintain a time card of his or her hours. This will keep a record of work attendance. For nonexempt employees, the time card will also be used to ensure that paychecks are correct. All nonexempt employees are required to accurately record their hours worked each day.

Each employee must use his or her own time card only. If an employee punches in or out for another employee, both employees may be subject to disciplinary action up to, and including termination.

Employees may not punch in more than ten minutes before the beginning of their shifts and may not punch out more than ten minutes after their shifts end, unless overtime hours were previously approved by their direct report.

By initialing on his or her time card, each employee is representing that the number of hours indicated is an accurate accounting for the time spent of the employee.
Workers’ Compensation Policy

ATRS provides workers' compensation insurance to cover injuries of its employees that occur in the course and scope of employment. Employees must report any accident or injury promptly to their direct report so that the necessary paperwork can be completed in a timely manner.

Employees returning to work from an injury or illness for which they were receiving workers’ compensation must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. Once a physician has verified that the employee can resume all job-related tasks, he or she will no longer receive workers’ compensation benefits.
Appendix

LEGAL DISCLAIMER TO USERS OF THE FORM EMPLOYEE HANDBOOK:

The materials presented herein are for general reference only. Federal, state or local laws or individual circumstances may require the addition of policies, amendment of individual policies and/or the entire Handbook to meet specific situations. Some government forms may be presented in altered size, font or format and may not, therefore, meet federal or state requirements. These materials are intended to be used only as guides and should not be used, adopted or modified without the advice of competent legal counsel.

These materials are presented, therefore, with the understanding that we are not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2005-2012 Zywave, Inc. All rights reserved.
Receipt of ATRS Employee Handbook

The Employee Handbook (sometimes referred to as a Personnel Policy Manual or the "Manual") is a compilation of personnel policies, practices and procedures currently in effect at ATRS, an equal opportunity employer. The Manual handbook and the information within it are confidential.

This handbook is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of ATRS has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at ATRS. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over ATRS policies when applicable.

Personnel policies are applied at the discretion of ATRS. ATRS reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. ATRS may notify you of such changes via email, posting on ATRS’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of ATRS's Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, you acknowledge that you are employed "at-will" and that this handbook is neither a contract of employment nor a legal document.

_______________________________________  ______________________
Signature       Date

_______________________________________________________________
Please print your full name

Please sign and date one copy of this notice and return it to Management. Retain a second copy for your reference.
Receipt of Harassment Policies

As described in the Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at ATRS.

By signing below, you acknowledge that you have received a copy of ATRS’s Harassment Policy and Sexual Harassment Policy, and understand that it is your responsibility to read and comply with both policies and any revisions made to them.

______________________________________         _____________________________
Signature       Date

________________________________________________
Print your full name