



Keeping Current Matters, Inc.

Published: February 24, 2020

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with Keeping Current Matters, Inc. is "AT-WILL." This means employees of Keeping Current Matters, Inc. may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Keeping Current Matters, Inc. for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control.

The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to Keeping Current Matters, Inc.! We are pleased with your decision to join our team.

Keeping Current Matters, Inc. is committed to providing superior quality and unparalleled

customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Chief People Officer.

Welcome aboard. We look forward to working with you!

Sincerely,

The Chief People Officer

1.3 Changes in Policy

Change at Keeping Current Matters, Inc. is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Keeping Current Matters, Inc., and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Chief People Officer.

2. General Employment

2.1 At-Will Employment

Employment with Keeping Current Matters, Inc. is "at-will." This means employees are free to resign at any time, with or without cause, and Keeping Current Matters, Inc. may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Keeping Current Matters, Inc. for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Keeping Current Matters, Inc., except for the policy on at-will employment, which may be modified only by a signed, written agreement between the CEO and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Keeping Current Matters, Inc. and any of its employees.

2.2 Immigration Law Compliance

Keeping Current Matters, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Keeping Current Matters, Inc. within the past three years, or if their previous I-9 is no longer retained or valid.

Keeping Current Matters, Inc. may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Keeping Current Matters, Inc. provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

Keeping Current Matters, Inc. is an Equal Opportunity Employer. Employment opportunities at Keeping Current Matters, Inc. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business.

The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Chief People Officer. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Keeping Current Matters, Inc. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Keeping Current Matters, Inc. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Equal Employment Opportunity (North Carolina Employees)

Keeping Current Matters, Inc. is an Equal Opportunity Employer. Employment opportunities at Keeping Current Matters, Inc. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion

- Sex
- National origin
- Age
- Veteran status
- Handicap
- Disability
- AIDS or HIV
- Sickle cell or hemoglobin C trait
- Genetic information
- Domestic violence victim status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, lay off, access to benefits and training, and all other conditions and privileges of employment.

Keeping Current Matters, Inc. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Keeping Current Matters, Inc. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.5 Equal Employment Opportunity (New York Employees)

Keeping Current Matters, Inc. is an Equal Opportunity Employer. Employment opportunities at Keeping Current Matters, Inc. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Creed
- Color
- Religion

- Sex
- National origin
- Age
- Familial status
- Veteran status
- Military status
- Disability
- Domestic violence victim status
- Marital status
- Sexual orientation
- Predisposing genetic characteristics
- Gender identity
- Transgender status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, lay off, access to benefits and training, and all other conditions and privileges of employment.

Keeping Current Matters, Inc. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.6 Equal Employment Opportunity (Virginia Employees)

Keeping Current Matters, Inc. is an Equal Opportunity Employer. Employment opportunities at Keeping Current Matters, Inc. are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex, pregnancy, childbirth or related medical condition, national origin, marital status, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Keeping Current Matters, Inc. strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Keeping Current Matters, Inc. will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.7 Employee Grievances

It is the policy of Keeping Current Matters, Inc. to maintain a harmonious workplace environment. Keeping Current Matters, Inc. encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Chief People Officer.

After receiving a written grievance, Keeping Current Matters, Inc. may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Keeping Current Matters, Inc.'s Sexual and other Unlawful Harassment Policy.

Keeping Current Matters, Inc. assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.8 Internal Communication

Effective and ongoing communication within Keeping Current Matters, Inc. is essential. As such, the Company maintains systems through which important information can be shared

among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Keeping Current Matters, Inc. uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.9 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Keeping Current Matters, Inc..

Unless an alternative work schedule has been approved by Keeping Current Matters, Inc., employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Keeping Current Matters, Inc.'s property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.10 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Keeping Current Matters, Inc.'s commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Keeping Current Matters, Inc. will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding

accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;

- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Bill Harney, the CEO directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Keeping Current Matters, Inc. will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Chief People Officer or any state or local agency responsible for investigating alleged violations.

2.11 Reproductive Health Decisions (New York Employees)

Keeping Current Matters, Inc. will not discriminate or retaliate against any employee because of the employee's or their dependent's reproductive health decision making, including a decision to use or access a particular drug, device or medical service.

Keeping Current Matters, Inc. will not access personal information regarding reproductive

health decisions without the employee's prior informed written consent; and will not require that an employee waive their rights to make reproductive health care decisions.

Employee Rights and Remedies:

An employee may bring a civil action against the Company for any alleged violations of this policy. Damages and awards may include back pay, benefits and reasonable attorneys' fees; injunctive relief; reinstatement; and/or liquidated damages.

An employee may also be entitled to additional civil penalties if the Company is found to have retaliated against the employee, including discharging, suspending, demoting or otherwise penalizing the employee for exercising their rights under this policy.

Complaint Procedure:

Keeping Current Matters, Inc. strongly encourages employees to report all instances of discrimination or retaliation. If you believe you have experienced or witnessed retaliation or discrimination based on reproductive health decisions or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report the matter directly to:

Bill Harney

6317876202

7204 Glen Forest Drive, Suit 204, Richmond, VA 23226

Any reported allegations of discrimination and/or retaliation will be investigated promptly, thoroughly, and impartially.

Employees with any questions regarding this policy should contact the Chief People Officer.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Keeping Current Matters, Inc. classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Keeping Current Matters, Inc. or if your job responsibilities change, you will be informed by the Chief People Officer of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for Keeping Current Matters, Inc.'s benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 30 hours per week. Regular part-time employees may be eligible for some Keeping Current Matters, Inc. benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to Keeping Current Matters, Inc. benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Keeping Current Matters, Inc. Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Chief People Officer of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Chief People Officer as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

Keeping Current Matters, Inc. reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the employee's supervisor or Chief People Officer.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the employee's supervisor or Chief People Officer for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by Keeping Current Matters, Inc.. In most cases, Keeping Current Matters, Inc. will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by Keeping Current Matters, Inc. for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with Keeping Current Matters, Inc., shall provide Keeping Current Matters, Inc. with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Keeping Current Matters, Inc. is based on mutual consent, both the employee and Keeping Current Matters, Inc. have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Keeping Current Matters, Inc. shall return all files, records, keys, computers, credit cards and any other materials that are the property of Keeping Current Matters, Inc..

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Chief People Officer.

4. Working Conditions & Hours

4.1 Company Hours

Keeping Current Matters, Inc. is open for business from 9:00AM - 5:00PM. This excludes holidays recognized by Keeping Current Matters, Inc.. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Keeping Current Matters, Inc. management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Parking

Keeping Current Matters, Inc. provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Keeping Current Matters, Inc.. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

4.4 Workplace Safety

Keeping Current Matters, Inc. is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Keeping Current Matters, Inc. and all employees must comply with all occupational safety and health standards and regulations established by

the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Bill Harney

bill@keepingcurrentmatters.com

Office Line: 6317876202

Cell Phone: 6318275308

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Keeping Current Matters, Inc. expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Chief People Officer.

4.5 Security

The purpose of Keeping Current Matters, Inc.'s security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access:

All regular Keeping Current Matters, Inc. employees will be issued a key to gain access to

Keeping Current Matters, Inc. facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from Keeping Current Matters, Inc., and at any other time upon Keeping Current Matters, Inc.'s request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Chief People Officer.

4.6 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Keeping Current Matters, Inc. will schedule meal and break periods in order to accommodate Company operating requirements.

4.7 Meal Periods (New York Employees)

Employees are entitled to a meal period based on their work schedule, as outlined below:

- One 30-minute noon-day meal period will be provided between the hours of 11:00 a.m. and 2:00 p.m. to employees who work for at least 6 consecutive hours.

- One 45-minute meal period will be provided to employees who work for at least 6 consecutive hours between 1:00 p.m. and 6:00 a.m. This meal period will be scheduled in the middle of the employee's shift.
- Employees working a shift starting before 11:00 a.m. and continuing past 7:00 p.m. will be provided with an additional 20-minute meal period between the hours of 5:00 p.m. and 7:00 p.m.

For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Keeping Current Matters, Inc.'s timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during meal periods. If for any reason a non-exempt employee does not take the applicable meal period that they are provided, the employee must notify his or her supervisor immediately.

4.8 Break Time for Nursing Mothers

Keeping Current Matters, Inc. accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Chief People Officer.

5. Employee Benefits

5.1 Health Insurance

Keeping Current Matters, Inc.'s health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits On the first day of the month after completing the introductory period (90 days).

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Keeping Current Matters, Inc., as well as copies of the plan documents, contact the Chief People Officer.

5.2 Retirement Plan

Keeping Current Matters, Inc. employees have the opportunity to participate in a company-sponsored retirement plan. Full-time employees only are eligible to participate in the plan. Employees are eligible when they have earned at least \$5000 in the preceding calendar year for this company and is expected to receive at least \$5000 for current calendar year (as well as finishing their inductory period of 90 days).

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through Keeping Current Matters, Inc., as well as copies of the plan documents, contact the Chief People Officer.

5.3 Holidays

Keeping Current Matters, Inc. observes the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Washington's Birthday (Presidents Day)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Due to the nature of our business, Keeping Current Matters, Inc. may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.4 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time and part-time employees

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

After 1 year(s) of service employees are eligible for 20 PTO Days.

Unless Keeping Current Matters, Inc. is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carry over or other provisions of this policy, contact the Chief People Officer.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Keeping Current Matters, Inc. operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

5.5 Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time and part-time employees

An immediate family member for purposes of Keeping Current Matters, Inc.'s bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling
- Same-sex partner

Eligible employees are entitled to 7 days paid time off for a death in the immediate family.

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, Keeping Current Matters, Inc. may require verification of the need for the leave.

5.6 Military Leave

Keeping Current Matters, Inc. grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Chief People Officer.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Keeping Current Matters, Inc. complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Chief People Officer.

5.7 Military Leave (Virginia Employees)

An employee who is a member of the Virginia National Guard, Virginia State Defense Force or naval militia may be eligible to take reasonable leave when he or she is ordered to active duty or military duty under applicable state and federal law.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification from the proper military authority to verify the employee's eligibility for military leave. Group insurance and any other benefits with premium payments will be continued during leave provided the employee pays 100% of the premium during leave.

Upon honorable release from active duty, an employee must apply for re-employment in writing within:

- 14 days of his or her release from duty or from hospitalization if the length of the employee's absence does not exceed 180 days; or
- 90 days of his or her release from duty or from hospitalization if the length of the employee's absence exceeds 180 days.

When possible, Keeping Current Matters, Inc. will restore the employee to the position held by the employee when he or she was ordered to active duty. If the position no longer exists, the employee will be reinstated to a position of like seniority, status and pay or to a comparable vacant position for which the employee is qualified, unless to do so would be unreasonable.

Military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.8 Jury Duty

Keeping Current Matters, Inc. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Keeping Current Matters, Inc. or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, Keeping Current Matters, Inc. may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.9 Jury Duty Leave (New York Employees)

Keeping Current Matters, Inc. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible but prior to the start of jury duty service so that the supervisor may make arrangements to accommodate their absence. Either Keeping Current Matters, Inc. or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

If you report for jury duty and/or serve on a jury, you will be paid the first \$40 of your regular compensation for the first 3 days; however, your pay will be reduced by any compensation you receive from the courts for serving. Additional time off will be unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.10 Jury Duty Leave (Virginia Employees)

Keeping Current Matters, Inc. encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either Keeping Current Matters, Inc. or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

An employee who is summoned and appears for jury duty for four or more hours in one day, including travel time, will not be required to start any work shift that begins on or after 5:00 p.m. on the day of his or her appearance for jury duty or begins before 3:00 a.m. on the day following the day of his or her appearance for jury duty.

Jury duty leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.11 Workers' Compensation

Employees who are injured on the job at Keeping Current Matters, Inc. are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Keeping Current Matters, Inc.. No premium is charged for this coverage and no individual enrollment is required. Keeping Current Matters, Inc. will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Chief People Officer to obtain the required claim forms and instructions.

5.12 Crime Victims Leave (New York Employees)

An employee may be entitled to leave to attend criminal justice proceedings if the employee is a victim of a crime, is seeking an application or enforcement of a protection order, or is a witness in a criminal proceeding.

Except in cases of imminent danger to the health or safety of the employee, or unless impracticable, an employee requesting crime victims leave must inform his or her supervisor prior to the date of their court appearance.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or evidence that they appeared in court.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.13 Crime Victims Leave (Virginia Employees)

An employee may be entitled to a reasonable amount of leave if the employee is a victim of a crime. Such leave may be taken to attend all criminal proceedings related to the crime.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, an employee requesting crime victims leave must provide notice to his or her supervisor regarding the need for leave as soon as practical.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification to verify the employee's eligibility for the leave requested such as a police report, a court order or evidence that they appeared in court.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.14 Domestic Violence Leave (North Carolina Employees)

An employee who is a victim of domestic violence or sexual assault may be entitled to a reasonable amount of leave to obtain or attempt to obtain relief under North Carolina's domestic violence law.

Except in cases of imminent danger to the health or safety of the employee, an employee requesting domestic violence leave must inform his or her supervisor of the need for leave as soon as practical.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or evidence that they appeared in court.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.15 Elected Official Leave (North Carolina Employees)

Employees who serve as precinct officials will be granted leave on Election Day or Canvass Day in order to perform the duties of the position to which they have been appointed. The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

An employee must provide at least 30 days advance written notice of his or her intention to take leave to serve as a precinct official. Requests must be submitted to the employee's supervisor.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification to verify the employee's eligibility for the leave requested.

5.16 Election Duty Leave (Virginia Employees)

An employee who serves as an officer of election will be granted leave in order to perform the duties of the position to which they have been appointed. The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

An employee, who serves for four or more hours including travel time, will not be required to start any work shift that begins on or after 5:00 p.m. on his or her day of service, or before 3:00 a.m. on the day following service.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Requests must be submitted to the employee's supervisor.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification to verify the employee's eligibility for the leave requested.

5.17 Voting Leave (New York Employees)

Keeping Current Matters, Inc. requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

Keeping Current Matters, Inc. may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than four consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must provide no more than 10, and no less than two, days' written notice of their need for leave under this policy.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification, such as a voter's receipt, to prove that he or she voted.

5.18 Disability Benefits (New York Employees)

Employees who are unable to work due to a non-work related injury or sickness, including pregnancy, may be eligible for disability benefits through Keeping Current Matters, Inc..

Eligibility

Employees who have worked for a covered employer for at least 4 consecutive weeks may be entitled to up to 26 weeks of partial wage replacement during 52 consecutive weeks.

Employees must be under the care of a healthcare provider, and must be prepared to provide proof of their disability from their healthcare provider, in order to qualify for benefits.

Filing a Claim

Employees must file a claim with the Chief People Officer or with the Company's insurance carrier within 30 days after becoming disabled. Employees are subject to a 7 day waiting period before receiving benefits.

If an employee files a claim for disability benefits after 30 days, the employee will not be paid for any disability period more than two weeks before the claim is filed. Late filings may be excused, however, if the employee can show that it was not reasonably possible to file earlier.

An employee will not be entitled to any disability benefits if the employee files a claim more than 26 weeks after the disability begins.

Contact the Chief People Officer for assistance in determining eligibility and other questions related to disability benefits.

5.19 School Visitation Leave (North Carolina Employees)

Employees may be eligible to take up to 4 hours per year of leave to attend or otherwise be

involved at their child's school. To be eligible for such leave, the employee must be the child's parent, guardian or person standing in the place of a parent of a school-aged child.

To the extent possible, employees must provide 2 days' advance written notice of their need for leave under this policy. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Keeping Current Matters, Inc.'s operations.

Keeping Current Matters, Inc. may require written verification from the child's school that the employee attended or was otherwise involved in that school during the time leave was taken.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.20 Volunteer Emergency Response Leave (New York Employees)

During a declared state of emergency, volunteer firefighters or volunteer ambulance workers may be allowed a leave of absence to respond to an emergency. Employees are eligible for leave when:

- They provide Keeping Current Matters, Inc. with advance notice that they are a volunteer firefighter or volunteer ambulance worker; or
- The employee's duties are related to the declared emergency.

If an employee is going to be late or absent due to an emergency dispatch, she or he must make every effort possible to provide notice to his or her supervisor prior to the beginning of the employee's shift.

Employees must be prepared to provide Keeping Current Matters, Inc. with certification from the volunteer fire department or ambulance service verifying the period of time the employee responded to the emergency.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.21 Pregnancy Accommodation Policy (New York Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is

necessary.

Keeping Current Matters, Inc. will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations include, but are not limited to, providing an accessible worksite, acquisition or modification of equipment, job restructuring, modified work schedules or other modifications in order to perform the essential functions of the job.

Employees should be prepared to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Chief People Officer to discuss their need for reasonable accommodation or for questions regarding this policy.

5.22 Paid Family Leave (New York Employees)

Employees working in New York may be eligible for up to eight weeks of wage replacement benefits within a 52-week period for Paid Family Leave from the State of New York. The duration of wage-replacement benefits will increase to 10 weeks in 2019 and then to 12 weeks in 2021.

Eligible Employees:

Employees must generally be employed with Keeping Current Matters, Inc. for at least 26 consecutive weeks to be eligible for Paid Family Leave. Employees who work less than 20 hours per week must be employed for at least 175 days to be eligible.

Employee Notice:

When the need for family leave is foreseeable, employees must generally provide at least 30 days' notice to Keeping Current Matters, Inc.. If the need for leave is not foreseeable, employees must notify Keeping Current Matters, Inc. as soon as practical.

Basic Leave Entitlement:

Under the program, eligible employees may take leave and receive wage replacement benefits for the following reasons:

- To care for a family member with a serious health condition.
- To bond with the employee's child during the first 12 months after the child's birth or after the placement of the child for adoption or foster care; or
- Because of any qualifying exigency arising out of the fact that the spouse, domestic partner, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

Family member is defined as a child, parent, parent-in-law, grandparent, grandchild, spouse, or domestic partner.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility, continuing treatment, or continuing supervision by a health care provider.

Intermittent or Reduced Schedule Leave:

Paid Family Leave for bonding purposes may be taken intermittently or on a reduced schedule and must be taken within twelve months of the birth, adoption, or placement of the child.

Employees may also take intermittent or reduced schedule leave for a family member's serious health condition or for active duty family leave. Employees should make a good faith effort to not unnecessarily disrupt Company operations while taking intermittent or reduced scheduled leave.

Wage Replacement:

Wage replacement is based on a percentage of the employee's average weekly wage.

Employees may use accrued, available paid time off in order to supplement their pay during all or a portion of their leave. Contact the Chief People Officer to obtain the required forms to receive benefits.

Job Restoration:

Eligible employees returning from Paid Family Leave will generally be reinstated to the position they held before the start of the leave, or to a comparable position with comparable pay, benefits, and other terms and conditions of employment.

Benefits Continuation:

During the duration of Paid Family Leave, an employee's existing health benefits will be maintained as if the employee had continued to work.

Relationship with Federal FMLA and Other Leave Policies:

Where applicable, when an employee's leave qualifies under New York Paid Family Leave and the federal Family and Medical Leave Act ("FMLA"), the leave used counts against the employee's entitlement under both laws and must be taken concurrently. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Anti-Retaliation:

Keeping Current Matters, Inc. will not retaliate against an employee for requesting or using leave under this policy.

Questions Regarding Paid Family Leave:

Employees who are interested in any additional information about these benefits should contact the Chief People Officer.

6. Employee Conduct

6.1 Standards of Conduct

Keeping Current Matters, Inc.'s rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Keeping Current Matters, Inc.'s standards of conduct, please direct them to your supervisor or the Chief People Officer.

6.2 Disciplinary Action

Disciplinary action at Keeping Current Matters, Inc. is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Keeping Current Matters, Inc. reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Keeping Current Matters, Inc. recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Keeping Current Matters, Inc. business practices or any other confidential information
- Any misrepresentation of Keeping Current Matters, Inc. to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

Keeping Current Matters, Inc. takes the protection of Confidential Information very

seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Keeping Current Matters, Inc. and as a direct result of your job responsibilities with Keeping Current Matters, Inc.. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Keeping Current Matters, Inc., may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Chief People Officer.

6.4 Workplace Violence

Keeping Current Matters, Inc. strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person

- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Keeping Current Matters, Inc. will not tolerate any form of retaliation against any employee for making a report under this policy.

Keeping Current Matters, Inc. will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

Keeping Current Matters, Inc. is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Keeping Current Matters, Inc. is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Keeping Current Matters, Inc., or in any vehicle owned or leased on behalf of Keeping Current Matters, Inc. or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Keeping Current Matters, Inc. will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Chief People Officer immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and

including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Keeping Current Matters, Inc. employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Keeping Current Matters, Inc. reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Keeping Current Matters, Inc., employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Keeping Current Matters, Inc. and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

Keeping Current Matters, Inc. is committed to a work environment in which all individuals are treated with respect. Keeping Current Matters, Inc. expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

Keeping Current Matters, Inc. strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Bill Harney

bill@keepingcurrentmatters.com

Office: 6317876202

Cell: 6318275308

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be

subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

Keeping Current Matters, Inc. expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Telephone Usage

Keeping Current Matters, Inc. telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Keeping Current Matters, Inc. assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Keeping Current Matters, Inc. premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's

responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Keeping Current Matters, Inc. has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

Keeping Current Matters, Inc. provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.11 Computer, Email & Internet Usage

Computers, email, and the Internet allow Keeping Current Matters, Inc. employees to be more productive. However, it is important that all employees use good business judgment when using Keeping Current Matters, Inc.'s electronic communications systems (ECS).

Standards of Conduct and ECS

Keeping Current Matters, Inc. strives to maintain a workplace free of discrimination and harassment. Therefore, Keeping Current Matters, Inc. prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Keeping Current Matters, Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Keeping Current Matters, Inc. does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Keeping Current Matters, Inc. prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.

- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Keeping Current Matters, Inc..

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Keeping Current Matters, Inc. are the property of Keeping Current Matters, Inc.. Employees have no right of personal privacy when using Keeping Current Matters, Inc.'s ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Chief People Officer.

6.12 Company Supplies

Only authorized persons may purchase supplies in the name of Keeping Current Matters, Inc.. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Keeping Current Matters, Inc. or bind Keeping Current Matters, Inc. by any promise or representation without express written approval.

6.13 Sexual and Other Unlawful Harassment and Discrimination Prevention (New York Employees)

Keeping Current Matters, Inc. is committed to maintaining a workplace free from all forms of harassment and discrimination,* including sexual harassment and discrimination. All employees are required to work in a manner that prevents harassment and discrimination in the workplace. Harassment and discrimination will not be tolerated. Any employee or individual covered by this policy who engages in harassment, discrimination or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

This policy is one component of Keeping Current Matters, Inc.'s commitment to a discrimination-free work environment. Harassment and discrimination are against the law, and all employees have a legal right to a workplace free from harassment and discrimination. Employees are urged to report sexual or other types of harassment or discrimination by filing a complaint internally with Keeping Current Matters, Inc.. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws.

* While this policy focuses on sexual harassment, harassment because of and discrimination against workers based on age, race, creed, color, religion, national origin, sexual orientation (actual or perceived), military status, sex, pregnancy or pregnancy related conditions, gender identity, gender expression, self-identified or perceived sex, transgender status, disability, predisposing genetic characteristics or genetic information, marital status, criminal history, domestic violence victim status, or familial status, or any other protected class under applicable federal, state or local law, is strictly prohibited. In addition, in the State of New York, harassing or discriminating against an individual because of their known relationship or association with a member or members of any New York State Protected Class is also unlawful and therefore strictly prohibited by Keeping Current Matters, Inc..

What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity, gender expression, self-identified or perceived sex, and transgender status. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the complaining individual is not the intended target of the sexual

harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes but is not limited to words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. Any harassing conduct, even a single incident, should be reported.

Examples of Sexual Harassment:

The following describes *some* of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as: touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body; rape, sexual battery, molestation, or attempts to commit such assaults.
- Unwanted sexual advances or propositions, such as: requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion, or other job benefits or detriments; or subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to others' ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of their sex, sexual orientation, gender identity, or transgender status, such as: interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with their ability to perform the job; sabotaging an individual's work; bullying, yelling, or name-calling.

Who Can Be a Target of Harassment?

New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, applicants for employment, and those employed by companies contracting to provide services in the workplace.* Harassers can be a superior, a subordinate, a coworker, or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor. Sexual harassment can occur between any individuals, regardless of their sex or gender.

* While this policy applies to non-employees (such as independent contractors and persons conducting business with Keeping Current Matters, Inc. as well as employees, this policy doesn't (and shouldn't be construed to) create an employment relationship with non-employees.

Where Can Harassment Occur?

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at Company sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or during non-working hours.

Anti-Retaliation:

Keeping Current Matters, Inc. will not tolerate retaliation against any person covered by this policy because they in good faith report an incident of suspected harassment or discrimination, provide information, or otherwise assist in any investigation of a harassment or discrimination complaint. Any employee of Keeping Current Matters, Inc. who retaliates against anyone involved in a harassment or discrimination investigation will be subject to disciplinary action, up to and including termination.

What Is Retaliation?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a claim of sexual or other harassment or discrimination. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving harassment or discrimination under the Human Rights Law or other anti-discrimination law;
- Opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment or discrimination;
- Reported that another employee has been harassed or discriminated against; or
- Encouraged a fellow employee to report harassment or discrimination.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges.

Reporting Harassment or Discrimination:

Preventing harassment and discrimination is everyone’s responsibility. Keeping Current Matters, Inc. cannot prevent or remedy harassment or discrimination unless it knows about it. Any employee, paid or unpaid intern, or nonemployee who has been subjected to behavior that may constitute harassment or discrimination is encouraged to report such behavior to a supervisor, manager, the Chief People Officer, or Bill Harney. Anyone who witnesses or becomes aware of potential instances of harassment or discrimination should report such behavior to a supervisor, manager, or the Chief People Officer.

Reports of harassment or discrimination may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual or other harassment or discrimination on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Supervisory Responsibilities:

All supervisors and managers who receive a complaint or information about suspected harassment or discrimination, observe what may be harassing or discriminatory behavior, or for any reason suspect that harassment or discrimination is occurring are required to report it to the Chief People Officer. In addition to being subject to discipline if they engaged in misconduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or discrimination or otherwise knowingly allowing such misconduct to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Investigations of Harassment or Discrimination:

All complaints or information about suspected harassment or discrimination will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information, or knowledge of suspected sexual or other harassment or discrimination will be prompt and thorough, commenced immediately, and completed as soon as possible. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process to protect their rights to a fair and impartial investigation. Any employee may be required to cooperate as needed in an investigation of suspected harassment or discrimination. Employees who participate in any investigation will not be retaliated against.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receiving a complaint, the Chief People Officer will conduct an immediate review of the allegations, and take any interim actions (such as instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is oral, the Chief People Officer will ask the individual to complete the “Complaint Form” in writing. If they refuse, the Chief People Officer will prepare a Complaint Form based on the oral reporting.
- If documents, emails, or phone records are relevant to the allegations, the Chief People Officer or investigator will take steps to obtain and preserve them.
- The Chief People Officer or investigator will request and review all relevant documents, including all electronic communications.
- The Chief People Officer or investigator will interview all parties involved, including any relevant witnesses.

- The Chief People Officer or investigator will create a written documentation of the investigation with:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

Following the investigation, the Chief People Officer will:

- Keep the written documentation and associated documents in a secure and confidential location;
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document;
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies:

Sexual and other harassment and discrimination are not only prohibited by Keeping Current Matters, Inc. but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at Keeping Current Matters, Inc., employees may also choose to pursue legal remedies with the following governmental entities.

While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney. In addition to those outlined below, employees in certain industries may have additional legal protections.

New York State Division of Human Rights (DHR):

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual or other harassment and discrimination, and protects employees, paid or unpaid interns, and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court. Complaints with DHR may be filed

any time within one year of the misconduct. If an individual did not file at DHR, they can sue directly in state court under the HRL within three years of the alleged harassment or discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Keeping Current Matters, Inc. does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment or discrimination. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that harassment or discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If misconduct is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the misconduct or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC):

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment or discrimination. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, employers must have at least 15 employees to come within the EEOC's jurisdiction. If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with

the EEOC to preserve the right to proceed in federal court.

Local Protections:

Many localities enforce laws protecting individuals from sexual or other harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Keeping Current Matters, Inc.

Complaint Form for Reporting Harassment or Discrimination:

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment. If you believe that you have been subjected to sexual harassment or any other type of harassment or discrimination, you are encouraged to complete this form and submit it to the Chief People Officer. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, Keeping Current Matters, Inc. will complete this form, provide you with a copy, and follow our harassment and discrimination prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: (please select one): Email Phone In person

SUPERVISOR INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Harassment/Discrimination is made about:

Name:

Title:

Work Address:

Work Phone

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment/discrimination occurred:

Is the harassment/discrimination continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last question is optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their

contact information.

I request that Keeping Current Matters, Inc. investigate this complaint of harassment/discrimination in a timely and confidential manner to the extent possible, and advise me of the results of the investigation.

Signature: _____ Date: _____

6.14 KCM Dress Code

The KCM dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive presence and not to offend customers, clients, or colleagues.

The KCM dress code policy applies to all KCM employees.

Dress Code Policy:

- Employees are permitted to dress in smart casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps is not allowed.
- Clothing should not be too revealing.
 - Tank tops should be 2inch width, no spaghetti straps.
 - Shorts/Skirts should be knee-length.
 - No undergarments can be visible.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Dress Code Violations:

Managers or supervisor are expected to inform employees when they are violating the dress code. Employees in violation are expected to correct the issue immediately; this may include having to leave work to change clothes.

Repeated violations or violations that have significant repercussions may result in disciplinary action being taken up to and including termination.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Chief People Officer.

6.15 Visitors in the Workplace

To ensure the safety and security of Keeping Current Matters, Inc. and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a “visitor” badge while on Keeping Current Matters, Inc. premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. Keeping Current Matters, Inc. expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Keeping Current Matters, Inc. reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Keeping Current Matters, Inc. will presume that the employee has voluntarily resigned. Keeping Current Matters, Inc. will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Keeping Current Matters, Inc. strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Pay days

Keeping Current Matters, Inc. employees are paid on a Semi-monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

Keeping Current Matters, Inc. makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Chief People Officer immediately. Keeping Current Matters, Inc. will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.