

2017



Employee Handbook and Policies

Employee Handbook

An Equal Opportunity Employer

EMPLOYEE HANDBOOK 2017

The Empyrean Group

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MESSAGE FROM THE MANAGING DIRECTOR

Welcome to The Empyrean Group (Empyrean)! We are pleased to have you as part of our company. As an Empyrean employee, you have the opportunity to work for a vibrant and rapidly growing business.

As an employee and associate of Empyrean, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality of service to our clients as well as our consulting and staff augmentation personnel assigned to client sites; and do this with the highest levels of professionalism and quality with a keen attention to efficiency and cost.

You are an important part of this process, for your work directly influences our company's work performance and professional reputation.

This employee handbook explains our personnel policies and benefits, as well as the specific responsibilities of our corporate employees within our company. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary.

I am glad to have you as a part of the Empyrean team of professionals. I am confident that you will find your work to be both challenging and rewarding.

Very truly yours,



Patricia G. Tuite
Managing Director

INTRODUCTION

This Employee Handbook has been designed to introduce you to the Company. It has been prepared so that you may be better informed about policies, practices, benefits and other issues concerning your employment with Empyrean.

It is our philosophy to recognize and respect the individual rights of our employees and to treat each employee with respect and consideration. Your contributions as part of Empyrean will play a vital role in both the company's and your own individual success.

We consider the employees of Empyrean to be our most important resource. This Handbook has been written to serve as a guide for the employer/employee relationship.

There are several important issues to keep in mind about the Handbook:

It contains general information and guidelines and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described in the booklet. So, if you have any questions concerning eligibility for a benefit, or the application of a policy or practice, you should address your specific questions to our Employee Relations Department.

The practices, policies and benefits described here may be modified or discontinued from time to time. Empyrean reserves the right to modify, supplement, deviate or rescind any of the material enclosed in this Handbook at any time, with or without cause or notice, as it deems appropriate in its sole and absolute discretion. To be effective, changes will be in writing and signed by the Managing Director of Empyrean.

A Brief History

Empyrean is a minority and woman-owned staffing solutions agency providing long term, short term, temporary-to-hire, contract, and direct employee placements. The company was founded in 2003 with a vision to make positive changes in the lives of the people touched by their company.

Empyrean partners with small, medium and large companies, customizing hiring solutions based on projected growth, budget, and specified needs.

With a commitment to our corporate partners, Empyrean has achieved a high success rate. We work closely with professionals in many industries whether the need is Staffing Solutions, Human Resources Outsourcing, Organizational Effectiveness Improvement Consulting, Outplacement Services, Employment Law Consulting, Training, and Professional Employer Organization Services. Currently, Empyrean has offices in the Pittsburgh area and in Houston, Texas.

Employee Relations

Throughout this Handbook, we ask you to consult with Employee Relations before proceeding on certain personnel or employment-related matters. There are several reasons for this. It enables Empyrean to help you with difficult personnel issues. Additionally, many practices that seem

perfectly reasonable to you may, under certain circumstances, lead to legal issues. Employee Relations can offer professional support and assistance to help resolve your issues and concerns.

Client Relations

Our clients are among Empyrean's most valuable assets. You represent Empyrean to our clients and to the public. Your performance presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist our existing clients as well as potential clients. Nothing is more important than being competent, courteous and helpful to both the client and to co-workers.

Our personal contact with the public, our manners on the telephone and the communications we have with customers are all a reflection of not only ourselves, but also of the professionalism of Empyrean. Positive client relations not only enhance the public's perception or image of the Company, but also our future success as an organization.

Employment at Will

This Handbook is not an employment contract. Neither this Handbook nor any other Company document will confer any contractual right; either expressed or implied, to remain in the Company's employment. Your employment is not for any specified or definite period of time and may be terminated at any time at the will of either you or the Company, with or without cause and with or without prior notice. No representative of Empyrean has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to at-will employment except for the Managing Director of the Company and then only expressly in writing.

SECTION 2 - COMPANY POLICIES

These policies apply to all employees of Empyrean.

Equal Employment Opportunity and Discrimination-Free Workplace

It is the policy of Empyrean to comply with all Federal, State and Local laws dealing with non-discrimination in all aspects of employment, including: recruiting, hiring, placement, transfer, promotion, compensation, job tenure, training, layoff, discharge and all other matters covered by such laws.

Guidelines

Empyrean does not discriminate in employment opportunities or practices against any employee or applicant for employment because of race, color, creed or religion, gender, national origin, age, physical or mental disabilities, veteran status or any other legally protected status.

Empyrean values a diverse workforce, respecting differences and similarities. We recognize everyone's contribution regardless of gender, age, race, ethnic origin, disability and lifestyle. We require the workplace to be free from discrimination and harassment.

The Company's Operations Manager has been designated the Equal Employment Opportunity (EEO) Officer. Any employee who has a question or concern with regard to any type of

discrimination or harassment is encouraged to bring it to the attention of the EEO Officer.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or Empyrean Employee Relations Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Harassment Free Workplace Policy

This policy applies to all employees of Empyrean, including, managers, supervisors, clients, suppliers, visitors and other non-employees.

It is the policy of Empyrean to comply with all Federal, State and Local laws dealing with non-discrimination in all aspects of employment, and is committed to maintaining a working environment free from all forms of harassment or intimidation.

Sexual harassment constitutes discrimination and is illegal under the law. For the 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Empyrean will not tolerate any form of sexual harassment. Sexual harassment may include a range of *behaviors* and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any characteristic protected by law and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.

- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Empyrean prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual or reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

COMPLAINT PROCEDURE FOR REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Empyrean strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to this policy or who have concerns about such matters should file their complaint, preferably in writing, with Empyrean Employee Relations Department. The Company commits to conducting a prompt investigation and taking corrective action, as warranted.

If an employee who is making a complaint does not agree with its resolution, the employee may appeal to the Managing Director of Empyrean.

NOTE: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while there is no fixed reporting period, employees are urged to notify us promptly so that the Company can take rapid and constructive action.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. Employees have the right to contact the Equal Employment Opportunity Commission or the comparable state agency to file a complaint.

Americans With Disabilities Act of 1990 (ADA) Policy

It is the policy of Empyrean to comply with all Federal, State and Local laws dealing with non-discrimination in all aspects of employment including qualified individuals with disabilities in the private sector, and in state and local governments.

Empyrean supports the intent of the ADA which is to prevent discrimination against qualified individuals (applicants or employees) with disabilities or a known record or history of a disability, who can perform the essential functions of the job, either on their own or after reasonable

accommodation by the Company. These accommodations must not impose an undue hardship on the operations of the business.

Empyrean employees are encouraged to communicate to the Employee Relations Department any difficulty in continuing to meet their performance requirements of the job due to a physical or mental disability. Employees should communicate the nature of the disability, the work limitations covered by the disability and any suggested reasonable accommodations. All information communicated to Empyrean as a result of a disability will be kept confidential and will only be used to evaluate reasonable accommodation alternatives, to permit an employee to perform the essential functions of their job in a safe and efficient manner, and for emergency medical treatment. Refusal to volunteer this information will not subject the employee to any adverse treatment or penalty; however, the Company cannot accommodate a disability until and unless it has notice of the condition.

Use of Family Leave

This policy applies to all eligible employees who have been employed at Empyrean for (1) at least 12 months; (2) have worked at least 1,250 hours during the previous 12 months, and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Empyrean recognizes that an employee may need to be absent from work for an extended period of time for family and medical reasons. Empyrean complies with federal and state law provision for family, medical and pregnancy disability leaves.

The purpose of this policy is to allow eligible employees time off to care for family members or themselves during periods of medical urgency or the birth, adoption, or placement of a child with the employee. It is the intent of this policy to clearly communicate Company's policy in regard to the Family Leave Medical Act.

A leave of absence may be used for the *birth, adoption, or placement of a child for foster care* with an Empyrean Group employee. Child care family leave must be taken within the first 12 months after the birth or placement of the child with the employee. Vacation time may be used for child care family leave. After vacation time is exhausted, the remainder of the leave time is without pay.

A leave of absence may be used for a *serious health condition* from an illness, injury, impairment, or a physical or mental condition that renders the employee incapable of performing job functions.

A leave of absence may be used to *care for a child, parent, spouse, or member of the employee's established household who has a serious health condition*. Child includes biological, adopted, foster, stepchild, or legal ward, who is under 18 years of age, or 18 years of age or older if the child is incapable of self-care due to a physical or mental disability.

Leave Process

An employee must use all available sick leave and may use available vacation leave, if desired, while on medical family leave. Once sick leave is exhausted during the family leave period, the employee will be placed on leave without pay for the remaining family leave period (up to 12 weeks in a 12-month period) unless the employee desires to use vacation leave. In that event, the employee will be placed in non-pay status when vacation leave is exhausted.

Duration of Leave

An eligible employee is entitled to apply for up to a total of 12 work weeks of family leave during a 12-month period. When leave is sought due to the employee's own serious health condition or that of a family member, each 12 month period is based upon the eligible employee's anniversary date of hire. When leave is sought for the birth, adoption, or placement of a child with an employee, the 12-month period commences upon the birth, adoption, or placement.

Request for Medical Leave

The employee must provide a written "Request for Leave of Absence" form to the supervisor at least 30 calendar days before the leave is to begin, providing that the leave is foreseeable. If the leave is not foreseeable, the request must be provided in as far in advance as possible, specifying the purpose and duration for the leave, including beginning and end dates.

A copy of Empyrean's "Certification of Health Care Provider" form must be completed by the health care provider of the employee, spouse, member of the employee's established household, child, or parent, as applicable and attached to the "Request for Leave of Absence" form.

Return to Work

In cases of the employee's own serious health condition, the employee must provide an authorization from the health care provider confirming that the employee is able to return to work and can perform the essential functions of his or her position.

Restoration of Position

Upon return from family leave, an employee will be restored to his or her position or to an equivalent position with equivalent benefits, grade, pay, and terms and conditions of employment.

Employment Reference Checks & Background Checks Policy

To ensure that individuals who join Empyrean are well qualified and upstanding citizens, it is the policy of Empyrean to check the employment references of applicants being considered for employment. In addition, background checks may be run on applicants under consideration for a position, which includes criminal background checks. The individual's permission is required, and all such checks must comply with all Federal and State statutes.

All Empyrean Group employees are required to self-disclose post employment convictions (misdemeanors and felonies) within 72 hours of the conviction to Empyrean

Empyrean will respond in writing only to those reference check inquiries that are submitted in writing. Responses to these inquiries will confirm only dates of employment, wage rates and position(s) held.

Safety Policy

The management of Empyrean believes that the safety of employees is of utmost importance and will provide a place of employment reasonably free from hazards that may cause illness or injury.

Empyrean will comply with appropriate safety and security laws and regulations as established by the Occupational Safety and Health Act (OSHA) and all other applicable Federal, State and Local safety and health regulations.

It is also the policy to make every effort to enforce Company rules. Violations of the Client or Company's safety rules may result in disciplinary action.

All employees must comply with all safety Federal, State and local rules and regulations relevant to the client's work site.

Employees are required to wear proper attire based on the work assignment. The employee may be required to wear safety shoes, safety prescription glasses with side shields and cotton clothing. The client will provide other protective equipment such as hard hats and safety goggles or additional protective clothing if required.

Employees who are required to work with a client's tag-out procedure will be given the site-specific training and must pass a test if necessary.

Employees are required to immediately report any accident which occurs on the job to both their immediate supervisor and Empyrean Employee Relations Department. In addition, any unsafe condition must be reported immediately to the immediate supervisor.

Empyrean Requirements

Empyrean will complete and maintain the OSHA 300 form for all requisite incidents. This form shall be available for inspection and reviewed by the client upon request. Empyrean will be responsible for completing injury forms as required.

Workplace Violence

Empyrean strongly believes that all employees, clients, vendors and visitors should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employees' supervisor and/or to Empyrean. All complaints will be fully investigated.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

Business Conduct Policy

Empyrean is committed to a policy of compliance with the law and maintenance of high business standards, both with our Company and our client companies. You are expected to have a general

knowledge of the legal responsibilities involved in your work and to hold yourself to the highest ethical conduct.

It is the Company's policy to make every effort to establish expectations, enhance employee performance and to implement Company rules fairly and consistently.

Rules of Conduct

All employees are expected to maintain excellent levels of performance, providing our clients with exceptional, timely and courteous service. Some examples, though not all-inclusive, are:

- Maintain absences to a minimum and report to their work assignments on time dressed and groomed appropriately.
- Comply with all client safety program procedures including incident reporting as specified in Empyrean's Safety policy.
- Do not neglect or mishandle the Client or Empyrean's physical or intellectual property.
- Be honest in the course of performing their duties. The Company will not tolerate any deliberate falsification or misrepresentation or misleading or incorrect information in connection with the preparation of Company or Client's records including application for employment.
- Adhere to the Company and Client's Equal Opportunity and Sexual Harassment policies.
- At all times engage in legitimate, lawful and ethical financial transactions. Misuse or theft of Company or Client funds for any purpose will not be tolerated.
- Do not possess or consume intoxicating beverages or consume, possess, or sale illegal drugs on the Company or Client's properties.
- Do not participate in the use of abusive or threatening language toward fellow workers, visitors or supervisors.
- Do not participate in fighting or threatening bodily injury to other workers, visitors or supervisors.
- Follow all other Company and Client rules and policies.

Enforcement

The management of Empyrean will enforce the Rules of Conduct by monitoring all employees. This may be accomplished by regularly contacting our clients to obtain feedback on an employee's performance and conduct. Action may be taken if performance or conduct is not at the exceptional level expected by Empyrean. Site visits may be conducted in conjunction with our client's approval.

In addition, Emphyrean management, in order to ensure their employees' expectations are met in their assignments, will reinforce these expectations on a periodic basis.

Confidentiality Agreement

It is critical that employees treat both Emphyrean and client information with the strictest of confidence.

The protection of confidential business information is critical to our success and reputation as a Company. You may have access to and work with sensitive and private information. Under no circumstance may any of this information be communicated or transmitted to anyone other than those people with a legitimate "need to know."

Such confidential information includes, but is not limited to, the following examples:

- | | |
|---|---|
| <input type="checkbox"/> Compensation data | <input type="checkbox"/> Proprietary production processes |
| <input type="checkbox"/> Customer lists | <input type="checkbox"/> Benefits policies and practices |
| <input type="checkbox"/> Financial information | <input type="checkbox"/> Scientific data, R&D, strategies, etc. |
| <input type="checkbox"/> Marketing strategies | <input type="checkbox"/> Technological data |
| <input type="checkbox"/> Pending projects and proposals | <input type="checkbox"/> Employment or employee relations decisions |

Before leaving work, employees should clear any materials of a sensitive or confidential nature from their work area and lock files, if appropriate.

Documents, notes, files, records, computer files or similar materials may not be removed from either Emphyrean premises, or the client's premises except in the ordinary course of performing duties.

Employees may contact the Employee Relations Department with questions regarding the confidentiality of information, or other questions pertaining to this policy.

Confidentiality Agreement Part II

All Emphyrean employees are required to complete a confidentiality agreement, which states that while an employee of Emphyrean, the employee will not divulge information about Emphyrean or a client company.

Emphyrean's objective is to provide a safe work environment and foster the well being and health of all employees by maintaining a drug and alcohol-free workplace.

It is the intent of this policy to clearly communicate that illegal drug use and alcohol abuse is prohibited while employed by Emphyrean. Emphyrean is committed to maintaining a drug and alcohol-free workplace by prohibiting the unlawful manufacture, distribution, possession or use of alcohol or controlled substances. That commitment is jeopardized when any employee of Emphyrean uses illegal drugs or alcohol on the job; reports to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Emphyrean has established the following guidelines with regard to alcohol and other drugs to ensure that we can meet our obligations to our employees, clients and the general public.

Policy Violations

It is a violation of our policy for any employee to:

- Possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
- Report to work under the influence of illegal drugs or alcohol, that is, with illegal drugs or alcohol in his/her body.
- Use prescription drugs illegally.

It is not a violation of our policy for an employee to use legally prescribed medications, but the employee must notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job.

Report to work under the influence of illegal drugs or alcohol, that is, with illegal drugs or alcohol in his/her body

Drug and Alcohol Testing

Empyrean will drug test under the following circumstances:

Pre-Employment Testing:

Drug screening may be conducted prior to employment with Empyrean upon the request of the client.

For-Cause Testing:

For-cause testing will be used when it is the Company or Client belief that a drug or alcohol problem exists, such as, the evidence of drugs or alcohol or behavioral symptoms associated with drug/alcohol abuse, accidents, injuries in the workplace, fights, negative work performance patterns, excessive tardiness or absenteeism. This would also include an admission of an employee to illegal drug use.

Post-Accident/Incident Testing:

Any company employee who has a work-related accident or an incident in which safety precautions were violated or unusually careless acts were performed while on assignment will be required to undergo drug and/or alcohol testing immediately following the accident or incident.

Positive Test Results

Pre-Employment Testing:

In the event of a positive drug test result, the candidate is not eligible for employment with Empyrean.

For-Cause Testing:

In the event of a positive drug test, the employee's assignment will be terminated.

Post-Accident/Incident Testing:

In the event of a positive drug test, the employee's assignment will be terminated.

Refusal To Submit To Drug/Alcohol Testing:

If an employee refuses to submit to a drug or alcohol screening, that refusal will be treated the same as a positive screening and the employee's assignment will be terminated.

Unsatisfactory Drug/Alcohol Test Result:

There are circumstances that would render a drug test result as unsatisfactory other than a positive for the tested substances. In this event, an employee/candidate will have the opportunity to re-test. The re-test must take place by the end of the next business day, and the cost will be the employee's responsibility. Some examples of unsatisfactory test results are: diluted specimen, or specimen temperature not within acceptable range.

Termination Policy

Every Empyrean employee has the status of "employment-at-will", meaning that no one has a contractual right, express or implied, to remain in Empyrean's employ. The Company may terminate the employee's employment, or any employee may terminate his or her employment, with or without cause, and with or without notice, at any time and for any reason.

The following refer to examples of some of the most common types of terminations that may occur:

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Empyrean. The Company requests at least two weeks' written resignation notice from all employees.

Discharge for Performance or Misconduct

Any employee whose conduct, actions or performance violates or conflicts with Empyrean policies or the express policies required by the client, may be involuntarily terminated immediately and without warning.

Some examples of grounds for immediate dismissal are, but not limited to:

Unemployment benefits may not be available to anyone dismissed from Empyrean for gross misconduct.

Assignment Completion (for temporary employees and contractors)

When no further work assignments are identified for an employee or contractor, the assignment is considered completed.

Upon an employee's departure, employees must return all Empyrean and/or client property immediately. Where permitted by applicable laws, Empyrean may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

Section 3 – PAY PRACTICES

These policies apply to all employees of Empyrean.

Hours Worked

The workweek is specific to each client's schedules.

When operating requirement or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must be pre-approved by Empyrean or the Client.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Under current Federal guidelines, "comp-time" may not be given in lieu of overtime compensation. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence may be considered hours worked for purposes of performing overtime calculations based on client specifications.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Pay Period

The Pay Period is every two weeks (bi-weekly). The Payday is on the Friday of the bi-weekly pay period. Non-exempt employees' paychecks will include pay for all time worked, including overtime, as recorded on the time sheets.

The law requires that Empyrean make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Empyrean also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". Empyrean matches the amount of Social Security taxes paid by each employee.

Upon completion of Empyrean Direct Deposit Form, the Company will make a direct payroll deposit into the employee's checking or savings accounts. A stub showing the amount of the deposit listing deductions is given to all employees who have direct payroll deposit. For discontinuation of direct deposit, a written notice is required at least one week in advance of the next paycheck issued.

Time Keeping

Employees are required to keep a weekly time record of all hours worked, and to identify the types of time, such as straight time, overtime, vacation, sick time or holiday (where applicable). The time

record is very important to the accuracy and legality of pay, as it is the official documentation of the hours worked in any single week. In order to ensure the accuracy of this record, it is absolutely necessary that employees properly complete the time procedures at the end of each workday.

- Timesheets are to be completed by the end of each Friday and submitted to the immediate supervisor for approval (where applicable).
- It is the employee's responsibility to sign their time sheet to certify the accuracy of all time recorded, and to submit the time sheet immediately upon approval to Empyrean Payroll Department by e-mail or by fax.
- In the event that the employee is not at work at the end of the day Friday or has been requested to work weekend hours, the employee may call Empyrean Payroll Department and then submit the approved time sheet to Empyrean no later than 9:00 AM EST on Monday. Any discrepancies may be deducted from a future payroll.

Under no circumstances should an employee complete a time record for another employee, nor should an employee allow another employee to complete his or her time record. Falsification of time records will result in disciplinary action up to and including discharge.

Travel Expenses

Empyrean will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Under no circumstances is travel allowed without prior written approval.

No cash advances are allowed. Employees are expected to maintain personal credit card(s) to enable charging of travel expenses for prompt reimbursement immediately following travel.

In order to be reimbursed for travel expenses, a copy of all itemized receipts must be presented in order to be reimbursed. Employees should maintain original receipts for one year in the event of a problem.

Section 4 – EMPLOYEE BENEFITS

These policies apply to all employees of Empyrean.

All employees of Empyrean are eligible to participate in all insurance and retirement plans. Members can enroll upon employment, during an open enrollment period (typically July-August), or, when there is a change in the employee's status through a qualifying life event, such as birth or adoption of a child, loss of coverage from another plan, or death of a dependent.

Health Insurance and Discount Programs

Empyrean's health insurance plan provides employees and their dependents access to medical insurance benefits.

The Health Insurance Plans cover the following plans:

- Medical
- Hospital Indemnity
- Vision
- Prescription drugs
- Dental

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Empyrean and the insurance carrier. All coverage is effective on the first day of the pay period following the pay period in which a deduction occurs. New employees who choose not to enroll upon employment must wait until the next open enrollment period, unless there is a qualifying life event.

Medical

The current Medical plan is a Preferred Provider Organization (PPO) Plan. You may use any physician you choose who may be in-network or out-of-network, but you will pay more for out-of-network coverage.

Vision

Vision discounts are available within a national network of vision care providers to offer you and your family glasses, contact lenses, nonprescription sunglasses and other services.

Dental

The current Dental plan is a Dental Provider Organization (DPO) Plan, which will save money by using an in-network dentist. The Dental DPO plan currently covers preventative, basic and major services, which each have a member coinsurance.

Specific details about each plan can be found in the Empyrean Benefits Package. The Company encourages employees to read the plan details very carefully. A telephone number where employees may call for further information is located in the Benefits package.

Welfare Insurance

Welfare Insurance consists of the following benefits and are fully paid by the employee:

Short Term Disability (STD):

STD provides a weekly benefit of 50% of your base pay (to a maximum of \$125 weekly) for up to 6 months while you are disabled. The benefit begins after 14 days of illness (or immediately if hospitalized).

Term Life and Accidental Death Insurance:

Term life and accidental death benefits have coverage of \$20,000 per each type of insurance. You may cover dependent children as well.

More information about these plans are found in Empyrean Benefits Package, as well as information on Exclusions and Limitations.

Benefits Continuation – COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue medical, dental and/or vision insurance coverage under Empyrean’s health plan when a “qualifying life event” would normally result in a loss of eligibility. Some of the qualifying life events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Empyrean’s group rates plus an administration fee. Each eligible employee is provided with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage upon a “qualifying life event.” The notice contains important information about the employee’s rights and obligations.

Government-Required Benefits

The following benefits are required by law and are as follows:

Unemployment Compensation

Empyrean contributes to the applicable State funds for eligible unemployment compensation. Eligibility is established by the State Unemployment office and not by the Company.

Social Security

Employees are covered by Social Security in accordance with Federal law, which requires that Empyrean and the employee contribute equal amounts to this program.

The rate of contribution is established by law and your portion is paid through payroll deduction.

Workers’ Compensation

Empyrean complies with all applicable State laws concerning workers’ compensation requirements. Claims are filed with the Workers’ Compensation insurance company that provides coverage to Empyrean, which determines eligibility for benefits. The Company pays the full cost of this insurance. If you feel that you need to file a worker’s compensation claim, please contact our office immediately at 412-923-4050.

401(k) Savings Plan

Empyrean currently does not offer a 401(k) Savings Plan. In the upcoming year this may change, if so we will notify each employee of this change.

Section 5 – COMPANY PRACTICES AND RULES

These policies apply to all employees of Empyrean.

Employee Classifications

It is the intent of Empyrean to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the employee and Empyrean.

Each employee will belong to an employment category:

Regular Full-Time and Part-time Employees:

This includes those employees who are not in a temporary status and who are regularly scheduled to work for Empyrean. Generally, regular employees are paid through Empyrean's payroll, and issued a W-2 for tax purposes. They are eligible for Empyrean's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Temporary Employees:

Temporary employees are those who are hired for specific client-based assignments and may work an irregular schedule. Generally, they are paid through Empyrean's payroll, and issued a W-2 for tax purposes. They are eligible for Empyrean's benefit package, subject to the terms, conditions and nature of the signed contract with the client.

Contract Workers:

These employees are those who are hired for specific client based assignments, but are not considered an employee of Empyrean and are not eligible for Empyrean's benefit package. Contract workers are issued an IRS Form 1099 for tax purposes.

Exemption Status

Another employment category that each regular and temporary employee is subject to is their "exemption status" under the terms of the Fair Labor Standards Act (FLSA) Status for Eligibility for Overtime Payment.

Each employee is designated as either NON EXEMPT or EXEMPT from Federal and State wage and hour laws. NON EXEMPT employees are entitled to overtime pay under the specific provision of Federal and State laws. An employee's exemption status may be changed only upon written notification through a job description change and approved by Empyrean management.

Inspection of Personnel Records

Empyrean maintains a personnel file of each regular and temporary employee. The personnel file includes such information as the employee's employment application, resume, documentation of performance, salary information and other employment records.

Personnel files are the property of Empyrean, and access to the information they contain is

restricted.

Employees who wish to review their own files should contact Emyrean. With reasonable advance notice, employees may review their own personnel files in Emyrean's offices and in the presence of an individual appointed by Emyrean to maintain the files.

An employee shall not have access to employment references for the employee. If copies of any documents are requested, the employee shall be charged a reasonable fee for each page.

Personal Data Changes

It is the responsibility of each employee to promptly notify Emyrean's Employee Relations Department of any changes in personnel data. Personal mailing addresses, telephone numbers, and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.

Employment Applications

Emyrean relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion for further consideration of employment, or, if the person has been hired, termination of employment.

Jury Duty

Emyrean encourages employees to fulfill their civic responsibilities by servicing on jury and witness duty when required. Employees may request unpaid jury duty time off. If desired, employees may use any available paid vacation. Employees may keep pay for mileage and parking from the court, where available.

Employees are required to show the jury duty summons to their supervisor as soon as possible so that the supervisor may arrange to accommodate their absence. However, on a given day that Jury Duty does not extend to a full workday, you are expected to return to work.

Either Emyrean or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

Attendance, Punctuality and Dependability

Because Emyrean depends on its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. Employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. If, however, there is reason to miss work or be late, the employee:

Must notify his or her supervisor as far in advance as possible, but not later than one hour before his

or her scheduled starting time, if he/she expects to be late or absent.

An employee who fails to contact his or her immediate supervisor may be considered as having abandoned their position. All notices must be delivered through personal contact, if possible.

Failure to report to or complete an assignment without proper notice to is a substantial breach of duty, and considered job abandonment. This may impact eligibility for unemployment insurance.

Personal Appearance

Dress, grooming and personal cleanliness standards affect the business image of both the employee and Empyrean.

During business hours or when representing Empyrean, employees are expected to present a clean, neat and tasteful appearance and should dress and groom according to the requirements of the position and accepted social standards.

The manager is responsible for establishing a reasonable dress code appropriate to the job and the Company where the assigned work is performed. Where necessary, reasonable accommodation may be made to a person with a disability.

Performance Reviews

Empyrean management may periodically review job performance, goals and objectives, especially in the early stages of employment, when feedback will enhance a new employee's understanding of their roles and responsibilities as well as performance standards and requirements.

Annual performance reviews are to be conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct areas needing improvement, and discuss positive, purposeful approaches for meeting goals.

Empyrean management may periodically discuss with client managers the performance of temporary employees or contract workers with the purpose of providing opportunity for improvement as well as feedback.

Employee Referrals

Empyrean encourages employees to identify friends or acquaintances who are interested in employment opportunities. Employees should obtain permission from the individual before making a referral or sharing their knowledge of the organization, and employees should not make commitments or oral promises of employment. An employee should submit the referral's resume with the Employee Referral Program form located in this handbook, or on the website, and submit to Empyrean for consideration.

If an employee referral is subsequently hired by Empyrean, the referred employee will receive a \$25 gift card.

The Empyrean Group

Energy...Excellence...Empyrean

Pittsburgh Office

1108 Ohio River Boulevard
Suite 806
Sewickley, PA 15143

Houston Office

Two Allen Center
1200 Smith Street, 16th Floor
Houston, TX 77002

The Empyrean Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Empyrean Group complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Empyrean Group expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Empyrean Group's employees to perform their job duties may result in discipline up to and including discharge.

Handbook Revised January 1, 2017

RECEIPT OF EMPLOYEE HANDBOOK

I have this day received a copy of The Empyrean Group Employee Handbook and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of the company.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this employee handbook may be added to, deleted or changed by the company at any time. I understand that neither this manual nor any other written or verbal communications by a management representative is intended to, in any way, create a contract of employment.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Managing Director.

PRINT NAME: _____
(Please print clearly)

SIGNATURE: _____

DATE: _____

Revised January 1, 2017