



DON SELVY ENTERPRISES, INC.

MANUAL OF EMPLOYEE POLICIES

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100 INTRODUCTION

101 *Purpose of Manual*

- A. The Manual of Employee Policies of Don Selvy Enterprises, Inc. is the official document of the Corporation for the conduct of employee and administration for contracts and subcontracts with the U.S. government and other customers.
- B. This Manual should guide employees of Don Selvy Enterprises, Inc. in the application of various Federal and state laws and regulations to contracts awarded by the U.S. government and other customers.
- C. This Manual constitutes all current policies and standards that have been developed by Don Selvy Enterprises, Inc., unless otherwise noted, through the time of issuance.

107 *Amending the Manual of Accounting Policies*

This Manual contains the essential employee policies of Don Selvy Enterprises, Inc. This manual governs the business practices of Don Selvy Enterprises, Inc. to ensure compliance with U.S. government contractual requirements. It is applicable to contracts and subcontracts as of the date of promulgation. From time to time, as additional matters require promulgation or changes, Corporate Officers and Directors of Don Selvy Enterprises, Inc. may amend this Manual.

200 INTERNAL CONTROL POLICIES

201 *General Business Conduct and Disclosure*

- A. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The

policies and reputation of Don Selvy Enterprises, Inc. depend to a very large extent on the following considerations.

Each employee must apply his/her own sense of personal ethics, which should extend beyond compliance with applicable laws in business situations, to govern behavior where no existing regulation provides a guideline. It is your responsibility to apply common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this code in specific situations, ask yourself the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with corporate policy?
4. Am I sure that my action doesn't appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Corporation or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?

You should be able to answer "yes" to all these questions before taking action.

Each supervisor is responsible for the ethical business behavior of his/her subordinates. Supervisors must weigh carefully all courses of action suggested in ethical as well as economic terms and base their decisions on the guidelines provided by this code as well as their personal sense of right and wrong.

Implementation of the provisions of this code is one of the standards by which the performance of all levels of employees will be measured.

- B. In recommending or proposing a particular business transaction or course of action for approval, those involved must disclose to their superiors or to the board of directors of the Corporation, if the recommendation is to the board, all the pertinent information they know about such transactions and the

persons involved. The disclosure should include significant information that they may have reason to believe has been omitted by others.

- C. Specifically, the Corporation does not tolerate the willful violation or circumvention of any laws of the United States, its states, counties, cities or a foreign country by an employee during the course of that person's employment; nor does the Corporation tolerate the disregard or circumvention of corporate policy or engagement in unscrupulous dealings. Employees should not attempt to accomplish by indirect means, through agents and intermediaries, what is directly forbidden.

Failure to comply with the standards contained in this code will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Corporation or the government for any losses or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this code will be afforded an opportunity to explain his or her actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against employees who authorize or participate directly in actions which are a violation of this code
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this code
3. Against any supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this code.

- D. DSE enforces a specialized policy that establishes guidelines to ensure Don Selvy Enterprises, Inc. is in compliance with guidance provided in the National Industrial Security Program Operating Manual (NISPOM).

As a recipient of the U. S. Department of Defense "facility clearance," DSE is obligated to follow National Industrial Security Program (NISP) requirements, restrictions and other safeguards that

are necessary to prevent unauthorized disclosure of classified information and to control authorized disclosure of classified information released by U.S. government executive branch departments and agencies to their contractors. DSE maintains a facility clearance to authorize handling of classified material at customer sites but does not permit classified operations or storage of classified materials at DSE facilities. Having been granted this facility clearance, DSE subject to the rules and regulations contained in the NISPOM.

The facility security officer (FSO) is directly responsible for the management of the security program. All requests for clearance of employees who require access to classified information at their work location or when visiting other facilities will be initiated by the FSO. All authorizations for security clearance will be in writing and are not valid until authenticated by the FSO or designee.

The Defense Security Service conducts periodic inspections of DSE industrial security practices on behalf of the Department of the Defense. The FSO or designee will conduct self-inspections as appropriate to ensure continued compliance with the NISPOM. The FSO maintains detailed Standard Practice Procedures (SPP) to ensure system compliance with the NISPOM. Contact the FSO for questions relating to classified information or to receive a copy of the SPP.

Individuals authorized to have access to classified information must follow established procedures at all times and are responsible for guarding against unauthorized disclosure of such information. Cleared employees shall ensure that classified information is disclosed only to persons authorized in accordance with the NISPOM, Chapter 5.

Employees will not disclose classified or controlled unclassified information pertaining to a classified contract to the public without prior review and clearance as specified in the DD-254 for the specific contract or as otherwise specified by the Government Contracting Authority (GCA). Requests for approval shall be routed through the DSE FSO for approval by the GCA.

All violations of established security procedures

must be reported to the FSO immediately so the FSO may assist in bringing the situation back into compliance. Examples of security violations are:

- (a) Leaving a safe containing classified material open and unattended.
- (b) Allowing non-cleared individuals to have access to classified material, either by viewing classified material or by conducting classified discussions in a non-secured area or over a non-secured telephone line.
- (c) Allowing non-cleared individuals access to combinations for safes in which classified material is stored.
- (d) Sending classified material via fax machines.
- (e) Removing classified material from the building in which it is normally stored without permission from the FSO.
- (f) Copying or destroying classified material.
- (g) Generating classified material on a non-approved computer.
- (h) Storing the written combination to the safe in a non-approved container.

Security violations are recorded by the FSO through an Administrative Inquiry (AI) process. A copy of procedures for the AI process is maintained by the FSO and contains detailed guidance for collecting required data and making required reports within the mandatory timelines. Top Secret initial reports will be completed within 24 hours. Secret/Confidential initial reports will be completed within 72 hours. The FSO will conduct an investigation of the violation using the AI process.

In addition to disciplinary action that may be taken pursuant to other DSE policies, the NISPOM requires a graduated scale of disciplinary actions in the event of employee violations or negligence.

- (a) **Minor violations** will result in a review of proper security procedures with the individual. The Security Incident Report will be kept in the employee's security file in the Security

Office.

- (b) **A second minor violation** will result in the employee being required to participate in a complete review of the NISPOM requirements. The Security Incident Report will be provided maintained in the employee personnel file and be provided to the management of the facility in which the violation occurred.
- (c) **Additional minor violations** indicate a pattern of negligence and will result in an Adverse Information Report submitted to the Defense Security Service (DSS). The Security Incident Report and the Adverse Information Report will be provided to the management of the facility in which the classified work is being performed. A decision will be made FSO and the management of the facility where the violations occurred as to the appropriate corrective action to be taken which may be up to, and include, denying the individual access to classified information. At the discretion of the President of DSE, the employee's employment at DSE may be terminated if it is determined failure to access classified information negatively impacts DSE's ability to accomplish tasking required on classified contracts.
- (d) **Major violations include the loss, compromise and suspected compromise of classified information.** Classified material that is out of the control of its custodian or that cannot be found shall be presumed to be lost until an investigation determines otherwise. If an investigation determines that classified material is lost, the employee will be denied access to classified information for a period of at least one year. The actual length of time for lack of access will be determined by the President of DSE and the management of the facility where the violation occurred. All major violations will be reported to the Defense Security Service Field Office.

When individual responsibility for a security violation can be determined and one or more of the following factors are evident, an Individual Culpability Report will be sent to DSS.

- (a) Deliberate disregard of security requirements.
- (b) Gross negligence in the handling of classified material.
- (c) A pattern of negligence or carelessness.

203 Compliance with Laws

A. General

In complying with the laws and regulations that apply to business at all government levels in the United States and abroad, we believe you will find the following information useful.

Please bear in mind as you read these materials that the laws and customs of one country may conflict with those of another. If you have international responsibilities, you must learn to recognize such discrepancies and, if a conflict appears, report the matter to supervisors, who may seek legal counsel to resolve the matter.

B. Securities

Information about the Corporation's plans or operations that can have a significant impact on corporate earnings and has not been released to the public must remain confidential.

Don Selvy Enterprises, Inc. is a privately-held C Corporation. While Don Selvy Enterprises, Inc. is not subject to some of the regulations required of publicly traded corporations, we seek to maintain the same level of constraint in financial transactions as those imposed upon publicly traded institutions with respect to information concerning earnings.

This material, non-public information, often called "inside information," is not the property of the individual directors, officers, or other employees. It belongs to the Corporation. For anyone to use this information for personal benefit or to disclose it to others outside the Corporation violates the Corporation's interest and may be illegal. Use or disclosure of material, non-public information would perpetrate a fraud and victimize uninformed actual and potential investors trading in the same market as insiders with

such information. Information may be "material" if it is likely to affect the market value of the Corporation's securities or influence decisions to buy, sell, or hold securities. Securities laws impose severe penalties on any individual engaging in this practice, and liability can extend to the organization as well. Penalties include injunctions, criminal fines, imprisonment, and monetary judgments for damages. You must observe the following guidelines:

1. Inside information must not be disclosed to anyone other than corporate employees who have established their need to know.
2. If you possess material, non-public information about the Corporation, or about firms with which the Corporation is negotiating or competing, you may not sell or buy the Corporation's securities or the securities of those firms, nor disclose such information to persons outside the Corporation until the information has been effectively disclosed to the public.
3. Individuals who are damaged because they purchased, held or sold the Corporation's securities at a time when employees with material, non-public information about the Corporation are purchasing or selling such securities may be able to recover their losses from such employees. For liability purposes, the person to whom the employee passes on the material, non-public information as a "tip" may be regarded as standing in the shoes of the "tipping" employee.
4. The Insider Trading Sanctions Act of 1984 permits the courts to impose fines triple the amount of profit gained or loss avoided from conduct that violates the securities laws and would apply to giving material, non-public information to outside parties ("tipping"). The law also provides a maximum fine of \$100,000 for securities fraud (which includes misuse of material, non-public information), market manipulation, and other violations.
5. Inquiries from financial analysts and others affiliated with the financial and investment communities should be answered only by the Corporation's Chairperson of the Board, President, Vice President-Finance, or their designees.

The securities laws also prohibit all officers, direc-

tors, employees, and agents of the Corporation from making any payments to officials of foreign governments, directly or indirectly, including using agents or intermediaries, with a view toward influencing an action or decision. No such payments are to be made under any circumstances.

C. Disclosure of Corporation Information

The Corporation's trade secret, financial, and administrative information is a valuable, intangible property asset. Protection of this information is vital to our continued growth and our ability to compete. Under our country's laws and those of most other countries, this type of information is treated as intellectual property, usually in the form of information, knowledge, or know-how, the possession of which gives the owner some advantage over competitors who do not possess it. To be protected under law, such information must not be generally or publicly known or must be patented or copyrighted if publicly disclosed. The Corporation's intellectual property assets are not always of a technical nature. Typical of such information are:

1. Corporate business, research and new product plans
2. Operating or marketing plans
3. Program and product sales profits, and any unpublished financial or pricing information
4. Designs, efficiencies and capacities of corporate production facilities, methods and systems
5. Salary, wage and benefits data
6. Employee, customer and vendor lists
7. Detailed information regarding customer requirements, preferences and plans, except where such information is publicly available.

This list, while obviously not complete, suggests the wide scope and variety of corporate information that must be safeguarded. Special safeguards should be observed for organization trade secret, financial, or administrative information. Such information is usually marked with a notice that imposes restrictions on the need to know within the Corporation. However, most of what we know about our own jobs and the jobs of others, even without these classifications, should remain in the

plant or office when we finish the day's work. If we leave the employ of the Corporation, our legal obligation is to protect the Corporation's intellectual property until it becomes clear what it has become publicly available or the Corporation no longer considers it necessary to restrict its use. We should remember also that correspondence, printed matter, documents or records of any kind, specific process knowledge, procedures, and special corporate ways of doing things are all the property of and must remain at the Corporation.

D. Political Contributions

No funds or assets of the Corporation may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Corporation for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Corporation also cannot be involved with any committee or other organization that raises funds for political purposes. This rule applies both inside and outside the United States, except in those cases permitted by law and expressly authorized by the Board of Directors of Don Selvy Enterprises, Inc..

Following are examples of prohibited activities

1. Contributions by an employee that are reimbursed through expense accounts or in other ways
2. Purchase by the organization of tickets for political fundraising events
3. Contributions in kind, such as lending employees to political parties or using Corporation assets in political campaigns
4. Indirect contributions by the Corporation through suppliers, customers or agents.

E. Government Officials

In the United States and in foreign countries, the organization is legally prohibited from offering, promising, or bestowing money, gifts, loans, rewards, services, use of facilities, lavish or extensive entertainment, or other favors to a government official or employee with a view toward influencing or inducing such

official or employee to use his/her influence to effect an action or decision. You must refrain from such acts.

This includes any employee of a Federal, state or local government agency.

No employee of Don Selvy Enterprises, Inc. will offer, give, or promise to offer or give, directly or indirectly, any money, gratuities or other thing of value to any U.S. government employee with current or possible responsibility on an award of the organization.

A gratuity includes any gift, favor, entertainment or other item having monetary value of over \$10 per event or presentation. This phrase includes services, conference fees, vendor promotional training, transportation, lodging and meals, as well as discounts not available to the general public and loans extended to anyone other than a bank or financial institution.

If you have international responsibilities, you must become familiar with the Foreign Corrupt Practices Act of 1977, which imposes a fine of up to \$1 million on the organization if it makes direct payments to any foreign government official to influence his/her actions or decisions or to induce him/her to use his/her influence to help the organization. Anyone who willfully violates the Act may be fined as much as \$10,000 and imprisoned up to five years.

The provisions of this code apply fully to anyone who acts for the organization. For example, you may not allow an agent to act on behalf of the Corporation. If you know or have reason to believe that the agent would disregard the code or any law in performing his duties, bring it to the attention of the supervisor, who may seek legal counsel to resolve the matter.

F. Commercial Bribery

You are not allowed to make a payment either directly or indirectly or as a kickback to influence someone else, nor are you allowed to accept anything of value from someone who wants to do business with the Corporation. With the exception of government officials acting on a procurement, inexpensive advertising and promotional items are not considered to have "value," and an occasional business meal may be accepted or given if it has a value of under \$25.

In some business relationships outside the government,

an occasional gift is appropriate.

The Corporation strongly discourages any gifts to any individual, but in the event a gift is proposed to be made, approval must be secured in advance from the cognizant officer of the operating area involved. However, you may only accept inexpensive gifts of an advertising and promotional nature. Gifts which do not fit this category must be returned. If the return of a gift is not practicable because of its nature, it may be given to a charitable institution and the giver informed of its disposition.

You may neither give nor receive any lavish or expensive entertainment, but occasional normal and customary social business amenities are permitted.

If you are asked to make or accept a payment or gift in any form prohibited by this code, report the matter to your supervisor immediately.

G. Record Keeping

To provide an accurate and auditable record of all financial transactions, Corporation books, records, and accounts must be maintained in conformity with generally accepted accounting principles and the standards established by the Foreign Corrupt Practices Act of 1977. You are responsible for safeguarding Corporation assets under your control and for maintaining an auditable record of financial transactions.

Further, the Corporation specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described on the books and records of the Corporation
2. Receipts and disbursements must be fully and accurately described on the books and records of the Corporation
3. No false entries may be made on the books or records nor any false or misleading reports issued
4. Payments may be made only to the contracting party or a valid assigned and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

If you have reason to believe that the Corporation's books and records are not in accord with the foregoing requirements, report the matter to the President of Don Selvy Enterprises, Inc.

H. Antitrust

1. Sherman Antitrust Act - Essence of the Law. The Sherman Antitrust Act is the most important of the antitrust laws. It prohibits and makes unlawful any contract, combination, or conspiracy in restraint of trade (e.g., rigged bids). Most cases in which individuals have been subjected to criminal prosecutions resulting in fines and imprisonment have arisen under this law. The Sherman Antitrust Act covers any contract, agreement, understanding, arrangement, plan or scheme, written or unwritten, formal or informal, expressed or inferred from conduct or circumstances, with any competitor or the employee or representative of any, competitor, with respect to such matters as: (a) prices; (b) terms and conditions of sale or credit; (c) allocation or division of territories, sales, customers or jobs; (d) limitations on production or distribution; or (e) group boycotts or concerted refusals to deal with customers. All are examples of so-called "per se" violations, which are violations in and of themselves and for this there is no justification or defense.

The Act also prohibits the use of trade relations and reciprocity in relations with suppliers. It does not prohibit the Corporation from purchasing products from companies that purchase from us, but it does prohibit any understanding or agreement that purchases by one party are conditional upon purchases by the other.

Guidelines for Compliance. In the normal course of business, some communication with employees and representatives of competitors is necessary and proper. However, such communications must be kept to a minimum, and you must be careful that they do not form the basis for misinterpretation or for inferences of illegal activity. You may not communicate with any competitors or their employees or representatives about: (a) prices to be charged; (b) terms and conditions of sale or credit other than in arms-length negotiations; (c) allocation or division of territories, sales, customers or jobs; (d) limitations on production or distribution; (e)

boycotts or refusals to deal with customers; or (f) any similar matters. This prohibition is especially important if you attend trade association meetings.

You may not enter into any agreement, expressed or implied, with any purchaser or supplier to fix prices for resale of products purchased.

Concealment is prohibited. You do not have the authority, need, or reason to engage in any concealment activities if the policies, procedures, and instructions of this code are observed.

Laws prohibiting price-fixing (the Sherman Antitrust Act and similar state laws) are based on a faith in competition as the way to carry on business. Violations can subject the Corporation and employees involved to criminal action and severe criminal penalties. For example, the Sherman Act provides fines of up to \$1 million for guilty Corporations, and punishment to individual violators by fines of up to \$100,000, imprisonment not to exceed three years, or both. Triple damages are also recoverable in civil actions by damaged parties.

2. Other Laws. Other Federal and state laws, such as the Clayton Act, Robinson-Patman Act, and Federal Trade Commission Act, contain various prohibitions and restrictions against price discrimination; exclusive dealing arrangements; "tying arrangements" (a seller requiring a buyer to take a product or service as a condition of purchase of another product); and unfair trade practices.

The antitrust laws also apply to corporate acquisitions and mergers, an appropriate Legal Counsel should be consulted at an early stage of consideration of any proposed acquisition.

In order to comply with the notification requirements of Federal legislation known as the Hart-Scott-Rodino Act, an appropriate Legal Counsel should be advised prior to the commencement of any formal negotiations.

International operations, practices and transactions that directly or indirectly affect the commerce of the United States come within the purview of the U.S. antitrust laws. In addition, international operations, practices and transactions may be subject to foreign antitrust laws, either of the

country involved or of a multinational organization such as the European Economic Community.

3. Available Legal Assistance. If you have any questions about the laws themselves or their application, you should contact the Officers of Don Selvy Enterprise, Inc. to coordinate Legal Counsel for advice and assistance before taking any action that might violate these policies or the law.

205 Employee Conflict of Interest

A. General

You have a primary business responsibility to the Corporation and are expected to avoid any activity that may interfere, or have the appearance of interfering, with the performance of this responsibility. Similarly, you may not use nor disclose confidential or proprietary information in any outside activity.

A conflict of interest exists if certain of your outside business or other interests may adversely affect your motivation or performance.

How can you tell if you have a conflict of interest? The test criteria include not only whether you actually are improperly influenced but also whether the situation lends itself to improperly influencing you. Even if you are the most conscientious person, a conflicting interest may unconsciously influence you, and the mere existence of that interest may cause the propriety of your acts to be questioned.

If you take inventory of your outside interests, it should be possible to determine whether you actually are improperly influenced, but also whether the situation lends itself to improperly influencing you.

B. Investments

For the purpose of this policy, competitors, vendors and customers are classified as either "publicly owned" or "non-publicly owned." A publicly owned Corporation has its securities listed for trading on a national securities exchange, such as the New York Stock Exchange, American Stock Exchange, or an over-the-counter market. All others are non-publicly owned.

You must disclose any financial interests in non-publicly owned competitors of the organization to the President of Don Selvy Enterprises, Inc. Based upon this information the employee's duties and responsibilities concerning negotiations may be modified to avoid any conflict of interest. You may own securities of any publicly owned competitor if the holdings do not exceed one-tenth of one percent of the competitor's outstanding securities. There is a corollary to this rule: you are also limited in such an investment to a maximum of ten percent of your own total assets since that could be a substantial investment in a large company. However, as a general rule, we discourage investments in companies in our industry with which we have or may have business relationships in the future.

If your job makes it possible to influence in any way the Corporation's relationship with a non-publicly owned actual or potential vendor or customer, your financial interest in that firm will impact your duties and responsibilities regarding business conducted with that firm.

Further, you may not have any financial interest in any publicly owned actual or potential vendor or customer if the business between the Corporation and that firm is substantial, which means business that could dramatically affect the earnings of the vendor or customer. If the company is small, almost any Corporation business with it would be substantial. However, you may have a financial interest if the business between Don Selvy Enterprises, Inc. and the other company is not substantial, subject to the one-tenth-of-one percent/ten percent rules defined above.

If your duties are totally removed from possible influence upon negotiations or other business dealings between the Corporation and other companies, you may hold a financial interest in a non-publicly owned vendor or customer under one condition: that you disclose such holdings to the President of Don Selvy Enterprises Inc. for confirmation that no conflict of interest exists.

This code does not prohibit you from investing in the Corporation's Investment Plan or in mutual funds, even though such programs may own securities of the Corporation's competitors, vendors or customers.

C. Outside Activities

You may not serve as a consultant to, or as a director, officer, or part-time employee of a company that competes or deals with the Corporation or that seeks to do so, unless you have obtained the prior express consent of your supervisor. Even if you receive no pay from the other company and have no direct or indirect contact with it in your job, this conflict of interest exists because you may inadvertently disclose proprietary information to the other company or benefit it through your Corporation contacts and general knowledge of how the Corporation operates.

You may also have a conflict of interest if your outside activities which in and of themselves may not be conflicts of interest are so demanding on your time that they interfere with your job performance.

D. Employment of Current and Former U.S. Government Employees

To ensure the utmost propriety in relations with government personnel (civilian and military), the Corporation's Policy on Restrictions on Employment of Current and Former U.S. Government Employees must be strictly followed. This directive established the policy for the recruiting and hiring of current or former employees of the U.S. government, both civilian and military, and establishes the post-employment restrictions on such employees. As provided in this policy, employment discussions may not be held with a current U.S. government employee until he or she has obtained a recusal from his or her current contract responsibilities related to Don Selvy Enterprises, Inc. and provided a copy of this statement to the Corporation. Federal laws and regulations and this policy directive establish a number of post-employment restrictions on former government employees: all employees are expected to strictly comply with the restrictions which apply to them. It is your responsibility to determine your obligations, if any, under such regulations.

E. Responsibility of Employees' Relatives

Since everyone tends to identify his or her interests with those of members of his immediate family, you should keep such family members from doing anything that would be improper for you as an employee to do. In addition, it is a good general rule not to discuss the Corporation's business with anyone, including relatives, who are not the Corporation's employees. Members of

your immediate family should be asked not to discuss corporate business in the presence of others.

F. Corporate Assistance

You should review your personal and job situations and eliminate any possible conflicts of interest that exist. Discuss possible conflicts of interest with your supervisor.

G. Employee's Duty to Report Conflicts of Interest

It is your duty to report to your supervisor any known conflicts of interest within the organization. Further, you should report any instances that come to your attention where non-corporate personnel misrepresent themselves and organization officials or employees.

211 *Fraud Policy*

Don Selvy Enterprises, Inc. considers acts of malfeasance, fraud, misrepresentation, or defalcation committed by its staff members to be reprehensible and, in response, will take all disciplinary or other action that the organization deems appropriate. Malfeasance may include falsifying time sheets or documents, abuse of sick time, theft, etc. Defalcation includes the misuse or stealing of funds or other organization resources. Any questions should be directed to the President of Don Selvy Enterprises, Inc.

227 *Equal Opportunity, Working Conditions and Environment*

It is the Corporation's policy that all employment practices, including recruiting, hiring, transfers, promotions, compensation, benefits and termination practices, will be on the basis of job performance and without regard to race, creed, color, religion, national origin, sex or age. This policy also applies to qualified disabled veterans, persons with physical or mental handicaps, and veterans of the Vietnam era. Participation in Corporation-administered training, education, tuition reimbursement, social and recreational programs will be offered on the same basis of equal opportunity to all employees. Safe and healthful working conditions will be provided employees at all locations. There will be compliance with all applicable

Federal, state and local regulations on matters relating to the protection of the environment.

229 Current and Former Government Employees, Restrictions on Employment of

- A. For up to two years from the last date a former government official or employee participated personally and substantially in the conduct of a procurement, the former government official may not participate in any negotiations leading to the award, modification or extension of a contract for such procurement or participate personally and substantially in the performance of such contract.
- B. Before engaging in any discussions regarding employment with Don Selvy Enterprises, Inc., a current U.S. government employee with procurement officer responsibilities, as defined in FAR 3.104, will obtain a recusal from his/her current responsibilities and provide a copy to Don Selvy Enterprises, Inc..
- C. Before hiring all former procurement officials of the U.S. government, either Don Selvy Enterprises, Inc. or the affected former procurement official will receive an ethics advisory opinion regarding any post-employment restrictions.

241 Use of Company Assets

- A. No employee of Don Selvy Enterprises, Inc. may use any Corporation property, equipment, material or supplies for personal use without the prior approval of the President of Don Selvy Enterprises, Inc.
- B. Any such uses of Corporation assets for personal purposes may be reportable to the Internal Revenue Service.

243 Use of Company Credit Cards

- A. Credit cards assigned to employees who travel will only be used for company-related expenditures.

- B. Monthly credit card statements will be received and paid by the Bel Air Office.
- C. Employees using the company credit card shall provide all credit card receipts with the expense report, or at the time of expenditure to support monthly reconciliation of the credit card bill by the Bel Air Office.

900 COMPENSATION POLICIES

913 Labor Distribution Reporting

- A. The hours of work are eight (8) hours, from 8:00 A.M. to 5:00 P.M., with a one-hour lunch break, each workday. This may be modified based upon customer preference and approval by your Supervisor and/or the the President of Don Selvy Enterprises, Inc.
- B. Charges to awards for salaries and wages, whether treated as direct costs or indirect costs, will be based on documented payrolls approved by a responsible supervisory official. The distribution of time worked must be supported by labor distribution reports.
- C. Labor distribution reports will be prepared and controlled according to the following minimum standards:
 - 1. Employees, including subcontracted employees performing in-house work, are responsible for preparing their own time cards/time sheets.
 - a. Employees should be provided clear instructions of the work to be performed and the activity to be charged.
 - b. Time sheet data should be entered into the Don Selvy Enterprises, Inc. Web-based time tracking system.
 - c. Time sheets data should be entered as work is performed, but no less often than daily.
 - 2. Time sheets data will be electronically submitted daily by employees for approval.
 - 3. Once an employee submits timesheet data for approval, the timesheet data is locked pending the

approval. No changes can be made by the employee. All timesheet data is approved by your Supervisor and/or the President of Don Selvy Enterprises, Inc. After approval and after timesheet data is loaded into the Accounting System, if corrections are required, an explanation must be provided.

4. New employees are to be fully indoctrinated on the Time sheet tracking system and time sheet data entry. Employees must be made aware of their individual responsibility for accurate time sheet preparation.

929 Workers at Home

- A. With the prior approval of the President of Don Selvy Enterprises, Inc., employees may work at home on an interim or permanent basis. Employees will be authorized such venue arrangements on an exceptional basis where attendance at the Company's facility is a physical or commuting hardship or the employee's duties do not require extensive interaction with other employees.
- B. At the supervisors discretion, employees authorized to work at home will have precise descriptions of the specific tasks to be performed along with expected completion dates. Their performance in completing assigned tasks will be continually reviewed.
- C. Workers-at-home will be expected to attend periodic meetings at the Company's facility to allow the employee and supervisor to review work progress, assign new tasks, and evaluate work performed.
- D. Workers-at-home employees will work a mutually agreeable set of core hours to allow management to have access to the employee at designated times.
- E. Workers-at-home will be required to submit timesheet data in accordance with the Company-wide timekeeping policy.

943 Paid Time Off (PTO) Policy

- A. Paid Time Off (PTO) is a pool of compensated hours for vacation time, personal time, and "sick and safe leave" as defined by the Maryland Healthy Working Families Act. Calculation of Paid Time Off (PTO) is based on a calendar year beginning on January 1 and ending on December 31. Full-time employees (30 or more hours per week) with less than five (5) years of continuous employment with Don Selvy Enterprises, Inc. will be entitled to receive eighty (80) hours of PTO at the normal rate of compensation.
- B. Full-time employees with five (5) to nine (9) years of continuous employment with Don Selvy Enterprises, Inc. will be entitled to receive one hundred twenty (120) hours of PTO at the normal rate of compensation.

At the beginning of each calendar year, when PTO is allocated for the year, each employee's hire date will be reviewed to determine if they will reach the milestone of 5 years within the calendar year. The extra 40 hours, beyond the base allocation, of PTO will be prorated for employees reaching the 5 year milestone during the calendar year using the table below.

<u>Start Date</u>	<u>PTO Hours</u>
January	40 hours
February	37 hours
March	33 hours
April	30 hours
May	27 hours
June	23 hours
July	20 hours
August	17 hours
September	13 hours
October	10 hours
November	7 hours
December	3 hours

The additional hours for the prorated year will be available to the employee on January 1st (they are not withheld pending the anniversary date).

- C. Full-time employees with ten (10) or more years of continuous employment with Don Selvy Enterprises, Inc. will be entitled to receive one hundred sixty (160) hours of PTO at the normal rate of compensation.

At the beginning of each calendar year, when PTO is allocated for the year, each employee's hire date will be reviewed to determine if they will reach the milestone of 10 years within the calendar year. The extra 40 hours, beyond the 5 years allocation, of PTO will be prorated for employees reaching the 10 year milestone during the calendar year using the table below.

<u>Start Date</u>	<u>PTO Hours</u>
January	40 hours
February	37 hours
March	33 hours
April	30 hours
May	27 hours
June	23 hours
July	20 hours
August	17 hours
September	13 hours
October	10 hours
November	7 hours
December	3 hours

The additional hours for the prorated year will be available to the employee on January 1st (they are not withheld pending the anniversary date).

- D. Employees intending to take PTO will notify their supervisors (and administrator) sufficiently in advance of when time off is to be taken to permit work schedules to be met. PTO must be entered into timesheet database prior to leaving on PTO.
- E. PTO hours will be prorated for new employees where the employee's start date is after January 31st.

<u>State Date</u>	<u>PTO Hours</u>
January	80 hours
February	73 hours
March	67 hours
April	60 hours
May	53 hours
June	47 hours
July	40 hours
August	33 hours
September	27 hours
October	20 hours
November	13 hours
December	7 hours

- F. The DSE PTO policy is compliant with the "sick and safe leave" requirements of the Maryland Healthy Working Families Act. In accordance with the act, an employee is allowed to use earned sick and safe leave (PTO) under the following conditions:
1. To care for or treat the employee's mental or physical illness, injury, or condition;
 2. To obtain preventative medical care for the employee or the employee's family member;
 3. To care for a family member with a mental or physical illness, injury, or condition;
 4. For maternity or paternity leave; or
 5. The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (a) to obtain medical or mental health attention; (b) to obtain services from a victim services organization; (c) for legal services or proceedings; or (d) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.
 6. A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.
 7. Employees are permitted to use earned sick and safe leave in increments. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. DSE may deny leave in certain circumstances.
- G. In addition to "sick and safe leave" requirements, DSE employees may use the annual allocation of PTO for vacation and personal time.

945 *Unused PTO, Disposition of*

- A. Each employee's earned but untaken PTO accumulated at year-end may be carried over to the next year up to an amount that will not cause the new year PTO allocation to exceed the standard allocation plus 40 hours. After rollover, any remaining PTO will be paid out at a rate consistent with salary to a maximum of 40 hours. Any excess PTO above the payout amount will be forfeited.

- B. Unused carried over PTO will be paid out upon employee termination.
- C. Unused annual PTO for the current calendar year will be paid out upon termination at a prorated rate. The prorated rate for reimbursement shall be the annual PTO allocation divided by 52 weeks, times the weeks of employment in the calendar, minus PTO time already taken in the calendar year.
- D. In accordance with the Maryland Healthy Working Families Act, "an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time." The DSE PTO policy exceeds these guidelines with a combined PTO account equal to or exceeding sick and safe leave requirements and DSE PTO rollover policies exceed requirements of the Maryland Healthy Working Families Act.

949 Emergency Leave

- A. In addition to PTO, each employee of Don Selvy Enterprises, Inc. earns an emergency leave credit of twenty four (24) hours each calendar year. You may also use your PTO for emergency leave if you have used your 24 hours for the year. Emergency leave is reserved for bona-fide illness, injury or conditions that prevent employee normal labor practices. Emergency leave is not personal time off and shall not be used for vacation, personal business or travel.
- B. At the end of each year, any unused emergency leave will be forfeited.
- C. Emergency leave hours will be prorated for new employees whose start date is after January 1st. Employee whose start date falls within January 1st - June 30th will receive 3 days of emergency leave. Employees with a start date after June 30th will receive 2 days of emergency leave.
- D. Emergency leave will only become available on timesheets upon approval from a supervisor. If the supervisor cannot be contacted prior to taking emergency leave (due to the nature of the illness, injury or condition) the supervisor should be contacted as soon as practical to permit opening the category to document use of this benefit. If emergency leave is used for vacation, leisure or personal business and is subsequently disapproved, the inappropriately charged time will be deducted from the

employee's annual PTO balance.

950 Bereavement Policy

DSE will provide Bereavement Leave up to 3 consecutive days (24 labor hours) to employees who wish to take time off due to the death of an immediate family member. Unless there is an unusual business need or staffing requirement, the DSE management team will grant Bereavement Leave upon notification of the requirement by the employee. These 3 days do not count against annual PTO allocations. If necessary, employees may add additional days from the Emergency Leave or PTO accounts to extend the period beyond 3 days, but such emergency leave or PTO will count against the annual allotment.

Bereavement leave is issued on an "as required" basis and does not accrue, "roll over" multiple years, or receive a payout at the end of each year or at the termination of employment.

For this benefit, "immediate family member" is defined to mean the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.

To be eligible for bereavement leave, the employee generally must attend the funeral of the deceased relative and provide documentation (death certificate, program from funeral service, funeral home announcement, or obituary).

951 Military Leave and Jury Duty

In addition to PTO and emergency leave, each employee may use up to 80 hours for jury duty and military leave. If military requirement necessitates more leave, special arrangements can be made at the discretion of the President of Don Selvy Enterprises, Inc.

953 Administrative Leave Due to Weather-Related or Other Closures

- A. When the U.S. Government or, in areas without a major U.S. Government installation, other major businesses or organizations in the same geographic location suspends operations in the area due to the weather, employees of Don Selvy Enterprises, Inc. may be dismissed for the remainder of the day and charge such time as direct

labor [if time is dedicated exclusively to this project).

- B. In instances of utility or other justifiable interruptions affecting the production of the facility, employees of Don Selvy Enterprises, Inc., will treat these in the same manner as a weather-related closure.

957 *Holiday Policy*

Don Selvy Enterprises, Inc. will observe the same holidays as the U.S. government. With prior approval of the President of Don Selvy Enterprises, Inc., holidays may be floated. Unused holiday time is forfeited at the end of each calendar year.

959 *Job Related Employee Training*

All full-time employees are entitled to be reimbursed for all job-related educational courses or seminars at the discretion of the President of Don Selvy Enterprise, Inc.

961 *Employee Accident and Health Policies*

The accident and health plan of Don Selvy Enterprises, Inc. is presented next:

1. Medical Insurance. DSE will acquire coverage for you and your eligible dependents. DSE will pay 100% of the premium for the employee and 50% of the premium for eligible dependents. DSE also covers payments towards the deductible through an HRA Reimbursement plan.
2. Dental coverage will be provided. DSE will pay the premium for the employee and 50% of the premium for your eligible dependents.
3. AFLAC Supplemental Insurance: Employees have the option to purchase supplemental insurance through AFLAC at their own cost for a variety of insurance plans. See plan information for details.
4. Life Insurance. DSE will acquire coverage and pay the

premium for level term life insurance at the nearest increment equal to or above your salary subject to the terms of the insurance carrier selected by the corporation.

5. Short Term Disability Insurance. Short Term Disability Insurance will be provided to pay 50% of salary to a maximum of \$1,000 per week for the period between 30 and 90 days of disability. Refer to plan policy for details.
6. Long Term Disability Insurance. Employees will be provided Long Term Disability Insurance. Commencing after 90 days of disability (At completion of STD), Long Term Disability payments will be made. Premiums payments are fully covered by DSE. Refer to plan policy for details.
7. Social Security: payroll deduction required by law and matched dollar-for-dollar by the Corporation; provides for benefits for retirement, permanent or temporary disability, death, Medicare. Payments are credited to each employee's account by number; therefore, it is imperative that the correct Social Security numbers be kept on file.
8. Worker's Compensation: cost of protection paid fully by the Corporation; provides for possible benefits which may be available when illness, accidental injury, or death is job-related.
9. Unemployment Insurance: cost of protection is borne fully by the Corporation; provides for possible weekly benefits in case of unemployment.

969 SIMPLE IRA Plan

SIMPLE IRA. The employee may contribute the federally allowable amount per year pre-tax to the company provided plan. Don Selvy Enterprises Inc. will match contribution in accordance with Federal law. All employees are fully vested upon initial contribution to the plan.

Employees may enter the plan within 30 days of hire date, Jan 1, and July 1 of subsequent years.

1000 PURCHASING POLICIES

1001 Policies For Purchases

Employee Purchase under \$100 do not need prior approval. A receipt for the purchase must be provided at time of purchase.

Employee Purchase \$100 or over require approval by the President of Don Selvy Enterprises, Inc. A receipt for the purchase must be provided at time of purchase.

Currently, Don Selvy Enterprises Inc. has not had a requirement for large purchases. The Corporation recognizes the requirement for Purchasing Policies to be developed prior to performance on a contract that requires large purchases.

1100 TRAVEL POLICIES

1101 Mode of Transportation

- A. The mode of transportation selected for travel must take into consideration:
 - 1. The total cost to Don Selvy Enterprises, Inc. and/or its customers including per diem, overtime, lost work time, actual transportation cost, total distance of travel, number of points visited, the number of travelers, and energy conservation.
 - 2. Travel by common carrier (air, rail, bus) is considered the most advantageous method to travel. Other methods of transportation may be advantageous only when the use of common carrier transportation would interfere with the performance of business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation.

1103 Business Class Travel

- A. Unless approved in writing in the contract or contract modification, or in a blanket advance agreement by the

Contracting Officer, the incremental cost of business class travel is unallowable on airline travel reimbursed by the U.S. government as a direct cost or an indirect cost.

- B. In justifying the additional cost of business class travel in excess of the lowest customary standard coach fare, a prospective traveler must be able to demonstrate to the Contracting Officer that the travel is beyond "normal business hours," there is a 14-hour flight duration including stopovers, but not stayovers, and it involves international travel.
- C. Otherwise, the incremental cost of a greater-than-coach class fare will not be allowable and must be approved before authorizing such travel by the President of Don Selvy Enterprises, Inc..

1105 Return of Unused, Partially Used and Exchanged Tickets

- A. All employees with unused or partially used tickets purchased on the traveler's behalf by Don Selvy Enterprises, Inc. must return the ticket soon after the ticket is no longer in use.
- B. Tickets exchanged by the carrier and purchased by Don Selvy Enterprises, Inc. or using a Company credit card with the airline refund application or receipt will be returned as soon as possible.

1107 Travel Time Policy

Employees traveling out-of-the-area should not be required to schedule their travel to commence before 6:00 A.M. or to be completed after 9:00 P.M. If so, employees can adjust their prior or subsequent workday to accommodate for the use of personal time beyond these hours.

1109 Fly America Act Compliance

- A. An international traveler must use a U.S. flag air carrier or a non-U.S. flag air carrier under a code share arrangement for reimbursement for each international travel, according to 49 U.S.C. 1517, as

amended by Section 21 of PL 96-192. When flying a non-U.S. flag air carrier under a code share arrangement, the ticket must still identify the U.S. flag air carrier's designator code and flight number.

- B. U.S. flag air carrier service is deemed unavailable when:
 - 1. The U.S. flag air carrier does not fly to the traveler's destination;
 - 2. Use of the U.S. flag air carrier or non-U.S. flag air carrier under a code share arrangement would extend travel time, including delay at origin, by 24 hours or more; and
 - 3. U.S. flag air carrier service or non-U.S. flag air carrier service under a code share arrangement is deemed unavailable when connecting service at an overseas interchange point would require a connecting time of four hours or more.
- C. If a U.S. flag air carrier does not offer nonstop or direct service, travelers must use a U.S. flag air carrier on every portion of the route it provides service unless such use would increase the number of aircraft changes by two or more, extend travel time by six hours or more, or require a connecting time of four hours or more at an overseas interchange point.

1111 Maximum Lodging and Subsistence Reimbursement

All organization employees working on government contracts and subcontracts should limit their lodging, subsistence and incidental expenses to not exceed the maximum per diem rate for the designated area. This amount should exclude the cost of lodging taxes and clothing laundry and pressing charges (with a minimum of four consecutive nights lodging) which may be charged separately as a reimbursable miscellaneous expense.

1113 Reimbursement for Excess Travel Expenses

- A. For reasonable and allowable employee travel expenses up to 300% of the maximum GTR/JTR per diem rate for the area, employees will request approval in writing from the President of Don Selvy Enterprises, Inc. provided

the justification is for special or unusual situations.

- B. Special or unusual situations are determined to apply when:
 - 1. A government representative requests an Don Selvy Enterprises, Inc. employee to travel on such short notice that lower cost lodging is not readily available
 - 2. A Don Selvy Enterprises, Inc. employee attends a conference or seminar at a higher priced hotel or motel; but in order to facilitate interaction or communication with other conference or seminar attendees, there is a benefit in incurring the additional lodging cost
 - 3. Travel to an area is at a peak travel period so that lower cost lodging is not available, which is documented with a list of hotels contacted
- C. Blanket prior approvals for reimbursement of excess travel expenses are not authorized.
- D. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, Don Selvy Enterprises, Inc. will obtain advance approval from the Contracting Officer.

1115 Receipts for Travel Expenses

In accordance with rules promulgated by the Internal Revenue Service, all employees required to account for their actual travel expenditures are required to have sufficient documentation to establish the amount, date, place and essential character of travel expenditures of \$75 or more.

1117 Lodging with Friend(s) or Relative(s)

- A. Employees may be reimbursed for additional, reasonable costs the host incurs in accommodating them only if they are able to substantiate the costs.
- B. A traveler using a friend's or relative's lodging will not be reimbursed for the cost of comparable conventional lodging in the area or at a flat amount.

1119 Conference Lodging Allowance

- A. Employees attending a conference, meeting, retreat, seminar, symposium, or an event that involves attendee travel, and staying overnight, may receive a conference lodging allowance at a pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate.
- B. Under this reimbursement method, such employees will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance.

1121 Travel Expense Reimbursement for Employees with a Disability or Special Need

- A. All costs to reasonably accommodate an employee with disabilities in accordance with the Rehabilitation Act of 1973 should be reimbursed provided they are necessary. With respect to an employee with disabilities, a "disability" means:
 - 1. Having a physical or mental impairment that substantially limits one or more major life activities;
 - 2. Having a record of such an impairment;
 - 3. Being regarded as having such an impairment; but
 - 4. Does not include an individual who is currently engaged in the illegal use of drugs, when the covered entity acts on the basis of such use.
- B. An employee with a special need should be treated the same as an employee with a disability. Such physical characteristics of special need could include, but are not limited to, the weight or height of the traveler.

1123 Out-of-Area Travel Authorization

- A. When authorizing out-of-area travel, the following factors should be considered:
 - 1. The need for the travel;

2. The use of travel substitutes (e.g., mail, teleconferencing, email, etc.);
 3. The most cost effective routing and means of completing travel; and
 4. The employee's travel plans, including plans to take leave in conjunction with travel.
- B. All travel out-of-the-area is to be approved by the Employee's Supervisor before the travel is undertaken.
- C. In addition, authorization must also be obtained for:
1. Use of premium-class service on common carrier transportation
 2. Use of a foreign air carrier
 3. Payment of actual travel expenses
 4. Travel expenses related to travel to a foreign country
- D. Travel authorizations should be documented for the justification and approval of the necessity of each trip, its duration and the number of travelers involved.

1125 Ownership of Frequent Traveler Bonuses

Frequent flyer and other bonuses will become the property of the traveler.

1127 Expense Advances and Their Liquidation

- A. Don Selvy Enterprises, Inc. will make an expense advance, upon employee request, but all advances must be accounted for with the submission of the expense report.
- B. All advances, whether for travel or salary, not liquidated within sixty (60) days of being incurred will be taxed for the sake of payroll tax withholding, FICA and FUTA.

1131 Use of Corporate/Personal Credit Cards for Travel

- A. All travelers with assigned corporate credit cards will use these credit cards for all necessary business-related travel expenses.
- B. For those travelers not assigned a corporate credit card, they should either request a travel advance or use their personal credit care for business-related travel expenses.

1133 Employee Vehicle Mileage Reimbursement

- A. All employees who do not itemize their actual costs for use of their own vehicle in business-related travel will be reimbursed at the standard mileage rate as determined by the General Services Administration. In addition, parking fees and tolls paid are reimbursable.
- A. All employees requesting such mileage reimbursement will be required to document the destination of each trip, its purpose and the miles driven on the expense report.

1139 Saturday Night Layover

To the extent it doesn't conflict with an employee's duties, employees are encouraged to avail themselves of a discounted airline fare by staying over a Saturday night provided there is a net saving to Don Selvy Enterprises, Inc. taking into consideration the additional cost of allowable hotel expenses and subsistence.

1143 Allocation of Cost of Multiple Purpose Trips

- A. The cost of multiple purpose trips will be allocated in proportion to the actual time spent during normal business hours on each such activity.
- B. Unless adequately justified, the allocation of travel cost spent by the traveler should closely conform to the time spent by the traveler on each such activity.

1200 COMPLIANCE POLICIES

1201 Drug-Free Workplace

In accordance with FAR Clause 52.223-5, Certification Regarding a Drug-Free Workplace, Don Selvy Enterprises, Inc. certifies that it provides a drug-free workplace policy:

- A. It is the policy of Don Selvy Enterprises, Inc. to prohibit in the workplace the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances. Violation of this policy will result in disciplinary action up to and including termination of employment. Depending upon the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy. In accordance with the Drug-Free Workplace Act of 1988, as a condition of employment, staff members must comply with this policy and notify management within five (5) days of a conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. Any staff member arrested in connection with a criminal drug violation occurring in the workplace will be placed on personal leave of absence without pay and could face termination of employment pending the outcome of any legal investigation and conviction.
- B. At the present time, we do not require mandatory drug testing of staff members but may conduct random drug tests when the safety of staff members may be in question. Such tests may be deemed necessary based on observed inconsistent or erratic behavior that constitutes a health or safety hazard to other employees or the personal safety of the employee displaying the behavior.
- C. Since the Drug-Free Workplace Act requires that companies be able to document the notification and receipt of its policy by each staff member, personnel will be asked to sign a statement and detach and return it for inclusion in their personnel file. In this way, we can fully document our compliance with the notification process.
- D. Don Selvy Enterprises, Inc. strongly supports the intent and purpose of the Drug-Free Workplace Act and

encourages all staff members to fully comply with the provisions of the program. It is only with everyone's support that we can successfully implement this policy.