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## **Employee Handbook**

## INTRODUCTION

This employee handbook outlines and explains the practices and policies of Axiom Resource Management, Inc., hereafter referred to as Axiom. It also summarizes company benefits. Please refer to the actual plan documents for information and answers to specific benefit questions.

This handbook is a set of guidelines, not a contract. Neither the policies in this handbook, nor any other written or verbal communication by company officers, managers, or supervisors, are intended to create a contract of employment or a warranty of benefits. Axiom may amend, modify, delete, or otherwise change these policies without prior notice. Based on the requirement of specific work efforts, Axiom management may supplement the handbook. This handbook replaces all prior employee manuals, handbooks, policies, or procedures. If you have any questions about any of the policies or procedures in this handbook, or would like to recommend a change to the handbook, please consult Human Resources.

### A. EMPLOYMENT POLICIES

#### A.1 "AT WILL EMPLOYMENT"

As an "at will" employer, Axiom can terminate employment with or without cause, at the option of either Axiom or the employee, except as otherwise provided by law.

#### A.2 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Axiom is an Equal Opportunity/Affirmative Action Employer. It is Axiom's policy to provide equal employment opportunity for all applicants and employees. Axiom actively establishes and pursues, on a continuing basis, conditions of employment, policies, and practices that do not discriminate against applicants and employees because of race, color, religion, age, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, physical disability, mental disability, medical condition, family-care status, veteran status, sexual orientation, or marital status. Axiom also makes reasonable accommodations for employees with disabilities. Finally, Axiom prohibits the harassment of any individual based on any of the factors listed above. For information about the types of conduct that constitute impermissible harassment and Axiom's internal procedures for addressing harassment complaints, please refer to the Policy Against Harassment and Discrimination section below.

This nondiscrimination policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to follow this policy conscientiously. Any employee with any questions about this policy should discuss them with Human Resources.

#### A.3 REASONABLE ACCOMMODATION

Axiom is committed to working with and providing reasonable accommodation to applicants with physical or mental disabilities. Applicants who require a reasonable accommodation for any part of the application or hiring process may contact our Human Resources department for assistance. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### A.4 POLICY AGAINST HARASSMENT AND DISCRIMINATION

Axiom is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family-care or medical-leave status, or veteran status. Axiom strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or coworkers. Similarly, Axiom will not

tolerate harassment of its employees or non-employees with whom Axiom have a business, service, or professional relationship.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings or cartoons based upon an employee's sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family-care or medical-leave status, or veteran status. Sexual harassment in particular includes all of these prohibited actions as well as other unwelcome sexual advances.

Any work-related incident of harassment, including work-related harassment by any company personnel, should be reported promptly to the employee's supervisor or manager or to Human Resources. Managers who receive complaints or who observe harassing conduct should inform Human Resources immediately. Axiom emphasizes that an employee is not required to complain to his or her supervisor first, if that supervisor is the individual who is harassing the employee.

Axiom will investigate every reported complaint of harassment thoroughly and promptly, and in a confidential manner. Axiom will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint. Depending on the nature of the complaint, Axiom may be legally obligated to take action once informed that discrimination, harassment, or retaliation has occurred or may be occurring.

In the case of company employees, if a violation of the harassment policy is established, Axiom will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending on the circumstances.

#### **A.5 INTERNAL COMPLAINT REVIEW PROCEDURE: PURPOSE AND SCOPE**

The purpose of the Internal Complaint Review Policy is to afford all Axiom employees the opportunity to seek internal resolution of work-related complaints. This policy supplements the Open Door Policy set forth in this handbook. The Open Door Policy states Axiom's philosophy that all employees have free access to their immediate supervisors or to other company supervisors in their chain of command to informally express their work-related concerns.

#### **A.6 HIRING POLICIES**

##### **A.6.1 RESIDENT STATUS REQUIREMENT**

In accordance with the *Immigration Reform and Control Act of 1986*, Axiom's policy is to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals offered employment are required to submit documentary proof of their identity and employment authorization at their start date, or within 72 hours of that date. Employees will also be required to complete and sign, under oath, the *Immigration and Naturalization Service Form I-9*. Form I-9 requires prospective employees to attest that they are authorized to work in the job for which they are hired and that the documents submitted to verify that authorization are genuine. People authorized to work in this country for a limited period of time must submit updated proof of their employment authorization before the expiration of that period, and sign another Form I-9 to remain employed by Axiom.

#### **A.6.1.1 HIRING OF FOREIGN NATIONALS**

Axiom does not prohibit the hiring of foreign nationals. For positions specifically requiring U.S. citizenship, Axiom is required to comply with government and client restrictions. Any position requiring U.S. citizenship will be so identified in Axiom job postings.

#### **A.6.2 REHIRING FORMER EMPLOYEES**

Former employees will only be considered for rehire if their previous employment record was satisfactory and they were not terminated for poor performance or disciplinary reasons. Employees who are rehired may be considered new employees in all regards, including benefit status, performance review cycles, and bonuses.

#### **A.6.3 ORIENTATION SESSION**

New employees joining Axiom will have access to an orientation session by Human Resources early in their employment. The orientation introduces all new employees to Axiom. Attendees receive a copy of this handbook. New hires also complete all paperwork necessary for the accounting office and are given the opportunity to enroll in benefit plans for which the employee is eligible. Employees that have not had orientation may contact Human Resources to schedule a time and location. Human Resources will coordinate with the employee's supervisor.

#### **A.7 WORKWEEK/HOURS OF WORK**

The normal work week is 40 hours, nine hours per day, Monday through Friday, with an hour each day for lunch.

##### **A.7.1 FLEXTIME**

To accommodate employees' needs to fulfill personal or family responsibilities, Axiom's policy is to allow flexible scheduling of a normal workday. Flextime must be scheduled with the permission of the supervisor to ensure that it meets the needs of the job schedule. At project worksites, flextime must also meet client guidelines. As a basic framework, a flextime schedule may begin no earlier than 7:00 a.m. and end no later than 10:00 p.m.

##### **A.7.2 INCLEMENT WEATHER**

In inclement weather, employees may experience transportation difficulties. Employees are expected to arrive at work as promptly as is practical and safe. Employees who determine that they will be unable to report to work or report on time must contact their immediate supervisor as soon as practical for guidance on how to record hours worked, leave or administrative leave taken. Employees should not assume that Axiom offices are closed if federal or state government offices are closed.

##### **A.7.3 TELEWORK**

Telework includes any work authorized to be conducted in a place other than the normal duty location. Authorization to telework will be dictated by business need within the constraints of contract restrictions and client guidance. All telework must be approved in advance by the project manager and appropriate corporate authority. The client must approve telework procedures in writing. Telework can be canceled by the client or Axiom at any time. Make up of a canceled telework day will not be guaranteed. If a scheduled telework day falls on a holiday, there will be no telework day during that day. Telework will not necessarily be available on all contracts for all personnel and the parameters of telework can change at any time.

Personnel authorized to telework will document work conducted as per guidance approved by the client. Project managers will review and approve documentation to ensure that it complies with the directives provided. Unless directed otherwise, personnel will utilize the same charge number on their timesheet for telework as they do for work conducted at their normal duty station. Project managers will ensure that documentation provided correlates to effort in relation to time entered in the timesheet.

Only approved devices will be utilized during telework. If the approved device includes government furnished equipment, policies and procedures governing the use of said device and accessories will be exercised during telework. Employees authorized to telework must have high speed internet access at their telework site and this will not be provided to them by Axiom or the client. Personal media devices will not be used in conjunction with approved telework devices without prior approval. All information assurance measures with regards to Personally Identifiable Information (PII) and Personal Health Information (PHI) and the handling/disposal of said information will be exercised as per Axiom and client policies and procedures.

#### **A.8 ATTENDANCE AND TIMESHEETS**

Employees are expected to be at work and on time. Employees who will be late or absent must notify the supervisor before they are scheduled to start their workday. If the supervisor is not available, employees should notify the next level of management in their department. If these procedures do not fit the specific work situation, procedures will be defined beforehand to avoid any misunderstanding. At contract sites, the client must approve notification procedures in writing. As a matter of policy, leaving messages with the front desk attendant, a coworker, or anyone other than management is not considered appropriate notification; therefore, the absent time could be considered leave without pay.

Axiom utilizes an electronic timesheet system. Employees access timesheets by logging on to the Easy TIMESHEET Web-based application at the following URL:

<https://www.easytportal1.com/easytportal/login.aspx?cdx=axixx38731&rtx=4453>

Timesheets must be completed and submitted to the supervisor for approval no later than 9:00 a.m. on the 1st and 16th day of every month. If the 1st and 16th fall on a weekend or holiday, timesheets should be submitted no later than 9:00 a.m. the next business day. It is recommended that employees review their timesheets for accuracy and print a copy for their records before selecting the "Complete Timesheet" function. The Complete Timesheet function is equivalent to an employee's signature and sends an e-mail to the supervisor for approval. The timesheet will not be processed unless the Complete Timesheet function is selected and the timesheet is electronically approved by both the employee and the supervisor. The Accounting Office maintains paper copies of timesheets.

Because Axiom does business with the Federal Government, it is important that timesheets be completed as follows:

- Hours worked must be entered at the end of each workday. The timesheet system will lock at midnight every day.
- Hours may be entered only by the employee.
- Employees with scheduled personal leave that will extend to the end of a pay period must complete their timesheet the day before going on leave.
- Employees working from an offsite location may access the Web-based application remotely in order to complete their timesheet each day.
- Supervisors, Human Resources, and the Accounting Office will coordinate to ensure that specific project and job numbers are entered into the electronic timesheet system. Employees who are not sure of the appropriate charge number for an assignment should check with their supervisor.

#### **A.9 PERSONNEL RECORDS**

The Axiom Human Resources office maintains individual personnel records for each employee with such items as resumes, applications, benefit forms, performance evaluations, personnel actions, disciplinary actions, and administrative information. These confidential records are available for inspection only by properly designated individuals. Employees may inspect their own personnel file by contacting Human Resources.

## **A.10 DRUG-FREE WORKPLACE**

As a responsive employer, Axiom has a vital interest in maintaining safe and efficient working conditions for its employees. It is the intent of Axiom to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Axiom. Employees who are under the influence of a drug or alcohol on the job compromise Axiom's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, sub-standard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of customer relations.

### **A.10.1 DEFINITIONS:**

For purposes of this guideline:

"Illegal drugs or other controlled substance" means any drug or substance that: (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

"Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

"Abuse of any legal drug" means the use of any legal drug: (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in quantity, frequency, or manner contrary to the instructions or recommendations of the prescribing physician or manufacturer.

"Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

### **A.10.2 SUBSTANCE ABUSE POLICY**

For the benefit of employee safety, and to comply with the requirements of state and federal laws including the Drug-Free Workplace Act of 1988, Axiom has adopted and enforces the following policy:

1. The unlawful manufacturing, distribution, dispensation, sale possession, or use of any controlled substance, or unauthorized use of alcohol at the workplace is prohibited.
2. Prior to an offer of employment and as part of the Axiom pre-employment information, a prospective employee is required to provide information on any earlier criminal drug offense that is within seven (7) years of the employment start date.
3. An employee convicted of criminal drug offense after employment is required to notify his/her supervisor within five (5) working days following a conviction.
4. Any employee who violates the above provisions shall be subject to appropriate disciplinary actions, up to and including termination of employment. As a condition of employment, all Axiom employees agree to abide by these policies and agree to the notification provision above.
5. To understand the hazards of drug abuse, and to seek assistance, if abuse is occurring, Axiom will assist in providing rehabilitation and counseling resources available in an employee's community through the Axiom Employee Assistance Program (EAP).
6. Employees who feel that they might need assistance are urged to obtain help and guidance from the Director of Human Resources or the Personnel Administrator, about the EAP.

## **A.11 PROHIBITED CONDUCT**

The prohibitions of this section apply whenever the interests of Axiom may be adversely affected, including any time the employee is:

- On company premises;
- Conducting or performing company business, regardless of location;
- Operating or responsible for the operation, custody or care of company equipment or other property, or
- Whenever responsible for the safety of others on company business, regardless of location.

### **A.11.1 ALCOHOL**

The following acts are prohibited and could warrant employee dismissal:

- The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol.
- Being under the influence of alcohol.

### **A.11.2 ILLEGAL DRUGS**

The following acts are prohibited and could warrant employee dismissal

- The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance.
- Being under the influence of any illegal drug or other controlled substance.

### **A.11.3 ABUSE OF ANY LEGAL DRUG**

The following acts are prohibited and could warrant employee dismissal:

- The unlawful use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any legal drug.

## **B. WAGE AND SALARY POLICIES**

### **B.1 CATEGORIES OF EMPLOYEES**

All Axiom employees are designated as either Exempt or Non-Exempt, Regular or Temporary, Full-Time or Part-Time for benefits participation purposes.

#### **B.1.1 EXEMPT/NON-EXEMPT**

Positions with supervisory, administrative, or professional responsibilities paid on an annual rate basis are not required by law to receive overtime pay and are classified as exempt. Positions in the non-exempt category are governed by the *Fair Labor Standards Act*. This Act requires that Axiom pay individuals holding these positions no less than the established minimum wage, maintain accurate records of hours worked, and pay at the rate of time-and-one-half regular pay for hours worked in excess of 40 hours per week.

#### **B.1.2 REGULAR/TEMPORARY**

Regular positions are those positions that have been developed to provide on-going services to Axiom or its clients. Temporary positions are those positions developed to provide services to Axiom or its clients for a fixed, temporary period of time.

#### **B.1.3 FULL-TIME/PART-TIME**

Full-time employees work a minimum 40-hour work week. Part-time employees work no more than 39 regularly scheduled hours per week. For Axiom benefit program eligibility requirements, refer to the Axiom benefit summary plan documents.



#### **B.1.4 COMPENSATORY TIME (HOURS IN EXCESS OF 40 PER WEEK)**

Unless overtime is billable or included in the client's contract or approved by the Contracting Officer, those who work overtime will accrue compensatory time if approved in advance by the relevant Axiom supervisor. Hours worked in excess of 40 per week that are billable will be paid consistent with the relevant contract(s).

#### **B.2 PAY POLICY AND PAYDAY**

It is Axiom's policy to maintain wages and salaries that are competitive with those provided by similar companies throughout the local area and our industry. Pay is determined on a case-by-case basis and involves a number of factors, including the business needs of Axiom and the directives of Axiom contracts and clients. Axiom considers an employee's salary to be a confidential matter that must not be discussed with other employees or clients, except when the discussion is part of official Axiom business, for example, evaluation and proposal development.

All Axiom employees are paid semi-monthly. Direct deposit of paychecks will occur on the last day of the month for the time period of the 1<sup>st</sup> through the 15<sup>th</sup> of the month, and on the 15<sup>th</sup> of the month for the time period of the 16<sup>th</sup> through the end of the preceding month. When payday falls on a weekend or holiday, deposit of paychecks will occur on the following workday. Checks will not be issued in advance.

#### **B.2.1 PAYROLL DEDUCTIONS**

Axiom is required to deduct Federal and State withholding taxes from employees' paychecks each pay period. The amount of tax deducted is determined by the amount of earnings and the number of dependents or other deductions reported on the W-4 Form. Social Security (FICA) taxes, as well as any garnishment of wages, to the extent required by law, are also deducted from the employee's paycheck. If an employee elects to participate in benefit programs, the employee's contribution will be deducted from the employee's paycheck each pay period. Each employee is responsible for ensuring that deductions are correct, the appropriate amount of taxes are being withheld, and taxes are being withheld for the appropriate state.

#### **B.3 JOB DESCRIPTIONS**

Job descriptions may be developed for specific positions at Axiom. The description provides each employee with a summary of his or her work and a description of his or her typical duties. Job descriptions are provided so that employees know their specific job responsibilities, to avoid misunderstandings about the duties to be performed, and to provide a basis for employees and their supervisors to discuss duties, responsibilities, and performance expectations.

#### **B.4 PERFORMANCE REVIEWS**

Axiom strives to be a meritocracy. Compensation is tied directly to employee performance. Performance reviews are confidential discussions between the employee and his or her supervisor. Performance reviews are generally due on the anniversary of the employee's date of employment. The purpose of the review is to evaluate the employee's current level of performance and to examine the progress the employee has made since the last review. The performance review provides a formal opportunity to discuss past performance, competency, professional growth, and career and performance objectives for the coming year. Each employee has an opportunity to sign the performance review, indicating only that he or she has had the opportunity to review the document. Each employee is encouraged to add any written comments. All performance reviews are maintained with the personnel records and contribute significantly to decisions on pay increases, continued employment, and promotions.

#### **B.5 SALARY REVIEWS**

Salary reviews and any resulting salary adjustments are normally considered at the time of the annual performance review. However, the supervisor may recommend a salary increase based on performance prior to an annual review. The supervisor should inform the employee that receives a salary increase that he or she will receive an annual review on his or her anniversary date. Salary increases may or may not be warranted at the time of the annual review. The



Executive Staff must approve salary increases prior to implementation. Employees are notified of the amount and effective date of the salary increase after all approvals have been received.

#### **B.6 BONUSES**

Bonuses may occasionally be awarded to employees at Axiom based on demonstrated outstanding performance. The supervisor will inform the employee if he or she has been approved for a bonus award. The Executive Staff must approve all bonuses.

#### **B.7 PROMOTIONS, LATERAL TRANSFERS AND GROWTH IN A JOB**

It is Axiom's policy to promote and transfer from within and, where applicable, compensate individuals for promotions, transfers with increased responsibilities, and significant growth within a job. Promotions require employees to show demonstrated mastery of the major job responsibilities of their position. In addition, employees must exhibit substantial potential for continued professional growth and increased responsibilities. As mentioned above, salary increases may be awarded for promotions. Internal transfers may receive increases if financially feasible and warranted. Salary decisions are based on current contracts and industry competitiveness.

##### **B.7.1 TRANSFER FOR COMPANY NEED**

Employees may be transferred at any time from one company job number to another, owing to changing company needs. Transfers are at the discretion of the senior managers responsible for the staff in question. Employees will be informed of the reason for and expected duration of the transfer, and will be told they have the right to refuse relocation. If employees refuse a transfer and there is no longer work in the current position or location for which the employees are qualified, they may be put on layoff status (see Section F.1, Separation and Recall). Normally, a transfer will not affect pay or benefit status based on the new project or contract specifications.

##### **B.7.2 TRANSFER BY EMPLOYEE REQUEST**

An employee may request a transfer from one occupation, working unit, or office location to another, after having been in his or her current position a sufficient amount time, as determined by the supervisor or manager. Such a request should be made through Human Resources. Each transfer decision will be made, as are all hiring decisions, based on qualifications, performance history, and the best interests of the employee and the company.

### **C. EMPLOYEE BENEFIT PROGRAMS**

#### **C.1 FLEXIBLE, SPENDING, MEDICAL, DENTAL, AND VISION INSURANCE**

All employees that meet eligibility requirements are entitled to participate in the company flexible spending, group medical, dental, and vision insurance plans. The employee's status in this program will be considered active on the first day of the month following the hire date. Axiom deducts the rates applicable to the coverage selection from each paycheck. For more detailed information on coverage, refer to benefit plan information booklets. Direct any additional questions to Human Resources.

#### **C.2 WORKERS' COMPENSATION INSURANCE**

As required by law, Axiom provides Workers' Compensation insurance in the event an employee should become ill or sustain an injury directly related to work at Axiom. There is no cost to the employee for this insurance.

#### **C.3 UNEMPLOYMENT INSURANCE**

All contributions to State and Federal unemployment insurance funds are made by Axiom. State unemployment insurance officers determine unemployment insurance benefits.

#### **C.4 SOCIAL SECURITY**

As required by law, Axiom covers all employees under the Federal Social Security Program. Based on the current requirements of the law, both the employee and Axiom pay equal contributions into this fund. Employees' contributions are deducted from the paycheck.

#### **C.5 401(K) PARTICIPATION**

Employees must be at least 21 years of age to be eligible to participate in the company's 401(k) plan. Employees are eligible for 401(k) beginning on the first day of the month following their hire date. Each employee may contribute up to the amount permitted by law. Employees may make changes to their contribution percentage January 1 and July 1. Changes to investment options, address and beneficiary can be made at anytime by logging on to [www.jhpenions.com](http://www.jhpenions.com). Please refer to the summary plan documents for more information.

#### **C.6 LIFE INSURANCE**

All regular, full-time employees are entitled to be covered by company-paid life insurance. Status in this program will be considered active on the first day of the month following the hire date. Axiom pays 100 percent of the premium. The amount of coverage is in the certificates of life insurance provided to each employee. Additional information on this insurance can be obtained from Human Resources.

#### **C.7 ACCIDENTAL DEATH AND DISMEMBERMENT**

All regular, full-time employees are entitled to coverage under a company-paid accidental death and dismemberment insurance, which is included in the life insurance outlined above. Status in this program will be considered active on the first day of the month following the hire date. Axiom pays 100% of the premium. Additional information regarding this policy can be obtained from Human Resources.

#### **C.8 SHORT TERM DISABILITY**

Axiom provides a short-term disability policy for its employees working 30 hours or more a week. An employee may receive short-term disability benefits if deemed disabled:

- 7 continuous days due to sickness and pregnancy.
- 0 days of continuous disability due to an accidental injury.

Benefits are paid weekly at 60 percent of the first \$833 of an employee's pre-disability earnings. The maximum weekly benefit is \$500. Employees are responsible for providing:

- Proof of disability.
- Evidence of continuing disability.
- Proof of being under the appropriate care and treatment of a doctor throughout the period of disability.
- Information about other income benefits.
- Any other information material to the disability requested by Axiom or its insurance provider.

Refer to your "Certificate of Insurance for Short-Term Disability," or contact Human Resources for additional information.

#### **C.9 PAID LEAVE**

##### **C.9.1 VACATION LEAVE**

Axiom believes that each employee should have a time of rest and relaxation every year. All regular, full-time employees are eligible for paid vacation leave and begin to earn this leave from the date of hire. If vacation leave is claimed on an employee's timesheet and the amount of leave accrued is insufficient, the leave may be considered leave without pay.

Vacation leave is earned according to the following schedule and in direct proportion to actual hours worked:

First year of employment	10 days/year
Over 1 year and up to 5 years of employment	15 days/year
Over 5 years of employment	20 days/year
Over 10 years of employment	25 days/year

Employees' vacation schedules must be planned well in advance and receive prior approval from the supervisor to ensure that responsibilities will be adequately covered during the employees' absence.

Axiom encourages every employee to use earned vacation leave during the calendar year in which it is earned or the end of the contract period of performance, whichever is earlier. No more than five (5) vacation leave days (40 hours) may be carried over to the next calendar year without documented prior approval from an Executive Officer.

Advance vacation leave may be provided for good cause, approved by Axiom Executive Staff. The maximum advance vacation leave that can be requested by an employee at any time is five (5) days (40 hours). Should employment at Axiom terminate before the advance vacation leave hours are earned, the final paycheck will be adjusted to reimburse the company for the time borrowed. Should employment with Axiom terminate prior to having used all earned vacation leave days, Axiom will pay the employee a sum of money equivalent to pay for the earned, unused vacation leave days (less taxes and any amount owed to Axiom).

#### **C.9.2 ILLNESS/INJURY LEAVE**

All regular, full-time employees are entitled to paid illness and injury leave, to be used solely for personal illnesses, personal injury, or personal medical appointments. Illness and injury leave is earned according to the following schedule and in direct proportion to actual hours worked:

1 <sup>st</sup> year up to 5 years of employment	5 days/year
More than 5 years of employment	10 days/year

Earned, unused illness or injury leave can be carried over from calendar year to calendar year without restriction.

To prevent abuse of illness or injury leave, Axiom reserves the right to request a written doctor's notification for illnesses or injuries that last more than two consecutive days, or frequent illnesses. Employees who have overdrawn their illness or injury leave and claim illness or injury leave on their timesheet will have the amount automatically be deducted from vacation leave. If no vacation leave is available, the leave will be considered without pay. Neither the earned, unused illness or injury leave from any given year, nor any accumulated illness or injury leave will be reimbursed upon termination from Axiom.

If an employee is out for an extensive illness or has been involved in an accident, the supervisor will contact Human Resources to find out about the employee's eligibility for short-term disability.

#### **C.9.3 HOLIDAY LEAVE**

Following is a list of the paid holidays Axiom recognizes for all regular, full-time employees. To be eligible for paid holiday leave, the employee must be in active pay status the day before and the day after the holiday. Approved leaves are considered active pay status.

New Year's Day	(January)
Martin Luther King's Birthday	(January)

Presidents' Day	(February)
Memorial Day	(May)
Independence Day	(July)
Labor Day	(September)
Columbus Day	(October)
Veterans' Day	(November)
Thanksgiving Day	(November)
Christmas Day	(December)

Axiom observes all Federal government holidays on the date designated by the federal government. Holidays falling on a Saturday are observed on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday, or in accordance with national observance. Each work location should have a list of holidays with specific dates posted at the beginning of each year. Off-site employees follow the schedule of the project to which they are assigned. Employees who are required by their project to work on a designated holiday will be paid for that day at the rate described in the client contract.

Employees who observe religious holidays other than those listed above may be granted leave without pay, or may take a day of vacation leave with approval by their supervisor. Employees must submit a written request to their supervisor at least two weeks in advance. Approval will be granted if the department is properly staffed on all days. Any additional holidays taken during the year will be considered vacation leave.

If an observed holiday occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period.

#### **C.9.4 COURT LEAVE**

An employee subpoenaed for jury duty will be excused from work and receive regular pay while appearing in court. The time may be recorded as Administrative Leave. Employees called to court must show the duty request or subpoena to their supervisor as promptly as possible. Employees called to serve but not actually sitting for a trial will be expected to return to work if excused by the court, with the understanding that they may be called away again.

Further, the employee's presence at Axiom, when excused by the court, is mandatory to ensure paid leave.

Employees needing more than three days off for court responsibilities must notify their supervisors immediately.

Axiom employees who are subpoenaed to appear in court as witnesses or for Axiom business may be granted leave with pay. Employees must submit a subpoena in advance of the court date and receive approval from their supervisor for a corporate officer to grant permission for paid leave.

Employees who must appear in court for personal reasons must take earned vacation leave or leave without pay.

#### **C.9.5 BEREAVEMENT LEAVE**

In the case of a death in the immediate family, employees may take up to three days of excused absence with pay. The time may be recorded as Administrative Leave. Additional time will be considered, if required, but must be taken as earned vacation leave or leave without pay. Employees must provide their supervisor with as much advance notice as possible. Immediate family includes parents, grandparents, spouse, children, siblings, and spouse's parents.

## **C.10 UNPAID LEAVE/EXTENDED PERSONAL LEAVE**

### **C.10.1 VOTING LEAVE**

When voting schedules preclude employees from voting outside their working hours, employees will be allowed two hours of unpaid leave to vote in any State or Federal election. Employees must request this time from their supervisor. Situations will be handled on a case-by-case basis.

### **C.10.2 FAMILY AND MEDICAL LEAVE ACT (FMLA) OF 1993**

In accordance with the Family and Medical Leave Act (FMLA) of 1993, Axiom will grant up to 12 weeks extended personal leave to those eligible employees who request leave for certain family and medical reasons, such as the birth or adoption of a child, the care of an immediate family member with a serious health condition, any qualifying exigency arising from the fact that a child, spouse, or parent of the employee is on active duty in the U.S. Armed Forces, or to care for a spouse, child, parent, or next of kind who is a Service member recovering from a serious illness or injury sustained in the line of duty. Requests for extended personal leave without pay must be submitted in writing to the employee's supervisor and Human Resources using the appropriate notification form. Requests must be approved by a company officer. According to the FMLA of 1993, employees are eligible if they have worked for Axiom at least one year and for 1,250 hours over the 12 months preceding the request for FML.

#### **C.10.2.1 PERMISSIBLE USES OF FAMILY MEDICAL LEAVE (FML)**

FML may be requested for:

- (1) the birth or adoption of an employee's child;
- (2) the placement of a foster child with the employee;
- (3) the serious health condition of an employee's child, spouse, or parent;
- (4) any qualifying exigency arising from the fact that a child, spouse, or parent of the employee is on active duty in the U.S. Armed Forces in support of a contingency operation;
- (5) to care for a spouse, child, parent, or next of kind who is a Service member recovering from a serious illness or injury sustained in the line of duty

Medical leave may be requested for an employee's own serious health condition. Employees with questions about what illnesses are covered under this policy are encouraged to consult with Human Resources.

#### **C.10.2.2 SUBSTITUTION OF PAID LEAVE FOR FML**

Employees are required to utilize accrued annual leave and sick leave consecutively with FML.

#### **C.10.2.3 AMOUNT OF LEAVE**

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of FML in rolling 12-month periods measured back from the date the employee's leave commences. Parents who are both employed by Axiom may take a maximum combined total of 12 weeks of FML in a 12-month period for the birth, adoption, or foster care of a child.

The substitution of paid leave for FML does not extend the total duration of FML to which an employee is entitled beyond 12 weeks in a 12-month period. For example, if an employee has accrued four weeks of unused paid vacation time at the time of the request for FML, that paid vacation time will be used consecutively with the first four weeks of FML, leaving up to eight additional weeks of unpaid leave.

FML taken for the birth, adoption, or foster-care placement of a child generally must be taken in blocks of at least two weeks' duration on any two occasions. FML for the birth,

adoption or foster-care placement of a child must be concluded within one year of the birth, adoption, or placement.

FML for an employee's own serious health condition or that of the employee's spouse, parent, or child may be taken intermittently or on a reduced schedule. Axiom retains the discretion to transfer the employee temporarily to another position with equivalent pay and benefits that better accommodates the employee's leave schedule and Axiom.

#### **C.10.2.4 BENEFITS WHILE ON FML**

During an extended personal leave, the following benefits do not accumulate:

- Paid leave
- Holiday leave
- Length of service benefits

Employees may contact Human Resources about FML.

#### **C.10.2.5 REINSTATEMENT AFTER EXTENDED PERSONAL LEAVE**

Employees are responsible for keeping Axiom informed of the status of their return from extended personal leave in accordance with the policy. While every effort will be made to return employees to the position from which they departed, there is no guarantee.

#### **C.10.3 MILITARY LEAVE**

Any regular, full-time employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service, upon request, will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform. Notification of intent to return must be communicated to Axiom Human Resources in a timely manner as established by applicable laws.

#### **C.11 AXIOM BUSINESS DEVELOPMENT BONUS PLAN**

It is Axiom's philosophy to acknowledge and reward the outstanding efforts of Axiom employees who participate in business development efforts that result in new contracts or significant additions to existing work. Such efforts must be within applicable regulations governing Federal contract management. Axiom employees involved in business expansion or new business development are eligible for appropriate compensation as may be separately agreed between the employee and the Axiom Executive Staff. Employees desiring to pursue these opportunities should consult with their manager and the Executive Staff and provide details of the business opportunity.

### **D. COMPANY PERSONNEL POLICIES/ETHICS AND CONDUCT**

Employees are entitled to know all personnel policies of the company and are encouraged to do so. Employees should first ask their supervisor any personnel questions before contacting Human Resources. The reputation of Axiom as a fair, reputable, and honest organization can only be maintained if all of its employees, officers, and partners adhere to high ethical standards in conducting the Company's business. The Company has adopted standards to promote honest and ethical business conduct, and to reasonably deter wrong doing and inappropriate or illegal acts.

#### **D.1 PROFESSIONALISM**

Employees are expected to conduct themselves in accordance with the highest principles of good personal, professional, and business ethics. Employees must treat fellow employees, our



customers, and the public with respect and courtesy, give accurate and honest information of records appropriate for release, avoid misuse of time, property, and resources and follow sound safety and accident prevention practices.

Although Axiom does not have an official dress code, all employees are required to adhere to a standard appropriate to a professional consulting company. The standards promote dressing in a business-like, neat appearance in order to project a professional image to those with whom an employee may come in contact during business hours.

## **D.2 BUSINESS GIFTS**

It is against Federal law and company policy to give gifts to Federal employees and customers.

## **D.3 CONFLICT OF INTEREST (COI)**

### **D.3.1 INAPPROPRIATE OUTSIDE INFLUENCES**

All employees must be free of outside influences that could cause them to abuse company benefits, misuse company resources, or perform their jobs at a less than satisfactory level. These outside influences include, but are not limited to, the acceptance of gifts, kickbacks, or personal financial advancement provided by others as a result of information about or activities affecting Axiom. All such situations will not be tolerated and could lead to termination of employment.

### **D.3.2 MITIGATION FOR POTENTIAL WORK RELATED COI**

In the course of your employment with Axiom, you may be assigned to a specific procurement-sensitive position to support our clients. If this occurs, the company may issue a specific instrument for you to be exempted from specific reporting requirements to the corporation. This exemption would include proprietary information of another company's trade secret data. You will be specifically granted complete confidentiality for your course of conduct and the company will surrender all right of inquiry into the specifics of your duties consistent with the concepts contained within 5 U.S.C. Sec. 552 and specifically (m) therein. The purpose of this is to provide mitigation for the company, by surrendering its right of inquiry, and to guarantee that no retaliatory action may be taken against any employee who does not divulge such proprietary information.

## **D.4 USE OF COMPANY OR CLIENT RESOURCES**

This policy has been established to prevent personal use or misuse of company or client time, property, equipment, and supplies. Employees are obligated to represent Axiom in the best professional manner, befitting our role as a contractor to clients.

Employees are expected to be at their worksites and performing their jobs during their assigned work hours. Repeated instances of arriving late, leaving early, taking extended breaks or lunch periods, conducting non-emergency personal business, performing unauthorized professional activities that are not job-related, or otherwise misusing the time for which the company or the client pays the employee are not tolerated. Employees are expected to be equally careful in the use of company and client property and to use it only for approved purposes.

### **D.4.1 RESPONSIBLE COMPUTER USE**

It is expected that all Axiom employees exercise responsible use of our computing resources and network infrastructure. Responsible use includes ethical and law abiding behavior, conservation of common computing resources, and individual accountability. It is expected that all Axiom employees avoid activities that undermine or damage the integrity and efficient functioning of the network and computing infrastructure. Violations of Axiom's policy for responsible computer use will result in appropriate disciplinary action.



If you witness computer abuse, malicious behavior, or unauthorized use of Axiom's computing resources, please report them to Human Resources immediately. Abuse cases are handled individually and confidentially.

#### **D.4.2 PERSONAL TELEPHONE CALLS AND MAIL**

Keeping our telephone lines as open as possible is very important. Customers call in requests, prospects make inquiries, people make contacts, and clients are serviced through the use of company and client telephones. Employees are requested to use the telephone for business calls only, except for emergencies. If personal mail is sent in care of the company or a client, it is likely to be opened with business mail. Therefore, to avoid inconvenience to both the company or client and the employee, please have personal mail sent to your home. Axiom will not be held responsible if an employee's personal mail is inadvertently opened.

#### **D.5 REPORTING**

With respect to any complaints, concerns, or suspicions regarding any conduct which may constitute a violation of this Code should be promptly reported to an Axiom Managing Partner or Human Resources. Suspicious violations will be investigated under the supervision of Axiom Partners, as they deem appropriate. Each employee of the company is expected to cooperate in the investigation of the reported violation, and disciplinary action will be taken as needed.

#### **D.6 PROBLEM RESOLUTION PROCEDURE**

Employees who believe they have a valid work-related problem or who would like advice and counsel are encouraged to discuss problems with Axiom management without fear of reprisal. It is company policy that no employee will be penalized for submitting a complaint or problem. If a difficult or problem situation arises, employees are urged to discuss it with their own supervisor first. Employees should request a meeting with Human Resources if the supervisor cannot resolve the situation. Every reasonable effort should be made to resolve the matter at the supervisory or Human Resources level. Problems submitted to Human Resources will be acknowledged within five working days. A proposed resolution will be presented to the employee as soon as possible, but no later than 45 working days from the day the problem was first presented.

If the employee believes that the problem has not been resolved at this level, the problem may be addressed at the next level of management. This should be done in writing and should include the employee's name, work address, a summary of the problem, the date(s) of occurrence, the name(s) of individual(s) involved (if any), and the names and titles of witnesses, if any. This level of management will then repeat the process above.

Should the employee continue to be dissatisfied with this second-level review, he or she may appeal the problem to the Partners, again in writing, as outlined above. The Partners decision on the problem will be final.

Problems involving issues of race, color, religion, age, sex, national origin, or marital status should be resolved following the details outlined in Section A.2 - Equal Employment/Affirmative Action Employer, and Section A.3 - Harassment and Discrimination.

#### **D.7 CHANGE OF STATUS**

Employee personnel information is maintained in permanent, confidential files. Keeping this record correct and up-to-date is important for Axiom to be able to reach employees or their families in an emergency, forward an employees' mail, properly maintain benefits, and compute payroll deductions. It is employees' responsibility to notify Human Resources immediately of any changes in personal status, such as legal name, address, phone number, marital status, number of dependents, beneficiaries, and information on next of kin.

#### **D.8 SECURITY AND FIRE CONTROL**

It is very important that all Axiom offices are fully secured at the end of the normal business day. Every employee is responsible for the security and safety of Axiom fellow employees, equipment, office space, records, and projects. Axiom corporate office is open from 8 a.m. until 5:30 p.m., Monday through Friday.

In the event of a fire, the building fire alarm should be activated at Axiom locations. If an employee suspects there is a fire, go to the nearest alarm station, sound the alarm, *and* immediately call the nearest local Fire Department or 911. All employees should vacate the building immediately, proceed to their pre-designated assembly area and report to their supervisor. Never use the elevator in the event of a fire.

#### **D.9 SAFETY AND ACCIDENT PREVENTION**

Axiom is committed to providing a safe working environment. Employees can help the company by following every safety precaution outlined by their supervisor, learning to use equipment in a safe manner, and avoiding unnecessary risks in the workplace. Employees must report all hazardous conditions and unsafe practices to their supervisor immediately. Behavior that can lead to serious injuries will not be tolerated. Common sense is the most important safety rule and should be exercised at all times. First Aid Kits should be available at each Axiom job site.

#### **D.10 WORK-RELATED ILLNESS OR INJURY**

All injuries, accidents, or illnesses incurred while working, no matter how slight they may appear, must be reported to a supervisor and to Human Resources immediately. Emergency assistance can be obtained by dialing 911. Payment of insurance claims may depend on how rapidly an injury, accident, or illness was reported.

#### **D.11 SMOKING POLICY AND E-CIGARETTE POLICY**

In consideration of the employees in various work locations, Axiom offices are smoke and e-cigarette free. Those who do smoke or utilize e-cigarettes are requested to do so outdoors or in designated areas. Employees at client sites will follow the smoking and e-cigarette regulations where they work.

#### **D.12 PARKING**

Parking for Axiom employees varies from site to site. At project sites, Axiom does not own the property or the right to any parking spaces, unless so assigned by the property owner. Visitor and handicapped spaces are not to be used by any Axiom employee regularly working at a site, unless authorized. Employees should contact their supervisor for parking information.

### **E. TRAVEL ON AXIOM BUSINESS**

Axiom will reimburse employees for reasonable and customary expenses incurred while traveling on Axiom business as defined in the Joint Travel Regulation (JTR) at [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem). To ensure reimbursement, employees must keep detailed records, submit Expense Reports, and keep all receipts. Expense and reimbursement rules and guidelines change frequently. Employees should consult the JTR website before traveling to review the most recent travel guidelines.

#### **E.1 AUTHORIZED TRAVEL EXPENSES**

Employees traveling for a project should be aware of the contractual agreements regarding travel for the project and keep that information in mind when making arrangements.

Employees are expected to choose the most cost-efficient means of travel for all trips and request government rates at all times, consistent with the JTR.

As a Federal government contractor, Axiom observes the current lodging and per diem rates specified in the Federal Travel Regulations (FPMR 101-7). Employees are advised to

obtain the budget amount(s) for their destinations and plan their trips accordingly, and to submit a purchase order with the client's and supervisor's signatures. Amounts claimed in excess of the budgetary limits are subject to disallowance.

#### **E.2 TRAVEL ADVANCE**

Employees traveling on Axiom business should allow adequate advance time to process necessary paperwork. Pre-travel paperwork takes at least three working days to process. Employees should make travel plans as far in advance as is practical to obtain the best possible travel rates.

Employees may request a travel advance to cover anticipated travel costs. Any unused advanced funds must be returned to Axiom within three working days of employees' return. Forms and procedures for requesting travel advances are available from supervisors and the corporate office.

#### **E.3 TIMESHEETS WHILE TRAVELING**

Employees should enter their time every day. If an employee is unable to enter their hours while on client travel, the employee can complete an adjustment when they return. If an employee is unable to enter their hours on the last day of the pay period (15<sup>th</sup> and last day of the month), then the employee must contact their manager. The manager will contact the Accounting department to enter the time for the employee.

#### **E.4 EXPENSE REPORTS**

An Expense Report should be submitted at the close of each business trip in which company expenses have been incurred or there is an outstanding balance after receiving a travel advance. If accumulated expenses total less than \$25, the employee need only submit one Expense Report for the month in which the amount of expense was incurred. Expense Reports submitted later than three months after the month in which the expenses were incurred will not be paid. No expenses will be reimbursed prior to the receipt of an Expense Report. Expense reimbursement is limited to the person claiming the costs. No other individual should claim expenses through someone else's Expense Report. Travel expense reimbursements will be processed separate from the regular paycheck and may be issued the following pay period.

### **F. LEAVING AXIOM**

Employees planning to leave Axiom are requested to write a letter of resignation to their supervisor. All senior-level management personnel are requested to give one month's notice, if at all possible. All other personnel are requested to give two weeks' notice.

#### **F.1 SEPARATION AND RECALL**

Should there be a need for the company to conduct any separation or recall proceedings, employees will be selected on the basis of contract needs, available vacancies, and general business situations. Axiom will attempt to provide appropriate notice to employees. When notice of separation is provided, the employee will be given the reason for separation, the last day to be worked, and information on company benefits and their expiration dates.

#### **F.2 INVOLUNTARY SEPARATION**

Just as an employee may voluntarily leave Axiom with proper notice, so may Axiom terminate employees at any time and for any reason that does not breach existing State and Federal laws. Any oral or written statements from any source within Axiom contrary to the above are expressly disavowed and should not be relied on by any potential or current employee.

#### **F.3 PROCEDURES FOR LEAVING AXIOM**

Listed below are the procedures for leaving Axiom:

- The employee will be requested to participate in a confidential exit interview with Human Resources.
- The employee must return all corporate credit cards, keys, and Axiom or government property to Human Resources during the exit interview.
- The employee must complete a timesheet for hours worked up to the time of departure.
- The employee must complete an accounting of all funds advanced or owed, if any.
- The employee will be informed of final dates of insurance coverage, options for insurance continuation, and any earned leaves for which he or she may be eligible.
- The employee will be requested to submit a final forwarding address, if that is different from the current mailing address.
- The employee will be requested to indicate what information, if any, may be disclosed by Axiom to prospective or actual employers in the future (see Section F.3.1 Future Reference).

### ***F.3.1 Future Reference***

Unless both a written request from a prospective or future employer and a written release from the employee are received, Axiom will only provide the following reference information:

- The employee's dates of employment
- The employee's job title

Only Human Resources is allowed to release this or any other reference information. Please direct all inquiries accordingly.