

Bowsher Information Systems, Inc Employee Handbook

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Section 1: Introduction

Purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of Bowsher Information Systems, Inc (the "Company").

Bowsher Information Systems, Inc reserves the right to change this handbook's content at any time and at our sole discretion. Any changes within this handbook will be made on the company's website.

Section 2: Terms and Definitions

Bowsher Information Systems, Inc typically employs less than 20 employees, regular and part time employees on an "at will" basis. This section defines the terms of "at will" employment. The job of an "at will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or for a lawful reason, by the Company. The company also reserves the right to alter an "at will" employee's benefits, pay rate and assignments as it sees fit.

Independent Contractors and Consultants

Independent contractors and Consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. They are not eligible for Company benefits.

Section 3: Payroll

Employees are paid twice a month generally on the 15th and the last day of the month. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

Wages vary for employee to employee and are based on level of skill and experience.

Federal and state law requires that we deduct social security, Income tax (Federal and State), Medicare, State Disability Insurance, and other deductions required by law or requested by the employee.

A Wage and Tax statement (W2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

Section 4: Rights & Policies

The following sections summarize your legal rights as an employee of Bowsher Information Systems, Inc.

Equal Opportunity Employment Policy

The Company provides equal employment opportunities to all Applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical conditions or characteristics, marital status, and any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion, compensation, schedules and job assignments, discipline, training, working conditions and all

other aspects of employment with the Company. As an employee, you are expected to honor this policy and to keep harassment and discrimination out of the workplace.

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA).

Private Information

Employee information is considered to be private and only accessed on a need to know basis. Your healthcare information is completely confidential unless you choose to share it.

Section 5: Employment Benefits

Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances prescribed by law, and who meet the State eligibility requirements for time worked or wages earned, may receive unemployment benefits.

Workers Compensation

Workers Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Bowsher Information Systems, Inc provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses and assistance for injured employees in returning to suitable employment.

Social Security Benefits (FICA)

Both employees and the company contribute funds to the federal Social Security Program as prescribed by law, providing retirees with benefit payment and medical coverage where applicable.

Additional Benefits

The company offers Group Health insurance and 401 (k) Plan to its employees. If you would like to obtain more information about them, please contact Human Resources.

Section 6: Rules of Conduct

Reporting for work

Employees are expected to begin and end each shift at the time and on the day appointed. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination.

Rules and Policies

Confidentiality

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

Disciplinary Action

The Company takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

Excessive lateness and or absence, Improper or indecent conduct, poor communication, uncooperative attitude, abuse, perfunctory or unauthorized use or unauthorized possession of Company property, Unauthorized use or disclosure of Company information, Possession and/or

use of illegal drugs, weapons or explosives, illegal harassment and or discrimination of any kind, or Violations of Company policy.

Section 7: Company referral program

An employee referral program is our program to ask existing employees to recommend candidates for open positions. If an employee refers a candidate for employment listed on our website (<https://bis-corp.com/employment.html>) and that candidate is hired, BIS will pay a referral bonus of \$500.

At Will Employment Agreement and Acknowledgement of Receipt of Handbook

Employee: _____

I acknowledge that I have received a copy of the Bowsher Information Systems Inc Employee Handbook, which contains vital information on the Company's policies, procedures and benefits. I understand that this Handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "atWill" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company.

I understand that the Company may change its policies, procedures and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Signature: _____

Date: _____

Company Signature: _____

Date: _____

Kevin Bowsher