



CHAINBRIDGE  
S O L U T I O N S

# Employee Handbook

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# Welcome to the Chainbridge Solutions Employee Handbook!

## 1 Introduction

- ❖ Whether you are a current employee or prospective candidate, we have built this handbook to answer all your questions about how we do things at Chainbridge Solutions.
- ❖ We are sharing our handbook so that anyone, anytime, anywhere can see how the company runs day to day. It also means when new staff join, there won't be any surprises about benefits or expectations. This is part of our effort to be transparent with our employees.
- ❖ Getting Started
  - a. Start with what you'll want to know on your [first day](#)
  - b. Learn about our core values - our team created these together, and they're designed to be practical enough to use in making decisions every day
  - c. Read how we [communicate and hold meetings](#)
  - d. See how we [work remotely](#) and how we [work at our HQ](#)
  - e. [Benefits](#) - Learn about health insurance, dental, paid time off, parental leave, holidays, retirement, equipment, gym, education and professional development
  - f. Address - Chainbridge Solutions Inc., 12700 Fair Lakes Circle, Suite 230, Fairfax, VA 22033
  - g. You can find press releases and other assets on [our public website](#).

## 2 Chainbridge Solutions Employment Basics

- ❖ Mission
  - To solve our customer's complex problems through innovative automation which results in systems and people you can trust.
- ❖ Core Values
  - Unparalleled Integrity
  - Commitment to Each Other's Success
  - Respect for Others
  - Innovative Thinking
  - Continuous Improvement
- ❖ Culture
  - Chainbridge Solutions was created to be a great place to work and a huge part of that is enabling and facilitating a culture of respect and innovation, while making sure every employee is treated incredibly well.
  - Our culture can be characterized by the following attributes:
    - Nimble

- Agile
- Responsive
- Committed to Active Listening
- Transparent
- Working Hard and Playing Hard
- We've applied the same principles we have of building great solutions together to building a great culture together. See something you think could be better or isn't quite clear? Talk to Aarti, Stephen, or Scott. If you have found the answer to a tough problem that others might experience, bring it up in our monthly Lessons Learned meeting.
- ❖ Inclusion at Chainbridge Solutions
  - One of our values is to make Chainbridge Solutions a welcoming workplace. We believe that embodies our goal to value and respect every person at the company, without regard to location, context or background. We encourage an inclusive, diverse workplace culture and work to show our gratitude to our colleagues and community.
  - Workplace Inclusion Tips
    - Avoid the term "culture fit" during recruiting and hiring, think about how candidates are "value fits" and add to our company culture.
    - When speaking about someone's partner, use neutral terms like spouse, partner or significant other (or follow someone's lead if they refer to their SO as boyfriend, wife, etc.)
    - Gently correct someone if they use the wrong pronouns for someone you know, then move on.
    - If you notice someone hasn't spoken up during a meeting, ask them what they think.
    - If a big group of team members are going out for their usual lunch, invite someone new to join you.
- ❖ Pay Day
  - Chainbridge Solutions runs payroll twice, once on the 15<sup>th</sup> and again at the end of each month.
  - Bonus payments, expenses, or any kind of adjustments are done at the time or regular payroll. In certain circumstances your manager may approve an out-of-cycle payment.
  - For any questions regarding payroll, reach out to Michael Smith, VP of Operations. His email is in our Outlook address book.
- ❖ We are an "At-Will" Employer
  - Chainbridge Solutions follows the traditional, common-law theory of "employment-at-will". That theory is: an employee can quit any job at any time without giving their employer a reason for their decision or any advance notice that they are leaving; similarly, an employer can end the relationship without notice or reason.
  - This Employee Handbook contains the policies, rules, practices, benefits, and guidelines of Chainbridge Solutions. We reserve the right to alter, amend, delete,

add, or otherwise change any policy, rule, practice, benefit, or other element of this Handbook with or without notice.

- Nothing in this Handbook shall be construed to create a contract of employment, or to promise or imply any employment contract, between Chainbridge Solutions and any employee, and it shall not create or imply any promise of employment for any definite period of time.
- Only the CEO or President of Chainbridge Solutions has the authority to make any promise of employment for any definite period of time.
- Chainbridge Solutions reserves the right to terminate the employment of any employee for any cause, or for no cause at all. Chainbridge Solutions acknowledges that all employees shall have the right to terminate their employment with us without giving us notice or cause.

### 3 First Day

We know starting a new job can be stressful, but our hope is to help you feel at ease from the moment you arrive at Chainbridge Solutions! So, read on to find out a little more about what to expect your first day and first week here.

- ❖ This really is the employee handbook. Yep—it's public so anyone, anytime, anywhere can see how the company runs day to day. When you sign on Day 1, there won't be any surprises about benefits or expectations- it's part of our effort to be transparent with our employees. That being said, we don't expect you to have memorized every policy before you arrive (or ever!). You'll want to go ahead and bookmark this page since you'll refer back to it throughout your time working with us.
- ❖ When you arrive to our Fairfax office, you will notice that our office is modern and open. We have an open office workspace with lots of collaboration happening in real time. We have a fully stocked refrigerator of drinks and sodas, nearly every kind of coffee selection available, Tea, Iced Tea, Green Tea, and lots and lots of snacks. We keep snacks in the office to give a boost of energy for any late evenings, skipped lunches, or afternoon cravings. Aarti tries to sneak fruit into the office every now and then, but there is always a candy jar around to satisfy those of us with a sweet tooth.
  - a. Employees who work for us outside of the DC Metro Area will receive a welcome card in via Gusto (our HR System). It will be signed by all of your new colleagues and include messages welcoming you to the Chainbridge family.
- ❖ Soon after you arrive to HQ, make sure you have a key fob for getting in and out of the office. However, if you forget it on occasion, don't worry. The doorbell at our entrance is always responded to quickly and someone will let you in.
- ❖ There will be a lot of meetings in your first week. We know, it completely goes against what we said on our careers page. But it's only for the first week or so and it's because

we want to introduce you to everyone you'll be working with and get you up to speed quickly. We think these "face to face" meetings, either in person or over a videoconference, will give you plenty of time to ask questions too. If at any point during this week you're feeling like to you need some time to digest and take a break- let us know! All meetings can be rescheduled.

- ❖ One meeting that you will not want to miss is the one with our CEO, Aarti Smith. This is your chance to hear directly from the founder about the origins of Chainbridge Solutions. How did it get its name? What is the company's passion and what problems are we trying to solve for our customers? What is the company's vision for the future? And much more. This is usually a one-on-one session and allows you an excellent opportunity to ask any questions, share information about yourself, and get to know our CEO.
- ❖ HQ and Microsoft Teams are our main "offices" (kind of). While our physical office is in Fairfax, we're a distributed team and we think it's particularly important that every new hire understands that we consider Microsoft Teams our office as well. That's simply because it's where all important company communication happens- not around the water cooler, coffee pot, or tea kettle.
- ❖ Your First Lunch will be hosted by your new Manager (provided your work site is HQ) and include team members that will be working closely with you. This is a time to get to know you and for you to experience one of the many restaurants within walking distance from our office.
- ❖ We're so excited you're here! Last but certainly not least, we offered you a position at Chainbridge Solutions because we believe you have not only the skills, but the passion and innovation to contribute to the team and the Chainbridge Solutions community. There are no imposters here, only capable people working to make Chainbridge Solutions the friendliest place to discover and create. Welcome!

## 4 Working at HQ

- ❖ In-office
  - We now default to all folks in the DC Metro area being in the office each day. This helps us move faster and get new team members up to speed quickly, because we know everyone will be here to collaborate.
  - HQ people will also do the same kind of emoji greetings in Microsoft Teams that remote people have been doing on various teams, for the same reasons: to let our coworkers know we're here! They also use this method to share breaks, a quick run to grab lunch, or anything else that might delay a response. It is good practice and keeps everyone aware of where you are.
  - The main exception to the in-office policy is (of course) if you're sick, take a day of Personal Time Off (PTO). If you need a day to handle personal matters, take a

day of PTO. By default, everybody should be here every day, and if you can't make it (you need to wait for the cable guy, landlord needs to get into your apartment, HVAC guy is coming, etc.) we ask that you let everyone know in the Teams Chainbridge O365 Group/General Channel the day before.

- In the Chainbridge Solutions Team Site (our default SharePoint site), we share everyone's planned time off and offer a way for you to request time off. You simply scroll down to the Employee Out of Office calendar, "Add" an appointment, complete the Employee Leave Request Form, and submit for your supervisor approval. Your supervisor will approve or reject the request and once approved, it will appear as a Blue "approved" entry on the Employee Out of Office calendar. All employees can see this calendar and know immediately who is planning to be out of the office and for how long.

#### ❖ Lunch

- Lunch break times: Lunch is typically no longer than one hour.
- Window for lunch: Most coworkers will have lunch between 11:15 am – 1:30 pm, depending upon their preferred lunch time.
- Locations for lunch: There are many great eateries around Chainbridge HQ. Within a .5 mile radius, you'll find the following restaurants:
  - Whole Foods
  - Chick-Fil-A
  - Taco Bell
  - Jason's Deli
  - Noodles & Company
  - Applebees
  - Jersey Mike's
  - Pei Wei
  - Blue Iguana
  - McDonalds
  - Paisanos
  - Dunkin' Donuts
  - Starbucks
- Many coworkers walk to restaurants, pick up their orders, and bring them back to eat in the office. The free drinks in our refrigerator are a perfect compliment to anything we bring back.
- The main conference room becomes our "go to" lunch room since everyone enjoys eating together and around the same time.
- For those that are too busy or just want to multi-task, you can always eat at your desk.
- Many of your coworkers bring in their lunch and reheat it in our microwave or toaster oven.

## 5 Working Remotely

- ❖ We welcome employees who are outside of the DC Metro area. They work hard, strive to communicate the most with their coworkers, and do amazing work.
- ❖ Like local staff, remote employees leverage Teams for chat, screen sharing, and video conferencing. We emphasize deep engagement with Teams so that all employees, no matter where you are, have a sense of community and cohesion even we all aren't co-located.

- ❖ The Chainbridge family wants remote employees to participate in team activities as much as possible. To make that happen we reimburse you for snacks and drinks when we have a special meeting or happy hour at Chainbridge.
- ❖ Occasionally remote employees will be asked to travel to HQ for a team-building exercise or a major project. These trips are not common, but they do occur. We will invite you to come to HQ at least once a year for annual corporate events.

## 6 Working at the Customer Site

- ❖ Some of our team members work side-by-side with customers, literally and figuratively. These employees provide consulting services as embedded resources, relying on the customer's facilities, equipment, and technology to get the job done. These employees do not typically use Chainbridge technology or tools, with the exception of an Office 365 Business Essentials subscription, which provides an @chainbridgesolutions.com email address and web versions of Microsoft Office.
- ❖ Even though they work at a customer site, we make sure to include customer site employees in the DC Metro Area in our communications and corporate events.

## 7 Inclement Weather Policy

- ❖ Chainbridge Solutions and our clients may be required on occasion to close our offices during normal working hours due to inclement weather or unforeseen emergencies. In the case of bad weather, employees should call their current worksite Manager to find out if the office is open or closed for that day. If a client site office is closed, employees should call the Chainbridge Solutions office to find out if the Chainbridge Solutions offices will be open for that day. If both offices are officially closed, employees will be paid for their regularly scheduled hours. If either or both offices are open, and the employee makes the decision not to report to work, he/she must use PTO or unpaid leave. All employees must notify their Manager of their decision not to report to work.

## 8 Communication and Meetings

- ❖ As mentioned already, day-to-day communication is facilitated by Teams. We also use Outlook email, especially for communicating with employees who work at the customer site or people outside of Chainbridge Solutions. While we do not impose any "rules" on which communication method to use, in general the rule of thumb is:
  - When you are communicating in a casual or conversational manner, much like you would if you ran into someone in the hallway or chatted with a colleague in the cube next to you, use Teams.
  - When you are communicating more complex topics or initiating conversations that should be preserved for future reference, use Email.
- ❖ These norms can evolve over time as communication tools add features or grow more/less common. If you aren't sure how to best communicate (virtually), ask your manager.

- ❖ Meetings at Chainbridge, like many organizations, fall into two broad categories: internal meetings and external meetings. Examples of internal meetings include scrums, retrospectives, and quarterly check-ins, while external meetings can include demos to prospective customers or a status meeting with a client. Broadly speaking, we tend to have the following meetings here at Chainbridge:
  - Internal
    - Scrums – a daily stand up to report on what you did yesterday, what you plan to do today, and what blockers you have
    - Estimation – a meeting with a scrum team to estimate the complexity and time required to complete a user story
    - Sprint demos – internal demonstration of sprint outcomes
    - Retrospectives – a self-assessment of performance in a sprint
    - Monthly Lessons-Learned – our company-wide status meeting where we cover topics that are relevant to all employees. We also solicit lessons learned from all the team members and projects.
    - Quarterly Check-ins – a discussion between an employee and their manager about what has been going well or where they need help.
    - Monthly In-Progress Review (IPR) – A presentation a project manager gives to senior leadership.
  - External
    - Weekly project status meeting – weekly meeting with a client that covers accomplishments, schedule, issues, and risks
    - Sprint demos – a demonstration with the customer to review what has been developed during a sprint
    - Monthly Status Meeting – similar to the weekly project status meeting, but typically for a higher-level or broader audience
- ❖ When you leave the office and do not intend to have access to your e-mail and/or voicemail, please engage your “Out of Office Reply.” This is a courteous way of apprising everyone that your emails and/or voicemails are not being read or heard during that period.

## 9 Technology Resources

- ❖ All Chainbridge Employees who do not work at a customer site get a new laptop computer. When needed or desired, we will provide employees with keyboard, mouse, docking station, and multiple monitors.
- ❖ The standard developer laptop will have a 256GB SSD, 16 GB of RAM, and an i5 processor.
- ❖ The standard non-developer laptop will be the same as the developer laptop, but with 8 GB of RAM.
- ❖ Our technology standards are constantly being revisited, and we will always consider non-standard requests if they meet a business or accommodation need.
- ❖ Our company shared data is stored on SharePoint in the Chainbridge Solutions Team Site. Shared data includes:

- BD (Business Development) – proposals (restricted access)
- Configuration – code repository
- Corp (Corporate) – HR, templates, benefits information
- Projects – documentation related to specific projects in the company
- Quality Program – documentation and artifacts related to CMMI and ISO programs

## 10 Recruiting

- ❖ Chainbridge Solutions offers a \$1000 referral bonus to anyone who refers a new employee.
- ❖ The bonus is paid out once the referred resource has been with Chainbridge 6 months.
- ❖ For some positions that are more difficult to recruit for, the referral bonus may be increased. In the past, it has been increased to as much as \$5000.

## 11 Sexual Harassment Policy

- ❖ No one has the right to sexually harass our employees. Any person in our company who is found guilty of serious harassment will be terminated, whether they are VPs or assistants. Also, if representatives of our contractors or vendors sexually harass our employees, we will demand that the company they work for takes disciplinary action and/or refuse to work with this person in the future.
- ❖ Sexual harassment is never too minor to be dealt with. Any kind of harassment can wear down employees and create a hostile workplace. We will hear every claim and punish offenders appropriately.
- ❖ Sexual harassment is about how we make others feel. Many do not consider behaviors like flirting or sexual comments to be sexual harassment, thinking they are too innocent to be labeled that way. But, if something you do makes your colleagues uncomfortable, or makes them feel unsafe, you must stop.
- ❖ We assume every sexual harassment claim is legitimate unless proven otherwise. We listen to victims of sexual harassment and always conduct our investigations properly. Occasional false reports do not undermine this principle.
- ❖ We will not allow further victimization of harassed employees. We will fully support employees who were sexually harassed and will not take any adverse action against them. For example, we will not move them to positions with worse pay or benefits or allow others to retaliate against them.
- ❖ Those who support or overlook sexual harassment are as much at fault as offenders. Managers and HR especially are obliged to prevent sexual harassment and act when they have suspicions or receive reports. Letting this behavior go on or encouraging it will bring about disciplinary action. Anyone who witnesses an incident of sexual harassment or has other kinds of proof should report to HR.
- ❖ If you are being sexually harassed (or suspect another person is being harassed), please report it to Stephen, Scott, or Aarti. In serious cases like sexual assault, please call the police and inform HR that you plan to press charges.

- ❖ Sometimes, people who harass others do not realize that their behavior is wrong. We understand this is possible, but that doesn't make the perpetrator any less responsible for their actions.
- ❖ If you suspect that someone doesn't realize their behavior is sexual harassment under the definition of this policy, let them know and ask them to stop. Do so preferably via email so you can have records. Please do not use this approach when:
  - Your manager, an upper manager, investor or customer is the perpetrator.
  - Sexual harassment goes beyond the boundaries of off-hand comments, flirting or jokes.
  - In the above cases, report to Stephen, Scott, or Aarti as soon as possible.

## 12 Equal Employment Opportunity and Affirmative Action

Our company is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to do business. We follow state and Federal laws prohibiting discrimination in hiring and employment. We do not discriminate against employees or applicants in violation of those laws.

- ❖ All employment decisions at our company, including hiring, promotion, transfers, benefits, compensation, placement, and termination will be made without regard to age, ancestry or national origin, physical or mental disability, gender, gender identity, marital status, pregnancy, childbirth and related medical conditions, race or color, religion or creed, veteran's status, sexual orientation and/or genetic testing.
- ❖ Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with your Manager and Director/VP or Human Resources as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination, we cannot solve the problem until you let us know about it. Chainbridge Solutions will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.
- ❖ Managers are required to immediately report any discriminatory conduct or incidents, as described in our Complaint Policy (see Section 12 of this Handbook).
- ❖ Chainbridge Solutions will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.
- ❖ Chainbridge Solutions maintains a policy of nondiscrimination for all employees in every aspect of company operations. We pledge to conduct all employment activities within the letter and spirit of Federal, state, and local laws and statutes that provide equal employment opportunity without regard to race, color, gender, sexual orientation, gender identity, genetic information, pregnancy, childbirth or related medical conditions, marital status, age, protected veteran status, religion, national origin, status as a qualified individual with a disability, or any other protected classifications, activities, or conditions as required by each jurisdiction in which Chainbridge Solutions operates.

- ❖ Chainbridge Solutions will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.
- ❖ However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Chainbridge Solutions, or (c) consistent with Chainbridge Solutions' legal duty to furnish information.
- ❖ Chainbridge Solutions maintains a policy of equal treatment in personnel matters, including recruitment, selection, training, placement, promotion, pay and benefits, transfers, terminations, and working conditions. We recruit, hire, train, and promote based solely on the qualifications of the individuals concerned in relation to the experience and the abilities required for a position under consideration. When opportunities are available, Chainbridge Solutions strives to employ and promote those persons who demonstrate the greatest potential for individual growth with Chainbridge Solutions.
- ❖ As a Federal Government contractor, Chainbridge Solutions maintains an Affirmative Action Program in accordance with applicable Federal regulations. Our program includes preparation of affirmative action plans for minorities and women and for protected veterans and individuals with disabilities. The plan for protected veterans and individuals with disabilities is available for inspection by any employee upon request during normal business hours by contacting the HR Manager, who serves as our Equal Employment Opportunity (EEO) Representative.
- ❖ Chainbridge Solutions is dedicated to taking affirmative action to employ and advance in employment qualified minorities, females, protected veterans, and individuals with disabilities. Chainbridge Solutions resolves to take voluntary, positive action that will contribute to furtherance of the spirit and intent of Federal, state, and local legislation, Government regulations, and executive orders.
- ❖ Employees and applicants for employment are invited to identify themselves based upon race/ethnicity, gender, protected veteran status, or status as an individual with a disability so they may benefit from Chainbridge Solutions' Affirmative Action Program. Employees who wish to revise their self-identification status should contact an HR Representative for assistance. Applicant flow records contain employment applications from minorities, females, protected veterans, and individuals with disabilities to assure that persons from protected categories are applying, there is proper representation of available applicants from protected classes, and that these individuals are being given equal consideration for employment.
- ❖ Please direct any questions you may have to an HR Representative.

## 13 Disabled Employees and/or Applicants

Chainbridge Solutions prohibits discrimination against applicants and/or employees with disabilities as defined in the Americans with Disabilities Act, the Virginians with Disabilities Act, and the Virginia Human Rights Act. Chainbridge Solutions is committed to providing reasonable accommodations to qualified individuals with disabilities (individuals who are qualified to perform the essential functions of the particular position). Upon hire, all employees complete a Voluntary Self-Identification of Disability Form. At any time, an employee can complete another Self-Identification Form if he/she so wishes. This form can be found on the Chainbridge Solutions intranet in the HR Tab in the EEO Folder. This is a confidential form and should be turned in directly to a member of Chainbridge Solutions' HR Team.

- ❖ Any individual in need of an accommodation should contact his or her Manager and HR with the request. A Request for Reasonable Accommodation Form can be found on the Chainbridge Solutions intranet under the HR Tab. Requests for reasonable accommodations will be reviewed and considered with the employee or applicant requesting such accommodations to determine what, if any, reasonable accommodation is available.
- ❖ Although an employee or applicant's specific request will be considered, Chainbridge Solutions reserves the right to ultimately determine the accommodation.

## 14 Religious Accommodation

Discrimination against individuals because of their religion in hiring, termination, and other terms and condition of employment is unlawful and is not tolerated by Chainbridge Solutions. Chainbridge Solutions reasonably accommodates employees' sincerely held religious beliefs, observances, and practices when requested unless accommodation would impose an undue hardship. An undue hardship occurs when accommodation of an applicant's or employee's religious practices diminishes efficiency in their job, infringes on other employees' job rights or benefits, impairs workplace safety, causes co-workers to carry the accommodated employee's share of work, or conflicts with another law or regulation.

- ❖ Religion includes all aspects of religious observances and practice as well as belief. Religion includes not only traditional, organized religious such as Christianity, Judaism, Islam, Hinduism, and Buddhism, but also religious beliefs that are new, uncommon, not part of a formal church or sect.
- ❖ Religious observances or practices include, for example, attending worship services, praying, wearing religious garb or symbols, displaying religious objects, adhering to certain dietary rules, proselytizing or other forms of religious expression, or refraining from certain activities.
- ❖ Chainbridge Solutions recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in Chainbridge Solutions' regular holiday schedule. Time off must be requested at least two weeks in advance of the holiday and approved by your supervisor. You may use accumulated paid time off (PTO) or take unpaid leave.

## 15 Employee Performance and Feedback

- ❖ Part of having a culture of transparency and continuous feedback means having honest conversations with management about how things are going. Chainbridge Solutions prefers having intermittent and informal discussions about progress, instead of a single annual review. This promotes more frequent communication and limits surprises for both employees and managers.
- ❖ We make sure to have one of these discussions around the time of your work anniversary. That discussion will also include a potential merit increase.

## 16 Expenses

- ❖ Miscellaneous expenses should be approved in advance by your manager.
- ❖ When you incur expenses, use the Expense Reimbursement Template found in Corp\Templates and submit to your manager for approval.

## 17 Travel

- ❖ Most of our projects do not require travel to exotic places, sadly. However, travel is always possible in order to reach our customers outside of the area.
- ❖ Travel costs that aren't attributable to your normal commute are reimbursable. You must complete the Expense Reimbursement Template, available on our SharePoint site.
- ❖ Complete the template and submit it to your manager for review and approval.
- ❖ Your manager will send the approved timesheet to our Accounting team for processing. It will appear on the next payroll run.

## 18 Learning and Development

- ❖ We offer our employees access to the training offered by our technology partners or any other subject that may be related to their position or career goals.
- ❖ We like to send employees to strategic training events that focus on a particular need or gap within the company. For example, we have sent developers to a one-week class for entellitrak development and certification, Service Now development and certification, and CMMI Training. We will continue to offer training to any project and team member that requires a special expertise to be successful on a project.
- ❖ If you want training on something, the first step is to identify the course, location, and cost. Second, send that information to your manager and seek approval. Third, your manager will address the need to our Vice President of Solution Delivery and if approved, your training course will be funded and scheduled.
- ❖ Note that training courses require a signed commitment letter confirming that you will reimburse the company for the cost of the training if you voluntarily leave within one year after completion of the course.

## 19 Benefits and Perks

- ❖ Chainbridge Solutions offers outstanding benefits that address the needs and well-being of our employees. Benefits at Chainbridge include:
  - Health Insurance
  - Short term disability
  - Long term disability
  - Paid Parental Leave
  - Life Insurance
  - Flexible Spending Allowance
  - 401(k) Retirement Savings Plan, vesting immediately
  - Paid Time Off and Holidays
  - Gym Access
  
- ❖ Full-time employees are eligible for the following nine (9) paid core holidays which will remain the same every year:
  - New Year's Day – January 1st
  - Martin Luther King Jr. Day – third Monday in January
  - Memorial Day – last Monday in May
  - Independence Day - July 4th
  - Labor Day – first Monday in September
  - Columbus Day – second Monday in October
  - Veteran's Day – November 11
  - Thanksgiving Day – fourth Thursday in November
  - Christmas Day – December

There may be occasions in which the Federal Government will close due to unusual circumstances (such as a Presidential Inauguration). Should this occur, Chainbridge Solutions at its discretion may grant a paid holiday. This will be addressed on a case-by-case basis.

**NOTE:** If the holiday is on Saturday, Chainbridge Solutions will normally observe the holiday on the Friday before. If the holiday is on Sunday, Chainbridge Solutions will normally observe the holiday on the following Monday.

### Continuation of Benefits - COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Chainbridge Solutions' health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary retain health coverage at the full cost of the premium plus a 2% administration fee. Further, the employee or beneficiary may retain health coverage at Chainbridge Solutions' group rates for up to 36 months, under certain conditions. Chainbridge Solutions and/or our insurance carrier provides each eligible employee with a

written notice describing rights granted under COBRA when the employee becomes eligible for such coverage under Chainbridge Solutions' health insurance plan. The notice contains important information about the employee's rights and obligations.

## 20 Fun

- ❖ Every win, big or small, results in a happy hour at our local watering hole, Carpool. We celebrate anything and everything we can because.....well....why not?
- ❖ Some Friday afternoons turn into impromptu happy hours in the office. Fridays are always a good reason to take a short break and chat with your coworkers about weekend plans.
- ❖ Swag
  - There are some goodies that are presented to employees at each End of The Year Holiday Party. In past years we have given our employees vests, polo shirts, Yeti water bottles, dry-wet bags, and mugs. We will continue this tradition for as long as possible and are always thinking of new and exciting ideas for next year. We welcome suggestions each year.
- ❖ Company Sponsored Events
  - End of the Year Holiday Party
  - Spring Picnic
  - Fall Festival
  - Happy Hours
  - Catered lunches once a month

## 21 Other Policies

### e-Verify: Proof of Work Eligibility

Within three business days of your first day of work, you must complete Federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. As a Federal contractor, Chainbridge Solutions uses Gusto to complete and submit employment verification of all of its employees.

At your new hire on-boarding, you should have been directed to Gusto, where you would be directed to complete a blank I-9 Form and instructions on completing it. If you did not, contact someone on the Management team immediately.

If you believe that Chainbridge Solutions has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800- 237-2515).

### Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state

determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

### Documenting Time

Chainbridge Solutions utilizes a web-based time keeping system for employees to easily document their hours per assigned tasks. It is required that each employee access their password protected timesheet and document their time by assigned task codes on a daily basis. As a government contractor, Chainbridge Solutions must comply with DCAA timekeeping rules. You may only use the codes that have been assigned for your primary job duties. Any other time codes must be approved in advance by your Manager. It is the employee's responsibility to complete and sign their timesheet at the end of every semi-monthly timesheet period. The appropriate assignment codes for each individual employee's tasks will be provided by his or her Manager. If you have questions on what code to use, please see your Manager. Timesheets are to be completed and formatted as follows:

- ❖ Exact hours need to be entered every day, in thirty (30) minute increments
- ❖ Assignment Codes should reflect work done—if appropriate codes do not exist, please check with your Manager for assistance.

Timesheets must be completed daily and accurately to reflect actual hours worked each day. Any deviation from this policy will result in a warning from Chainbridge Solutions to the employee.

More than one warning may lead to immediate dismissal of the employee from employment with Chainbridge Solutions.

### Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that we are legally required to take. Such deductions include Federal income tax, Social Security tax (FICA), and any applicable state taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include health benefits, dental benefits, and/or 401k authorizations. If you have any questions about your authorized deductions or wish to change your Federal or State tax withholding form, contact the Gusto support line or email the Gusto support team.

### Wage Garnishments

A wage garnishment is an order from a court or a Government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified immediately of the garnishment. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

## Compensation

Chainbridge Solutions' compensation plan is intended to meet the needs of our employees and organizational goals by providing a competitive market-based compensation system tied to performance and aligned to Chainbridge Solutions' mission, vision, and values.

Compensation is based on a variety of factors, including position held, performance, business conditions, and the success of Chainbridge Solutions. Pay raises are not automatic and are at the discretion of Chainbridge Solutions. When given, pay raises typically coincide with annual performance appraisals.

## Expense Reimbursements

From time to time, employees may incur expenses on behalf of our company. We will reimburse you for the actual work-related expenses you incur, as long as those expenses are reasonable. You must follow these procedures to get reimbursed:

- ❖ Get permission from your Manager before incurring an expense
- ❖ Please visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) to find the rates
- ❖ Make an effort to save money and use approved vendors if possible
- ❖ Keep a receipt or some other proof of payment for every expense
- ❖ Fill out expense reimbursement report located on SharePoint under HR
- ❖ Submit your receipts, along with an expense report, to your Manager for approval by the 15th day of the month following the month in which the expenses were incurred
- ❖ Contracts that allow us to bill full per diem meal amounts do not require receipts for meals while on travel. Receipts for hotel, airline, actual meals costs (not billing per diem), etc. would still have to be submitted.

Employees are responsible for submitting their expense report to [msmith@chainbridgesolutions.com](mailto:msmith@chainbridgesolutions.com) after approval. If your report is approved, your reimbursement will be processed via direct deposit. If you prefer a paper check, you will need to make that request by sending an email to [msmith@chainbridgesolutions.com](mailto:msmith@chainbridgesolutions.com).

Remember that you are spending the company's money when you pay for business-related expenses. We expect you to save money wherever possible. Your Manager can assist you in deciding whether an expense is appropriate.

## Company Property and Systems

### *Equipment*

Any equipment issued to you and paid for by Chainbridge Solutions is the property of Chainbridge Solutions. This includes computer equipment, software, personal display assistants, mobile phones, and other equipment. Upon your leaving Chainbridge Solutions' employment for any reason, these items must be returned immediately.

### *Communication and Information Systems*

Chainbridge Solutions provides certain communications and information systems, networks, and software, such as internet access, electronic mail (e-mail), instant messaging, facsimile machines, pagers, telephones, and voice mail (collectively called Communication/Information

Systems), in order to aid employees of Chainbridge Solutions in the performance of their duties. All Communication/Information Systems are the property of Chainbridge Solutions and are to be used only in connection with an employee's duties as an employee of Chainbridge Solutions and in accordance with this policy.

#### *Permitted Use:*

Employees are to use Communication/Information Systems for Chainbridge Solutions business purposes. Communication/Information Systems are not to be used for other purposes, including, but not limited to:

- ❖ For any illegal, fraudulent, or unauthorized purpose
- ❖ To send, receive, file, or post any messages, files, or other materials that are derogatory, defamatory, discriminatory, disruptive, obscene, pornographic, offensive, sexually-oriented, or otherwise inappropriate and/or which are intended to harass, threaten, disparage, or intimidate another person
- ❖ To send, receive, print, or otherwise disseminate proprietary data, trade secrets, or other confidential information of Chainbridge Solutions in violation of Chainbridge Solutions policy or proprietary agreements
- ❖ In violation of any Chainbridge Solutions policies, including those specified in Chainbridge Solutions' Code of Ethics.

#### *Access:*

Although Chainbridge Solutions provides certain codes to restrict access to and protect Communication/Information Systems, employees should understand that these systems are intended for business use, and all information, voice mail and electronic mail messages, etc. stored or transmitted thereon or therein are Chainbridge Solutions records.

Chainbridge Solutions has the right to restrict and/or terminate an employee's access to Communication/Information Systems, including network privileges and/or access to the internet, at any time for any reason.

#### *Internet:*

Chainbridge Solutions provides internet access to employees primarily for company business use and purposes. While on company time, employees should not use Chainbridge Solutions-provided internet access for non-work-related reasons. Limited or occasional use of Chainbridge Solutions' internet access for personal, non-business purposes is understandable and acceptable, however, employees need to demonstrate a sense of responsibility and may not abuse this privilege.

Everything sent or received through Chainbridge Solutions' internet connection, and all the records, files, or information created, downloaded, or otherwise received during or because of its use, belong to Chainbridge Solutions regardless of the computer on which those records, files, or information were accessed or may reside.

### *Software:*

Chainbridge Solutions' policy prohibits illegal copying, distribution, reverse assembly, reverse compiling, translation, or alterations to computer software used at Chainbridge Solutions, whether on individual computers or Chainbridge Solutions' networks. It is also against Chainbridge Solutions policy for any employee to load unauthorized software onto Chainbridge Solutions' computers. In addition, software may not be given to any third party (including family and friends) or transferred or made available electronically over a timesharing service, network, or other system that provides access to multiple users unless a proper license (such as a network license) has been obtained.

No software is to be installed on any Chainbridge Solutions Communication/Information System unless it is approved and installed by the IT Team. Any unapproved software that is installed can be removed by Chainbridge Solutions without notice or warning.

### *Social Media:*

As social media sites such as LinkedIn, Facebook, and Twitter continue to evolve and multiply in number, Chainbridge Solutions has established policies to guide employees in work-related conduct in these electronic forums. This policy covers all Chainbridge Solutions employees and consists of the following:

- ❖ Employees are expected to conduct themselves according to the standards established in Chainbridge Solutions' Code of Conduct or other ethics-related policies when using social media sites
- ❖ Employees will not represent themselves as a spokesperson for or agent of Chainbridge Solutions unless expressly authorized to do so
- ❖ If employees express an opinion about the employer's products or services, they are required to state that they are employed by Chainbridge Solutions
- ❖ If employees identify themselves as employees of Chainbridge Solutions on the social media platform, they must take appropriate steps to ensure that readers will not view them as a de facto spokesperson for Chainbridge Solutions, such as by including the following statement: "The views expressed on this web site/blog/network are mine alone and do not necessarily represent the views of my employer"
- ❖ An employee's use of social media is also subject to other related policies, such as policies addressing electronic communications, protection of confidential information, etc. as well as Chainbridge Solutions' anti-harassment and anti-discrimination policies
- ❖ Chainbridge Solutions reserves the right to monitor the use of social media sites and other internet usage on company-owned equipment, and those employees who violate the

foregoing may be subject to disciplinary action, up to and including termination.

#### *Mobile Cellular Phones:*

Chainbridge Solutions is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, mobile cell phones can be a distraction in the workplace or while driving. Therefore, in the workplace, to ensure the effectiveness of meetings, we ask that any mobile cell phone carried to a meeting be off or on vibrate mode.

We are committed to supporting the safety of our employees and have established policy guidelines regarding driving and the usage of mobile cell phones or other electronic devices. Due to the research that indicates mobile cell phone use while driving is dangerous and may even approach the equivalent danger of driving while impaired, according to some studies, Chainbridge Solutions prohibits employee use of personal or company-provided mobile cellular phones while driving unless using a handsfree device.

This prohibition of mobile cellular phone or similar device used while driving includes text messaging, surfing the internet, receiving or responding to e-mail, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of Chainbridge Solutions; or any other company-related activities not named here while driving.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination. For more information contact your Manager, Director, or HR.

#### *Sleeping on the Job*

When our employees arrive at work, we expect them to be physically prepared to work through their day. Employees who sleep on the job dampen morale and productivity and deprive us of their work and companionship.

As a result, we do not allow any employees to sleep while at work. Employees who feel sick or unable to finish the day should talk to their Manager about using leave to take the rest of the day off (Section 5 of this Handbook details our leave policy).

#### *Disciplinary Action*

Every organization has certain guidelines which are developed to reflect good business practices. Accordingly, certain rules and regulations regarding employee behavior are necessary for the efficient operation of Chainbridge Solutions and for the benefit and safety of all employees. Conduct that interferes with operations, discredits Chainbridge Solutions, or is offensive to customers, visitors, or fellow employees will not be tolerated.

Chainbridge Solutions may impose various forms of discipline it deems appropriate for unsatisfactory performance, violations of policy, inappropriate conduct or behavior, or other reasons. In addition, Chainbridge Solutions may, at its discretion, choose not to follow such a procedure, and that the following procedure is not meant to modify any employee's at-will

status. Forms of discipline that may be imposed include, but are not limited to the following, any of which may be imposed independent of any other form of discipline:

- ❖ Coaching
- ❖ Performance Improvement Plan (PIP)
- ❖ Termination of employment.

If you have any questions concerning appropriate behavior, please ask your Manager or HR Representative.

## Safety and Security

### Safety

Chainbridge Solutions expects its employees to conduct themselves in a safe manner at all times. Use good judgment and common sense in matters of safety.

- ❖ Observe any safety rules posted and follow applicable safety regulations
- ❖ Report any safety issues to your Manager.

### Security

Chainbridge Solutions and its employees are occasionally entrusted propriety or sensitive information by our customers. Employees are required to safeguard this information as instructed by the customer. If an employee is unsure if information is considered propriety or sensitive, ask the customer or immediately contact Chainbridge Solutions' FSO for clarification and instructions in handling the information.

Chainbridge Solutions is a participant in the National Industrial Security Program (NISP) and adheres to the procedures outlined in the National Industrial Security Program Operating Manual (NISPOM). Before a Chainbridge Solutions employee is granted access to confidential information, the staff must be indoctrinated by Chainbridge Solutions' FSO and follow Chainbridge Solutions' Security Procedures. Classified information must never be discussed, handled, or transported without following the NISPOM Procedures.

Any employee who has been granted a clearance must undergo periodic briefings/training by the FSO and must acknowledge completion of the briefings/training by signing and returning to the FSO a Briefing/Training Acknowledgement Form. If the Acknowledgement Form is not returned to the FSO within 30 days of the training, the employee may lose their eligibility to access classified information.

An employee who holds an active clearance and experiences an eligibility status change must notify the FSO for any of the following reasons:

- ❖ All arrests, criminal charges (including charges that are dismissed), or detentions by Federal, state, or other law enforcement authorities for violations of the law, other than traffic violations for which only a fine of \$250 or less was imposed, within or outside of the U.S., unless the traffic violations were drug- or alcohol-related
- ❖ Personal or business-related filing for bankruptcy
- ❖ Garnishment of wages
- ❖ Legal action effected for name change
- ❖ Change in citizenship

- ❖ Employment by, representation of, or other business-related association with a foreign national
- ❖ Hospitalization for mental illness or treatment for drug/alcohol abuse.

*Note: Marital, family, or grief counseling not related to violence by the worker or applicant does not need to be reported.*

If at any time you have security questions or observe a security infraction or violation contact Chainbridge Solutions' FSO, Stephen Bailey.

### *Reporting Security Incidents*

Chainbridge Solutions will follow these guidelines for any security incident:

- ❖ Employees or contractors must report all security incidents to the Chainbridge Solutions FSO
- ❖ Employees must inform the FSO, orally or in writing, of any improper security practice that comes to the employee's attention in order to facilitate remedial action
- ❖ Upon notification of a security incident, the FSO will investigate and record the incident.

### *Disciplinary Actions Related to Security Infractions or Violations*

Disciplinary actions for security infractions or violations are as follows:

- ❖ Following an affirmative adjudication by the FSO that a security incident has occurred, the FSO will review the offender's record for other security incidents within the previous 36 months.
- ❖ For the first infraction, Chainbridge Solutions will send a letter of warning to the offender. The offender is required to send a written reply acknowledging that he/she understands the policies and ramifications of future security incidents. The offender may be required to attend security training, as directed by Chainbridge Solutions.
- ❖ For a second infraction within 36 months, the FSO will send the offender a warning letter that includes a statement concerning the actions Chainbridge Solutions will take in the event of future security incidents. This letter will require a signed response from the offender acknowledging the ramifications of future security incidents. The offender will be required to attend security training, as directed by FSO.
- ❖ A third or subsequent infraction within the 36-month window will result in the FSO referring the matter to HR for possible disciplinary action and a concurrent review within Chainbridge Solutions to determine the offender's continued eligibility to hold a security clearance.
- ❖ HR may issue a letter of admonishment or reprimand, suspend the violator without pay, or terminate employment.
- ❖ If the violator is a contractor or subcontractor, Chainbridge Solutions will notify the cognizant contracting officer to take appropriate action in accordance with the terms of the contract agreement.

## Drugs and Alcohol

### Policy Against Illegal Drug Use

Chainbridge Solutions is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work—or who appear at work under the influence of illegal drugs or alcohol—harm themselves and the work environment.

As a result, we prohibit employees from doing the following:

- ❖ Appearing at work under the influence of alcohol or illegal drugs
- ❖ Conducting company business while under the influence of alcohol or illegal drugs (whether or not the employee is actually on work premises at the time)
- ❖ Using illegal drugs on the worksite
- ❖ Using alcohol on the worksite if not a company sponsored event
- ❖ Using alcohol or illegal drugs while conducting company business (whether or not the employee is actually on work premises at the time)
- ❖ Possessing, buying, selling, or distributing alcohol or illegal drugs on the worksite
- ❖ Possessing, buying, selling, or distributing alcohol or illegal drugs while conducting company business (whether or not the employee is actually on work premises at the time).

Illegal drug use includes more than just illegal drugs such as marijuana, cocaine, or heroin. It also includes the misuse of otherwise legal prescription and over-the-counter drugs.

This policy covers times when employees are using company equipment such as a rental car for company travel.

Employees who violate this policy may face disciplinary action, up to and including termination.

We do not prohibit employees from consuming alcohol at social or business functions that we sponsor where alcohol is served. Even at these functions, however, employees may not consume alcohol to the point of intoxication or to the point where they endanger their own safety or the safety of others. In addition, employees involved in security may not consume any alcohol at these functions if they will be returning to work that same day.

This policy does not prohibit employees from consuming alcohol while entertaining clients or prospective clients. However, employees may not consume alcohol to the point of impairment. In addition, employees must always conduct themselves professionally and appropriately while conducting company business.

### Inspections to Enforce Drug and Alcohol Policy

Chainbridge Solutions reserves the right to inspect employees, and their workspaces, to enforce our policy against illegal drug and alcohol use for probable cause.

## Trade Secrets and Conflicts of Interest

### Confidentiality and Trade Secrets

Information is part of what makes Chainbridge Solutions competitive. During your employment here, you will periodically learn sensitive information, either because you help to develop that

information or because you need that information to do your job. It is important for the health of this business—and for the well-being of employees who depend on this business for their livelihood—that you keep information you learn through your employment confidential. Employees who improperly disclose sensitive information, confidential information, proprietary information, or trade secret information to anyone outside Chainbridge Solutions will face disciplinary action, up to and including termination.

After you leave this company, you are still legally prohibited from disclosing sensitive, proprietary, trade secret, or confidential information. If you disclose such information, we may seek legal remedies.

Because of the grave importance of keeping certain information confidential, Chainbridge Solutions follows practices designed to alert employees to sensitive and confidential information, to limit access to that information, and to inform employees about what disclosures are and are not acceptable. We expect employees to follow these procedures. Employees who fail to do so face discipline, up to and including termination. If you have any questions about this policy and these procedures, contact your Manager and Director.

#### Conflicts of Interest

Chainbridge Solutions provides certain communications and information equipment, systems, networks, and software and our company's success depends on the hard work, dedication, and integrity of everyone who works here. In turn, our employees' livelihood depends on the success of our company.

Because we depend so much on our employees, and because they depend so much on us, we expect all employees to devote their energies and loyalties to our company. We do not allow employees to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Employees cannot engage in any personal, business, or professional activity, or receive or retain any financial interest, which places them in a position of conflict between those interests and their duties or responsibilities related to the performance of work at Chainbridge Solutions and our clients.

Although we cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include:

- ❖ Working for a competitor or customer or vendor as a part-time employee, full-time employee, consultant, or independent contractor, or in any other capacity
- ❖ Owning an interest in a competitor, customer, vendor, or anyone who seeks to do business with Chainbridge Solutions (this does not apply to a nominal ownership in a publicly traded company)
- ❖ Using the resources of this company for personal gain
- ❖ Using your position in this company for personal gain.

Employees who violate this policy face disciplinary action, up to and including termination.

If you are unsure about whether an activity might violate this policy, or if you have any questions at all about this policy, please talk to your Manager and Director.

#### Jury Duty/Testifying

Serving as a juror or testifying as a witness is a civic duty and, as such, is fully supported by Chainbridge Solutions. Employees must notify their Manager promptly after receiving notification or summons and provide the Manager with a copy of the notification or summons.

Unless otherwise required by law, Chainbridge Solutions will pay full-time employees their regular compensation for a maximum of two (2) days of jury service in any 12-month period.

#### Exit Interviews

We will hold an exit interview with every employee who leaves Chainbridge Solutions, for any reason. During the interview, you will have the opportunity to tell us about your employment experience here – what you liked, what you didn't like, and where you think we can improve. We greatly value these comments.

The exit interview also gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all company property at the interview. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references, or any other matter relating to your employment.

#### References

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held and the dates the employee worked for Chainbridge Solutions.

If you would like us to give a more detailed reference you will have to provide us with a written release – a consent form giving us your permission to respond to a reference request. We will respond only to written reference requests. Please direct all reference requests to the HR Team.

#### Internet Use Guidelines

Chainbridge Solutions has established the following guidelines for employee use of Chainbridge Solutions' technology and communications networks, including the internet and e-mail, in an appropriate, ethical, and professional manner.

- ❖ All technology provided by Chainbridge Solutions, including computer systems, communications networks, company-related work records, and other information stored electronically, is the property of Chainbridge Solutions and not the employee. In general, use of Chainbridge Solutions' technology systems and electronic communications should be job-related and not for personal convenience.
- ❖ Employees may not use Chainbridge Solutions' internet, e-mail, or other electronic communications to transmit, retrieve, or store any

communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited in accordance with this Handbook and Chainbridge Solutions' Code of Business Conduct.

- ❖ Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Chainbridge Solutions or be contrary to its legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or e-mail—are forbidden.
- ❖ Copyrighted materials belonging to entities other than Chainbridge Solutions may not be transmitted by employees on Chainbridge Solutions' network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or address) of an internet site with other interested persons for business reasons is permitted.
- ❖ Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending e-mail to thousands of users).
- ❖ To prevent contamination of Chainbridge Solutions technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT Department. Also, given that many browser add-on packages (plug-ins) may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the IT Help Desk.
- ❖ Every employee of Chainbridge Solutions is responsible for the content of all text, audio, or image files that he or she places or sends over Chainbridge Solutions' internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Chainbridge Solutions' corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.
- ❖ E-mail and other electronic communications transmitted by

Chainbridge Solutions equipment, systems and networks are not private or confidential, and they are the property of Chainbridge Solutions. Therefore, Chainbridge Solutions reserves the right to examine, monitor, and regulate e-mail and other electronic communications, directories, files, and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

- ❖ Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside of Chainbridge Solutions.

### Chainbridge Solutions' Proprietary Information

Proprietary information is information that is confidential to the party that owns it. Unauthorized release of proprietary information can cause Chainbridge Solutions to lose a critical competitive edge and hurt relationships with our customers. Chainbridge Solutions' proprietary information includes any information that is not public knowledge, including financial, business, sales and marketing, employee personal, and technical information when Chainbridge Solutions has taken reasonable measures to keep the information secret, and the information either is actually or potentially valuable from not being publicly known, or can cause harm if disclosed. There is no one area of proprietary information that is more important than another; if it is deemed to be proprietary, it must be protected.

Anything marked with the terms "Private", "Proprietary", or "Confidential" must be protected. All such information must be accessed, stored, and transmitted in a manner consistent with Chainbridge Solutions' policies and procedures. The inappropriate release of Chainbridge Solutions' proprietary information can damage Chainbridge Solutions and violate the law.

Because we work as a Government contractor, sometimes we encounter classified data. This data is usually marked "Confidential", "Secret", or "Top Secret" and sometimes may carry additional designations. If you encounter any information marked "Confidential" and are uncertain if it's classified, contact your Manager and the FSO right away. If you are cleared to access classified data, you must ensure that you use appropriate procedures to safeguard it. If you generate classified data, you are responsible for marking it properly. If you have questions, contact the FSO.

Any security violation, any suspicious activity, or illegal access observed by a Chainbridge Solutions employee must be reported to the FSO. Further, any arrest, bankruptcy, or drug use by a Chainbridge Solutions employee must be reported to the FSO.

### Employee Duties Regarding Chainbridge Solutions' Proprietary Information

If you see any classified data in an unsecure location, contact your Manager and Director/VP immediately.

Ensure that information under your control is properly marked and safeguarded in accordance with Chainbridge Solutions policies and procedures. Be careful when you discuss or transmit proprietary information whether outside Chainbridge Solutions (for instance, on cell phones or in public places) or in emails or in faxes that may be seen by third parties.

Safeguard the confidentiality of information provided to third parties. For example, when engaging in discussions or negotiations that involve disclosing Chainbridge Solutions proprietary information to third parties under a non-disclosure agreement, make sure that no statement, agreement, or transfer of technology is made that inadvertently grants the party a license or rights to use Chainbridge Solutions intellectual property. Always check with Chainbridge Solutions' Contracts Department to see if a valid non-disclosure agreement is in place before you either give Chainbridge Solutions proprietary information or receive proprietary information from another party. Report any actual or suspected unauthorized release or receipt of proprietary information, whether intentional or unintentional, to your Manager and Director/VP immediately.

If you see Chainbridge Solutions proprietary information or the proprietary information of another party left unattended or otherwise made accessible to people who should not have it (even other Chainbridge Solutions employees), report this immediately to your Manager. Discuss proprietary information only with those employees who have a legitimate need-to-know.

Remember, you have an obligation to maintain the confidentiality of Chainbridge Solutions information even after your employment with Chainbridge Solutions ends.

#### Protecting Intellectual Property

Certain information is characterized as intellectual property, such as patents, trade secrets, trademarks, copyrights, and proprietary information. It is Chainbridge Solutions' policy to protect, maintain, and defend its rights in all intellectual property and to use those rights in responsible ways. All employees must be aware of and comply with Chainbridge Solutions procedures necessary to safeguard these assets, including complying with the employee Proprietary Rights, Intellectual Property, and Restrictive Covenants Agreement, or other agreement which addresses such matter.

In addition to protecting its own intellectual property rights, Chainbridge Solutions respects the intellectual property rights of others. Unauthorized receipt or use of the intellectual property of others may expose Chainbridge Solutions to civil lawsuits and damages. You must follow all Chainbridge Solutions procedures, including those governing the appropriate handling of unsolicited intellectual property.

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