

All Web Leads, Inc.
Part-Time Employee Handbook

April 2018

ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with All Web Leads, Inc.. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your manager and Human Resources also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. All Web Leads, Inc. adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1. Welcome Statement

If you are new to All Web Lead, let me say welcome! Thank you for joining with the rest us on this journey. I know you will enjoy being a part of it.

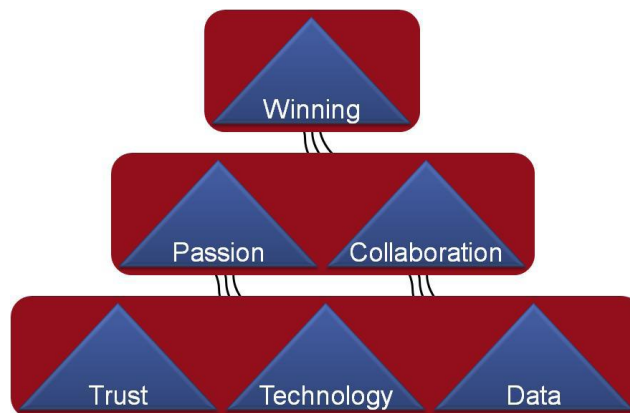
For those of you who have been with AWL awhile, thank you for all you have done and will continue to do to make our company the best it can be.

This handbook describes all the things you need to know about being an employee of AWL. We take our responsibilities as an employer seriously and this handbook also describes what you need to know about AWL as an employer.

Thank you for taking the time to read through it.

Sincerely,
Bill Daniel
President and CEO

1-2. All Web Leads Values



Trust. Trust is the foundation for collaboration. For us, this means that we meet our commitments, ask questions, and accept mistakes as the price of speed and innovation.

Technology. Innovative use of technology keeps us ahead of the market. It gives us data in real time and lets us move quickly and adapt as things change. All of us play a role in how we use technology.

Data. Data is the shared language of our team. We identify trends and react quickly to what is happening. The data holds us accountable.

Collaboration. We work together to solve problems. With lots of push back, questioning, and a positive attitude, we have fun making things happen together.

Passion. We are driven - to figure things out, to win, to learn, to make our ideas prevail.

Winning. We are committed to success and we keep score. Our individual and collective efforts are all aimed at customer results and profits - winning in the marketplace.

1-3. Non-Harassment

It is All Web Leads, Inc.'s policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager. Note: If your manager is the person toward whom the complaint is directed, you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-4. Equal Employment Opportunity

All Web Leads, Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your manager know. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to your manager. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the employee's manager. Note: If your manager is the person toward whom the concern is directed, you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-5. Sexual Harassment

It is All Web Leads, Inc.'s policy to prohibit harassment of any employee by any manager, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager. Note: If your manager or next level manager is the person toward whom the complaint is directed, you should contact any higher-level manager in your reporting chain. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-6. Drug and Alcohol-Free Workplace

The Company is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in this Employee Handbook. AWL has a standard of conduct that prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol by employees on the Company's premises or property, while conducting Company business, or when such activity affects the individual's suitability for continued employment (by, for example, harming the Company's reputation). The Company will take disciplinary action against employees which may range from educational and rehabilitation efforts, up to and including immediate termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be reviewed on a case-by-case basis and disciplinary action will be determined based on the facts of the situation.

Alcohol and/or drug abuse can decrease productivity and effectiveness, impair the reputation of the Company and its employees, and violate state and federal laws. It is the goal of the Company to maintain a drug-free workplace. To that end, the Company has adopted the following policies:

1. The manufacture, possession, distribution, being under the influence, or use of alcohol or illegal drugs is prohibited in the workplace and while conducting Company business. An exception may be made for moderate consumption of alcohol when alcohol is served at a Company-sponsored function. Employees who choose to drink alcoholic beverages at such a function are expected to drink responsibly, and should arrange for a taxi or other safe transportation if they choose to drink.

2. Employees who violate this prohibition are subject to corrective or disciplinary action, up to and including immediate termination of employment.
3. The Company reserves the right to search and inspect work areas, desks, lockers, etc. in order to maintain a safe workplace.

"Illegal drug" means any drug which is not legally obtainable, or which is regulated under any applicable law or regulation, or which is legally obtainable but has not been legally obtained. The term also includes inhalants, marijuana, prescription drugs not legally obtained, and prescription drugs not used for their prescribed purposes.

Any employee may be tested when there is reason to believe that alcohol and/or illegal drugs are being or may have been used in violation of this policy. Testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination.

Confidentiality

Each employee agrees not to disclose or use any confidential information of the Company or its clients, either during or after employment. The Company considers employees to be subject to fiduciary obligations to AWL and its clients, which include duties of confidentiality. An employee's employment with the Company requires that the employee will honor these obligations to maintain confidences of the Company and its clients even after the employee leaves our employ. As a condition of employment, employees must execute the Company's Employee Proprietary Information Agreement.

Any amount of information relating to the Company's clients or former clients received within the scope of employment at AWL is confidential. Confidential information of the Company itself means any trade secret or other confidential information concerning the business, finances, operations, technologies, assets, liabilities, transactions or affairs of the Company entrusted to the employee or arising from or coming to his or her knowledge during the course of employment with the Company. The Company's confidential information includes, but is not limited to, information that relates to the Company's actual or anticipated business or research and development, technical data, trade secrets or knowhow, documents and models created by the Company and its employees, procedure manuals and policies, computer software, research and know-how, personnel records, files, billing records, customer lists, prospect lists and pipeline reports, sales and projection data, business plans, reports, technology development plans, technical information, product plans, correspondence in paper or electronic format, inventions, processes, formulas, technology, designs, drawings, engineering, handwritten configurations, marketing, financial and other business information. All such confidential information is privileged and must be held in the strictest of confidence. It should be used solely for Company purposes and never for personal gain or for the benefit of any third party, including any competitor.

Under no circumstances should such information be disclosed or transmitted to persons outside the Company, including family, friends or associates, or other employees unless they need to know in order to discharge their responsibilities to the Company. Care should be taken not to discuss or display on a laptop screen any matters of a confidential nature on public conveyances or in airport lounges, corridors, restaurants, or other public places where the conversation might be overheard or the screen observed. All laptops must be password protected. No passwords that may grant access to Company confidential information or Company networks or systems may be stored on a computer in a manner that causes them to be entered automatically.

If someone questions you outside the Company and you are concerned about the appropriateness of giving him or her certain information, you are not required to answer. Instead, as politely as possible, refer the request to your manager or CEO. No one is permitted to remove or make copies of any Company records, data, reports or documents without prior management approval. This includes copies on personal laptops or computers. Disclosure or unauthorized use of confidential information could lead to termination, as well as other possible legal action.

Examples of Violations of Professional Standards of Conduct

Although the Professional Standards of Conduct outlined in this section contain many different restrictions on and prohibitions of different types of behavior, we believe that most of the standards outlined will not be foreign to or perceived as unusual by our employees. Employees are subject to many of these same Professional Standards of Conduct in their personal lives and we expect that employees will give an even higher level of attention to their conduct in a business setting. We wanted to provide a list of at least some examples of different prohibited behaviors.

The following list contains some of the behaviors Company employees should avoid. While this list will provide some helpful examples, it is not an all-inclusive list.

- Violation of any provision of this Employee Handbook.
- Tampering with Company equipment, including the planting or creation of computer viruses.
- Tampering with safety equipment on Company premises. Negligence or any careless action that endangers the life or safety of another person.
- Having a detectible level of alcohol or a controlled substance or other illegal drug while at work; use, possession or sale of alcohol or a controlled substance in any quantity while at work, except medications prescribed for the employee by a physician and used for their prescribed purpose, and except for alcohol consumed responsibly at a Company-sponsored function.
- The possession, whether intentional or not, of a firearm, handgun, explosive weapon, gun, chemical dispensing device, club or other weapon while at work. This prohibition does not apply to duly licensed peace officers or security personnel. However, it does apply equally to individuals licensed by the State of Texas to carry a concealed weapon.
- Making threats; stalking; fighting or provoking a fight; engaging in threatening or aggressive behavior, such as intimidation or attempts to instill fear in others, even if made in jest, on or off the premises at any time, for any purpose; belligerent speech, excessive arguing, swearing, and sabotage or threats of sabotage of Company property; defacing Company property or causing physical damage to facilities.
- Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
- Engaging in an act of sabotage; negligently or deliberately causing the unauthorized access to Company systems or data, or the destruction or damage of Company property, or the property of fellow employees, customers, vendors or visitors in any manner.
- Theft or unauthorized possession of Company property or the property of others, including fellow employees; unauthorized possession or removal of any Company property, including data, documents, paper or electronic records, from the premises without prior permission from

management; unauthorized use of the Company's equipment or property for personal reasons; using the Company's equipment for profit.

- Dishonesty; falsification or misrepresentation on your application for employment, immigration or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Company; alteration of Company records or other Company documents.
- Violating the confidentiality agreement; giving confidential or proprietary information to competitors or other organizations or to unauthorized Company employees; breach of the terms of an Employment Agreement; breach of confidentiality of personnel information. Immoral conduct or indecency on Company premises or while representing the Company on business.
- Gambling on Company premises.
- Unsatisfactory or careless work; failure to meet quality standards as explained to you by your manager.
- Any act of discrimination or harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- Obscene or abusive language toward any manager, employee, customer or other third party; indifference or rudeness towards a customer, vendor or fellow employee; any disorderly/antagonistic conduct on Company premises or while representing the Company on business.
- Failure to report an absence or late arrival to your manager in a timely way; excessive absence or lateness.
- Failure to respond to calls or pages when scheduled to be on-call during non-business hours.
- Smoking in restricted areas.
- Disrupting the workplace.

Disciplinary Action

Any violation of the Professional Standards of Conduct is grounds for disciplinary action, up to and including termination.

At times employees may have questions about expectations or the policies governing the workplace. Any employee who needs clarification of a policy, is uncertain of a work expectation, or believes the policies are being applied unfairly or inequitably is encouraged to ask his/her manager or Human Resources for a clarification or explanation.

Should this response not sufficiently answer the question or if an employee is not comfortable seeking the answer directly from the immediate Manager, he/she should go to the next level manager, up to and including the CEO of AWL.

1-7. Workplace Violence

All Web Leads, Inc. is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or manager; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Employees may also call the ADP TotalSource My Life Advisors at (844) 448-0325. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired

on a short-term basis.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

2-2. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing the ADP TotalSource My Life Advisors at (844) 448-0325 of any changes. Also, please inform the ADP TotalSource My Life Advisors at (844) 448-0325 of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an “out of date” emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-3. Your Paycheck

You will be paid semi-monthly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of your payroll representative immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

2-4. Direct Deposit

All Web Leads, Inc. strongly encourages employees to use direct deposit. Unless you elect direct payroll deposit, all compensation will be paid via Company check. Direct payroll deposit is the automatic deposit of your net pay into one financial institution account of your choice. If you elect direct payroll deposit, paychecks will be directly deposited to the checking or savings account you specify on the designated pay dates.

2-5. Performance Reviews

Depending on your position and classification, All Web Leads, Inc. endeavors to review your performance annually. However, please understand that a positive performance evaluation does not guarantee an increase in pay, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages you and your manager to discuss your job performance on a frequent and ongoing basis.

Section 3 - Benefits

3-1. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your manager. Failure to follow Company procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Section 4 - Leaves of Absence

4-1. Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the in-house Human Resources.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

II. Entitlements

The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health**

condition;

- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee’s spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation. This leave also is available for family members of active duty service members.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A “**covered servicemember**” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness, or who was a member of the Armed Forces (including members of the National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade, rank or rating.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their manager or ADP TotalSource My Life Advisors at (844) 448-0325 or email: Totalsource.FMLA@adp.com of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness
- Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company’s questions to

determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request,

unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct manager) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall

provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

F. Reporting Changes to Anticipated Return Date

If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company or the ADP TotalSource My Life Advisors at (844) 448-0325 or email: TotalSource.FMLA@adp.com with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

G. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The Company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the

Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Organization. (This fact-specific determination will be made by the Organization on a case-by-case basis.) The Organization will notify you if you qualify as a “highly compensated” employee, if the Organization intends to deny reinstatement, and of your rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact your manager ADP TotalSource My Life Advisors at (844) 448-0325 or email: Totalsource.FMLA@adp.com. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact ADP TotalSource immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company’s other leave policies in this Handbook or contact your manager or ADP TotalSource.

4-2. Non-Family and Medical Leave (Non-FMLA)

The Leave Policy

The policy of the Company is to consider an employee's request for an unpaid medical leave of absence where the leave does not qualify for protection under the Family Medical Leave Act (FMLA) in accordance with guidelines set forth below. If employees have any questions concerning Non-FMLA leave, they should contact in-house Human Recourses.

I. Eligibility

An employee with a medical condition as defined under the FMLA, who has completed a minimum of 90 days of employment, may request a leave of absence for a self-qualifying medical event. This leave will be considered for employees that need to be out of work for fourteen (14) consecutive work days. Employees may take leave up to twenty-eight (28) consecutive days. Intermittent leave under Non-FMLA is not permitted.

II. Requesting a Non-FMLA Medical Leave

The employee is expected to provide at least fourteen (14) days' notice when requesting leave. When an employee becomes aware of a need for leave less than fourteen (14) days in advance, the employee must provide notice of the need for the leave either the same day, the next business day, or as soon as reasonably practicable. Leave requests that are not submitted according to policy and as soon as practicable will be denied.

A. Employment and Benefits

Any employee participating in the company benefits programs whereby payment towards premiums are required by employee contribution, the Company will deduct payment for any missed contribution upon returning from leave. Repayment of benefit costs will be recovered for all pay cycles in which benefits were available to employee and payment for employee contribution was not received. Payments will be recovered over one (1) to two (2) pay cycles, dependent upon length of Non-FMLA leave.

III. Job Restoration from Non-FMLA Medical Leave

Employees who take a non-FMLA Medical Leave do not have job restoration rights. However, the Company will generally reinstate the employee to the same position or a position with equivalent status, pay, benefits and other employment terms upon the employee's return before or at the end of the approved leave period. In the event the Company will not be able to restore the employee, the employee will receive written notice from Human Resources or their manager.

IV. Notice Requirements for Returning from Non-FMLA Medical Leave

Employees are expected to be able to return to work by the end of their approved leave. If the employee is released to return to work with restrictions, the department in consultation with Human Resources will determine whether the restriction can be reasonably accommodated. Medical restrictions are those that prevent the employee from performing his or her regular duties at the end of the approved leave due to a continuing medical condition.

If an employee on leave for personal medical reasons is released to return to work sooner than the expected return date, the employee must notify their supervisor within two (2) business days of receiving the release.

V. Requirements for Returning from Non-FMLA Medical Leave

Employees may be required to attend paid training to return to performing regular duties. This requirement will be reviewed on a case by case basis by the department manager in coordination with new releases for products and scripts related to job function.

Unable to Return from Non-FMLA Medical Leave

If the employee is not medically released to return to work at the end of his or her leave and the employee has not been granted any additional leave, employment ends as "unable to return from leave" effective the last day of the approved leave. Employee will be eligible to re-apply for hire.

Failure to Return from Non-FMLA Medical Leave

Any employee who fails to return to work as scheduled after leave may be subject to dismissal from employment. Employees who exceed their leave without extension(s) of their leave approved under

appropriate leave provisions, may be subject to termination of employment pursuant to the Attendance and Punctuality Policy. Employee will be ineligible for rehire.

Section 5 - Workplace Polices

5-1. Computer Software (Unauthorized Copying)

The Company does not condone the illegal duplication of software. According to U.S. Copyright laws, illegal reproduction of software can result in civil damages and criminal penalties, including fines and imprisonment. Any Company employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Additionally, under no circumstances is an employee of the Company authorized to download, add to, or otherwise change the software initially set up on each employee's computer, or copy that software to another computer (including a home computer or laptop) without the express written permission of the CEO of AWL.

5-2. Computers, Electronic Mail and Voice Mail Usage Policy

All property of AWL, including computers, electronic mail, voice mail, facsimile machines, pagers, video and tape recordings must only be used for conducting company business. Incidental and occasional personal use of Company computers, voice mail and electronic mail systems, and other business systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below. Such incidental and occasional personal use permitted only if:

- a. It does not interfere with or take time away from regular work,
- b. It does not generate a direct cost to the Company,
- c. It does not have the appearance of being an official communication of the Company (i.e., users should not use the Company address in personal communications, and should not identify themselves as affiliated with the Company without a disclaimer that the user's views are not necessarily those of the Company), and
- d. It is not deemed to be improper, including use that:
 - (i) Is disruptive or offensive to others, including, but not limited to, the transmission of chain letters or hate mail;
 - (ii) Can be construed as harassment or disparagement of others, including sexually explicit messages, or ethnic or racial slurs;
 - (iii) Is illegal or unethical, or misrepresents the employee or the Company;
 - (iv) Constitutes the transmission of confidential information to unauthorized persons;
 - (v) Consists of viewing pornographic or otherwise objectionable, degrading, or inappropriate websites; or
 - (vi) Disparages or is critical of the Company, its employees, investors, or customers.

The electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, disability, or other protected characteristics. In addition, the electronic mail system shall not be used to send

(upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials, without prior authorization.

Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's email messages.

All computer information, voice mail and electronic mail messages are to be considered company records.

AWL must, and does, maintain the right and the ability to access any of these systems and to inspect and review any and all data recorded in these systems. Because the Company reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the Company or its designated representatives will not have a need to access and review this information. Individuals using the Company's business equipment should also have no expectation that any information stored on their computer, whether the information is contained on a computer hard drive, the network, memory sticks, computer disks or in any other manner, will be private.

The Company has the right to, but does not regularly, monitor voice mail and electronic mail messages and Internet use. This also includes e-mail, voice mail, instant messages, and the like that are transmitted or stored using private e-mail accounts and Company systems. The Company will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior, or as necessary to locate needed information that is not more readily available by some other less intrusive means.

From time to time the Company may institute policies concerning the use and security of its IT systems and products. It is each employee's responsibility to comply with those policies

5-3. Blogging Rules and Guidelines

The Company recognizes that blogs, other types of self-published online journals, and collaborative Web-based discussion forums maybe highly effective tools for sharing ideas and exchanging information of all kinds. The Company is committed to using these electronic communications to promote the Company's visibility and maintain communications with current and prospective employees, customers, business partners, vendors and suppliers, affiliates and subsidiaries, and the general public.

The Company also is concerned with ensuring that use of such communications serves the Company's need to maintain the Company's brand identity, integrity, and reputation while minimizing actual or potential legal risks.

The Company therefore establishes the following rules and guidelines for communicating employer information via blogs or other electronic communications, whether used in or outside the workplace.

Rules and Guidelines for Blogging

General Rules and Guidelines

The following rules and guidelines apply to blogging, whether blogging is done for the Company on company time, on a personal Web site during nonwork time, or outside the workplace. The rules and guidelines apply to all employees.

1. Employees shall not discuss publicly any work-related matters, whether confidential or not, outside company-authorized communications, unless with the explicit authorization of the COO or the VP of Marketing. Nonofficial company communications include Internet chat rooms, employees' personal blogs and similar forms of online journals or diaries, personal newsletters on the Internet, and blogs on Web sites not affiliated with, sponsored, or maintained by the Company.
2. Employees must not post anonymously or under a pseudonym any information or comment relating to the Company, its industry, competitors, people or companies with whom the Company does business.
3. Employees have a duty to protect employees' home addresses or other personal information and the confidentiality of the Company trade secrets, marketing lists, customer account information, strategic business plans, competitor intelligence, financial information, business contracts, and other proprietary and nonpublic company information that employees may access.
4. Employees shall not use blogs to harass, threaten, libel or slander, malign, defame or disparage, or discriminate against co-workers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with the Company, or any members of the public, including Web site visitors who post comments about blog contents.

5-4. Company Blogs

Company-authorized, -sponsored, or affiliated blogs are used to: convey information about Company products and services; advise clients about product updates; obtain customer feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; provide sales and marketing support to raise awareness of the Company's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and customers; and discuss corporate-, business unit-, and department-specific activities and events.

All such Company-related blogs, whether on the Company's external Web site or Web sites of Company's subsidiaries or affiliates, are subject to the following rules and guidelines, in addition to rules and guidelines set out in Section 1 above.

1. Only employees designated and authorized by the Company may prepare content for or delete, edit, or otherwise modify content on the Company's blog, including any department blog, located on the Company's Web site.
2. Employees shall not post on the Company's blog, including any department blog, any copyrighted information where written reprint permission is not obtained in advance.
3. Business units or their departments that maintain blogs are responsible for ensuring that the blogs conform to all applicable Company rules and guidelines on blogging. The Company is authorized to remove immediately and without advance warning any illegal or otherwise nonconforming content, including offensive content such as pornography, obscenities, profanity, and racial or ethnic epithets.
4. Employees who want to post comments in response to content on the Company's blogs are asked to identify themselves as employees.
5. The Company expects invited guest bloggers on company-owned or-sponsored sites to abide by the Company's blogging rules and guidelines. The Company reserves the right to remove without advance notice inaccurate or inappropriate content created by guest bloggers and may take other

action, including legal action, against guest bloggers who fail to abide by the Company's blogging rules and guidelines.

5-5. Personal Blogs

The following rules and guidelines, in addition to rules and guidelines set out in Section 1 above, apply to personal blogs.

1. Employees shall not use Company-owned computers, company-licensed software, or other electronic equipment or facilities for nonbusiness use, including personal blogging during work time.
2. Employees who maintain blogs on their own or another Web site and choose to identify themselves as employees of the Company must state explicitly, clearly, and in a prominent place on the site that views expressed in their blogs are employees' own and not those of Company or of any person or organization affiliated or doing business with the Company.
3. The Company respects employees' right to express personal opinions in personal blogs and does not retaliate or discriminate against employees who use their blogs for political, organizing, or other lawful purposes.
4. Employees shall not use the Company's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by Company.
5. Employees shall not post on personal blogs the Company's copyrighted information or company-issued documents bearing the Company's name, trademark, or logo.
6. Employees shall not post on personal blogs photographs of company events, other employees or company representatives engaged in Company's business, or company products, unless employees have received explicit permission from the COO or VP of Marketing.
7. Employees shall not advertise or sell Company products or services via personal blogs.
8. Employees must not link to the Company's external or internal Web site from personal blogs.

5-6. Employer Monitoring

The Company reserves the right to use software and blog-search tools to monitor comments or discussions about company representatives, customers, vendors, other employees, the Company and its business and products, or competitors that employees or nonemployees post *anywhere* on the Internet, including in blogs and other types of openly accessible personal journals, diaries, and personal and business discussion forums.

The Company cautions that employees should have no expectation of privacy while using Company equipment and facilities for any purpose, including blogging. The Company reserves the right to use content management tools to monitor, review, and block-ban content on company blogs that violates the Company's blogging rules and guidelines.

The Company maintains electronic archives of all electronic communications created with Company equipment. The Company makes such archived communications available to law enforcement in response to subpoenas or other legal demands with which Company must comply.

5-7. Discipline for Violations

The Company investigates and responds to all reports of violations of the Company's blogging rules and guidelines or related company policies or rules. After consulting legal counsel, the Company reserves the right to discharge or otherwise discipline employees or take other appropriate action, including legal action, against employees who engage in prohibited or unlawful conduct.

Employees shall not use their camera phones to photograph any client, customer, partner, or co-worker without the person's permission.

Company does not allow employees to use camera phones' photographic function in restricted or private areas that are defined as changing rooms, locker rooms, and restrooms. Employees also shall not photograph any part of Company's facilities where financial or personnel records are stored.

5-8. Reporting Violations

Employees who see violations of this policy should report them to their immediate managers. If immediate managers violate the policy, employees should report violations to the CEO or CFO.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

5-9. Smoking

AWL provides a smoke-free work environment. Employees who wish to smoke must leave the office, but only on a designated break time. Employees may only smoke in the specific area(s) designated by the landlord and only within allotted break times or when off duty.

5-10. Gifts

Advance approval from the CEO is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative, other than incidental expenses (such as business lunches) with a value of not more than \$50.00.

Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" (such as T-shirts, coffee mugs, pens or key chains) imprinted with the Company logo.

5-11. Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Use of e-mail systems for solicitations is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working hours. Working hours is defined as the time of normal operations. Employees are not permitted to sell merchandise or otherwise solicit or distribute literature without the approval of the CEO of AWL.

Persons not employed by the Company are prohibited from soliciting or distributing literature on Company premises.

5-12. Cell Phone Use

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls during non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees who are charged with traffic violations or incur other liabilities resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

5-13. Relationships Among Employees

Relatives. Hiring a relative of an employee, vendor, contractor, or customer, or retaining a relative to provide goods or services to the Company, requires the advance informed approval of the CEO. The Company permits the employment of qualified relatives of an employee as long as such employment does not, in the opinion of the Company, create conflicts of interest. For purposes of this policy, "relative" includes those individuals to whom the employee, vendor, contractor, or customer is related by blood or marriage, as well as any member of the employee's household. The Company will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Related employees are permitted to work in the same department, provided no direct reporting or manager-subordinate relationship exists. That is, no employee is permitted to work within the chain of command when a relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by such employee.
- Employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of their related staff members.
- Employees who, while employed, become related by marriage or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Company, a conflict arises as a result of the relationship, the Company may take any and all steps that, in the Company's sole discretion, the Company deems appropriate.

Any exceptions to this policy must be approved by the CEO of the Company.

Romantic and/or sexual relationships. Consenting romantic and/or sexual relationships between a manager or manager and an employee sometimes lead to unhappy complications and significant difficulties for all concerned. Any such relationships, therefore, may be contrary to the best interests of the Company. Accordingly, the Company strongly discourages such relationships and any conduct (such as dating between a manager and an employee) that is designed or may reasonably be expected to lead to the formation of a romantic or sexual relationship.

By its discouragement of romantic and sexual relationships, the Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment. The policy set out above is not to be relied upon as justification or excuse for a manager refusing to engage in such social interaction with employees.

If a romantic or sexual relationship between a manager and an employee should develop, it shall be the responsibility and mandatory obligation of the manager promptly to disclose the existence of the relationship to the Human Resources and the CEO. The employee may make the disclosure as well, but the burden of doing so shall be upon the manager. Upon being informed of or learning of the existence of such a relationship, the Company may take all steps that, in its sole discretion, the Company deems appropriate.

The Company recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic.” It is assumed, or at least hoped, however, that either or both of the parties in such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

At a minimum, the employee and the manager will not thereafter be permitted to work together on the same matters, and the manager must withdraw from participation in activities or decisions that may reward or disadvantage any employee with whom the person has or has had such a relationship.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with All Web Leads, Inc.. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of All Web Leads, Inc.'s Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in writing signed by the President or CFO of the company. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is All Web Leads, Inc.'s policy to prohibit harassment of any employee by any Manager, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager. Note: If your Manager or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand All Web Leads, Inc.'s Sexual Harassment Policy.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is All Web Leads, Inc.'s policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Manager. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level manager. Note: If your Manager or next level manager is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. Employees may also contact the ADP TotalSource My Life Advisors at (844) 448-0325 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.