



EMPLOYEE HANDBOOK

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(This Handbook supersedes and replaces all earlier Employee Handbooks.)

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Welcome To Meridian!

This booklet will provide you, our employee, with information about Meridian Technology Group, Inc., our history, as well as how we operate today. It will also outline our benefits and some of the procedures that will help during your employment.

Meridian prides itself on its progressive approach to its clients and its employees. We are a consulting company that is totally dedicated to our clients' success. We work *with* our clients to help them succeed with their most critical Information Technology projects. We staff and value-add to their projects. We do not *own* our clients' projects. In fact, we will never accept any project or task where our clients have given up project ownership. We hire only the best technical people available and strategically place them in key roles on our clients' projects. We place great importance on mentoring our clients; effectively, leaving our identity behind. Equally we place great importance on continually improving our employees' skills, so that we are better able to mentor our clients.

We appreciate all the enthusiasm, professionalism and technical expertise that you bring to your position. Best wishes for your continued success.

Rick Creson
President

Our Mission Statement

Excellence in how we treat our clients.

Successful completion of our clients' critical IT projects is our goal.

Excellence in how we treat our staff.

Growth in our staff's technical and professional skills is our commitment.

Excellence in how we conduct business.

The highest ethics in all business transactions is our promise.

Meridian Technology Group, The Company

Company History

Meridian Technology Group began business in August 1990. For the first four years of business, Meridian sold and implemented Informix-based Accounting, Manufacturing and Wholesale Distribution systems to mid-sized (\$25 million and larger) companies. Meridian acted as a Value Added Reseller (VAR) and did not write the application software it implemented. However, Meridian customized the software significantly for most of the implementations it undertook. Meridian maintained a technical environment that included the UNIX and NT operating systems and the Informix and Oracle Relational Database Management Systems (RDBMS).

In late 1994, Meridian changed its direction from applications implementers to overall software specialists. Meridian's mission became oriented toward *helping* its clients succeed with their critical systems projects, rather than Meridian itself owning the entire system implementation. This change enabled Meridian to begin working with larger organizations on larger, more sophisticated projects. The change also enabled Meridian to grow its staff significantly.

Current Profile

Today, Meridian continues to concentrate on "Advanced Technology." As its focus, Meridian specializes in the major RDBMS's, including Oracle, MS SQL Server, Informix and Sybase. Meridian also concentrates on the tools and technologies that interact with those databases, such as Java, .Net, Visual Basic, Visual C++, PowerBuilder, C++, C, COM/DCOM, ASP and others. Meridian does not typically participate in legacy systems, but occasionally supports activity in the mainframe, AS/400, HP3000, and VAX/VMS technologies. Meridian's charter is to stay on the Advanced Technology curve and to ensure that its technical staff maintains pace with that technology. Because of its technical concentration, Meridian is continually involved with web-based, n-tier, ERP, CRM and Data Warehousing projects.

Meridian has a strong philosophy on the proper methods for systems implementation and integration. Meridian believes that client companies need to *maintain* the project ownership role on all major systems implementations. Meridian's management has observed significant implementation failures in the industries by client companies who have taken a "back-seat" approach to their major IT projects and have left the implementation to "someone else," typically the major outsourcing firms and the other well-known major systems integrators. Implementation failures occur when these third-party project managers attempt to do the implementation in a vacuum and claim full responsibility for defining the project. Typically, these projects are doomed because of major communication breakdowns and the client company's unwillingness to define the project deliverables fully.

Meridian's approach is to help its clients successfully complete *their* projects. We accomplish this by providing our clients with seasoned technical experts that understand the software, the databases and in most cases, the clients' applications.

Company Status

For the business year 1996:

- Meridian was ranked the 9th fastest growing private company in Oregon by The Business Journal (past 3-year growth: 437%).

For the business year 1997:

- Meridian ranked as the 12th fastest growing company by The Business Journal (past 3-year growth: 471%).
- 10th on the Oregon Technology Fast 50 list.

For the business year 1998:

- Meridian showed a five-year growth rate (1994 through 1998) of nearly 1800%, placing us at #124 of the national Inc 500 List Of Fastest Growing Companies.
- Meridian placed #4 for the 1998 Oregon Technology Fast 50.
- Placed #179 for the National Technology Fast 500 list.
- Ranked 22nd fastest growing company by The Business Journal.

For the business year 1999:

- Meridian placed #44 on the 100 Fastest Growing Companies.
- #208 on the Inc 500 List of Fastest Growing Companies.
- #23 on the 1999 Oregon Technology Fast 50.
- #307 on the National Technology Fast 500 list.

For the business year 2000:

- Meridian placed #38 on the 100 Fastest Growing Companies.
- #461 on the Inc 500 List of Fastest Growing Companies.
- #26 on the 2000 Oregon Technology Fast 50.

For the business year 2001:

- Meridian placed #55 on the 100 Fastest Growing Private Companies (and received the Lighthouse Award for making the list for six consecutive years).
- #22 on the Oregon Technology Fast 50.

For 1997, Meridian ended the year with 57 employees. By end of year 1998, our employee roster numbered 75, at the end of 1999 we had 100 employees and at the end of 2000 our employee count was 130. Because of a slow economy, 2001 through 2003 were difficult years. Meridian experienced growth in subsequent years and finished 2008 with over 100 employees.

Meridian is headquartered in Portland, Oregon, with offices in Seattle, Washington, Olympia, Washington and Phoenix, Arizona. All of the company administration, excluding sales and recruiting, is conducted out of the Portland office. Meridian maintains a sales and recruiting staff in Portland, Seattle, Olympia and Phoenix.

Meridian Technology Group is debt free, profitable and continues to grow.

Staff Descriptions and Structure

From a technical staff perspective, Meridian employs Database Architects and Database Administrators, Systems Analysts/Designers, Web Developers, Programmer/Analysts, Software Developers, Software Engineers, Quality Assurance Engineers, Programmers, Systems Administrators (UNIX and Windows), Security Specialists, Project Managers and Business Analysts. Many of our technical employees act in Project Leadership roles. Although we are focused toward Software and Systems Consulting, we occasionally employ Non-technical Project Managers, Functional Analysts, Network Engineers and Technical Writers.

Most of our technical staff holds the title of either Senior Software Consultant or Senior Systems Consultant. All technical consultants report directly to Meridian's Sr. VP of Technical Operations for technical and consulting issues. For benefits issues, Meridian's Human Resources Manager is the primary contact.

Meridian's overall operating structure is very flat. We purposely minimize the layers of management to ensure effective communications company-wide. Currently, Meridian's management positions are:

- President and CEO
- VP of Business Development
- VP of Recruiting
- Sr. VP of Technical Operations
- Director of Administration.

All of these positions are based in Portland.

Future Direction and Growth

Meridian will continue to expand in size as long as Meridian can maintain its quality, commitments and promises to its clients and employees. Meridian has grown significantly in both staff size and revenue since 1994.

Policies

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Scope and Purpose

Policy Number: 105

Effective Date: 6/1/00
Supersedes: NEW

Page: 1 of 1

This Employee Handbook ("Handbook") replaces and supersedes any prior employee handbooks, personnel policies, written statements or oral promises concerning your employment.

The purpose of this Handbook is to provide information regarding your employment at Meridian. If you need additional information or have suggestions, feel free to talk to your Manager or the Human Resources Manager.

The quality of our employees and the development of their potential are important to the success of our business. The most rewarding employment relationship results from interaction and communication among employees and their supervisors.

Meridian reserves the right to modify, interpret or discontinue this Handbook. Only the President and CEO has authority to alter or modify any of the policies in this Employee Handbook. No statement or promise by a manager, co-worker or person other than the President and CEO may be relied on if different from the provisions in this Handbook.

This Handbook contains information about certain benefits. It also contains expectations or policies of Meridian.

You are responsible for complying with policies contained in this Handbook.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Other Communications

Policy Number: 110

Effective Date: 1/1/04

Page: 1 of 1

Supersedes: 3/1/02

In addition to this Handbook, you may obtain additional information about your employment and Meridian by the employee newsletter available on our website. The newsletter also provides information about new or changed benefits or policies and current events. Information of general interest is provided. Please form the habit of reading it so you will be familiar with the current information.

Only authorized personnel are permitted to post, remove or alter notices on the bulletin boards. Under no circumstances may any obscene or sexually or unlawfully harassing material be posted on Meridian's bulletin board(s).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employment at Will

Policy Number: 205

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Meridian does not (1) guarantee or promise you will continue to have a job with Meridian for any period of time or duration of employment, (2) promise specific disciplinary steps, warnings, etc., or (3) create enforceable rights with this Employee Handbook. Just as you may quit at any time without having to justify your decision, Meridian is free to conclude its employment relationship with you at any time, even without notice or cause. This is called employment "at will."

If a policy or practice conflicts with local, state, or federal law, the law takes precedence. Meridian Technology Group may interpret these policies at its sole discretion.

No representative or agent of Meridian other than the President and CEO has authority to employ any person other than "at will." President and CEO can only agree to other than at-will employment in a signed, written document.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employee Categories Defined

Policy Number: 210

Effective Date: 5/1/02

Page: 1 of 1

Supersedes: 3/1/02

Definitions:

Full-Time Employee

An employee who is regularly scheduled to work 40 hours per week is considered a full-time employee.

Part-Time Employee

An employee who is regularly scheduled to work fewer than 40 hours per week is considered a part-time employee.

Seasonal/Temporary Employee

Seasonal/Temporary employees are hired for jobs of limited or specific duration, arising out of special projects, abnormal workload, temporary vacancies, emergencies or other circumstances. Seasonal/Temporary employees may work either full or part-time and are generally paid on an hourly basis.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Exempt vs. Non-Exempt and Overtime Compensation

Policy Number: 215

Effective Date: 11/8/06

Page: 1 of 1

Supersedes: 3/1/06

Exempt/Non-Exempt

Exempt employees include executive, administrative and professional (technical) employees. Exempt employees are paid a salary but are exempt from (are not paid) overtime under the federal Fair Labor Standards Act and applicable state laws. Most Meridian employees are exempt. In the event additional hours are authorized by the client, the employee is paid the additional hours at straight time.

Non-exempt employees are covered by the overtime provisions of the federal Fair Labor Standards Act or applicable state laws. Non-exempt employees are paid time and a half for work in excess of forty (40) hours in a work week.

If you have questions about whether you are an exempt or non-exempt employee, contact Meridian's Director of Administration.

[See Overtime Policy # 340.](#)

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Diversity and Equal Employment Opportunity

Policy Number: 220

Effective Date: 1/1/08

Page: 1 of 1

Supersedes: 6/1/00

Meridian appreciates the value of diversity in its work force. Greater diversity affords more perspectives, greater innovation and creativity and a broader pool of qualified employees. Meridian is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, marital status, or other protected status.

Discrimination Prohibited

Meridian complies with federal and state equal employment opportunity laws and strives to keep its workplace free from discrimination. Meridian considers discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, marital status, military status or other protected status a serious issue. If you feel you have been or are being discriminated against or harassed because of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, marital status, military status or other protected status by your Manager, co-employees, client or others, please immediately report the conduct, statements, or behavior you feel are discriminatory or harassing to your manager or the Human Resources Manager.

Meridian's commitment to equal employment opportunity extends to all aspects of the employment relationship, including hiring, training, promotions, transfers, pay, other forms of compensation, benefits, layoffs, terminations and other terms and conditions of employment. If you have questions regarding Meridian's commitment to equal employment opportunity, you may direct them to the Human Resources Manager or your manager.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Sexual Harassment

Policy Number: 225

Effective Date: 11/3/03

Page: 1 of 1

Supersedes: 6/1/00

Meridian does not tolerate sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other attention or conduct of a sexual nature when:

- 1) your submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- 2) your submission to or rejection of such conduct is used as the basis for employment decisions affecting you; or
- 3) such conduct has the purpose or effect of unreasonably interfering with the work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can involve a broad range of behavior or conduct. The following are examples of behavior or conduct which may constitute sexual harassment:

intentional physical conduct, including but not limited to: kissing, hugging, touching, pinching, patting, grabbing, poking or brushing up against another employee's body;

sexual advances, propositions or other sexual comments, sexually oriented jokes, remarks, gestures and noises, comments about a person's sexuality or sexual experience, vulgarity, indecent exposure;

pictures, posters, paintings, drawings, cartoons, calendars, promotional materials, reading materials, graffiti or any other material or conduct that is sexually suggestive, sexually demeaning or pornographic;

persisting in sexual or romantic advances towards an employee who has earlier rejected advances.

If you believe you have experienced sexual harassment, report it immediately. You must report it to your Meridian Manager or to Meridian's Human Resources Manager. For further instructions, see [Reporting Discrimination or Sexual Harassment policy #235](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Reporting and Accommodation of Disabilities

Policy Number: 230

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Meridian strives to ensure it does not discriminate against qualified individuals with a disability and makes reasonable accommodations to allow an otherwise qualified employee with a disability to perform the essential functions of his or her job consistent with the requirements of federal and state laws. An employee who is not otherwise qualified or who poses a direct threat to the health or safety of themselves or others will not be allowed to perform the job. An employee who cannot be reasonably accommodated without undue hardship will not be accommodated.

Meridian may not be aware that you need an accommodation to perform the essential functions of your job if you do not request an accommodation. Contact your Manager or the Human Resources Manager to request an accommodation. If you request an accommodation, you may be asked to provide information concerning your disability or to assist Meridian to determine effective reasonable accommodations which may be available consistent with federal and state laws.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Reporting Discrimination or Sexual Harassment

Policy Number: 235

Effective Date: 11/3/03

Page: 1 of 1

Supersedes: 6/1/00

Allegations of sexual harassment or discrimination are very serious. If you feel you have been sexually harassed or discriminated against, you should let the offending person know his/her conduct is unwelcome and report the conduct as this section requires.

If you believe you have experienced discrimination or sexual harassment, report it immediately. You must report it to your Meridian Manager or to Meridian's Human Resources Manager. Your failure to report concerns about discrimination or sexual harassment immediately raises questions about your report.

If you report discrimination or harassment or request an accommodation and believe your report or request is not appropriately handled or responded to, follow the Complaint or Grievance procedure (see [Questions, Suggestions, Complaints or Grievances Policy # 665](#)) in this Employee Handbook, including putting your concerns and the response you received in writing.

Complaints or grievances alleging sexual harassment or other discrimination will be investigated promptly. Meridian will protect the confidentiality of those involved to the extent that it can, consistent with the need to investigate and to address discrimination or harassment. Information is revealed on a need-to-know basis, however. Upon completion of an investigation, appropriate persons will be notified of the findings or action taken. Disciplinary action, up to and including termination, will be taken consistent with Meridian's investigation and findings.

While Meridian wants to address sexual harassment or discrimination, you should not discuss the involved conduct, statements or behavior with uninvolved co-employees or supervisors. Casually or indiscriminately publicizing your allegations to persons who do not have a need-to-know or failing to report them to persons identified in this policy may be considered as malicious or vexatious.

No employee will be retaliated against for making a good faith complaint of harassment or other discrimination in compliance with this policy.

For information about behaviors that constitute sexual harassment, see the [Sexual Harassment Policy # 225](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Dating or Fraternizing with Co-workers

Policy Number: 240

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

If a romantic, casual dating, serious dating or other than platonic relationship develops between you and a supervisor, a subordinate or another power-differentiated employee, or if a relationship between you and another employee affects Meridian's business, Meridian may modify the work relationship by transferring you or the other employee to remove the supervisor-subordinate relationship or otherwise avoid potential business-connected consequences, consistent with the circumstances and the legitimate business interests of Meridian. Meridian will consider employees' suggestions to address the situation and matters identified in the following policy concerning Employment of Relatives. A decision will be made at Meridian's sole discretion.

You are responsible to advise the Human Resources Manager if a casual dating, serious dating, romantic or other than platonic relationship develops between you and another Meridian employee who is your supervisor, subordinate or any other power-differentiated employee.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employment of Relatives

Policy Number: 245

Effective Date: 1/1/08

Page: 1 of 1

Supersedes: 6/1/00

Meridian does not discriminate solely because a husband, wife, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild works for Meridian. Meridian, however, could limit or avoid employment if such a relationship exists and

- 1) either family member would have authority or power to supervise, appoint, remove or discipline the other family member, or
- 2) circumstances would cause Meridian to violate a federal or state law, or
- 3) circumstances would place family members in an actual or reasonably foreseeable conflict between Meridian's interests and their own, or
- 4) to avoid improper influence, the appearance of improper influence, or protect confidentiality, Meridian must limit employment of relatives of policy level officers of customers, competitors, regulatory agencies or others with whom Meridian deals, or another bona fide occupational qualification exists.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Termination of Employment

Policy Number: 250

Effective Date: 12/1/05

Page: 1 of 1

Supersedes: 8/1/04

We ask that employees leaving Meridian give at least two weeks' notice whenever possible. It is the employee's responsibility to provide Meridian with a written resignation notice. In the event a consultant is resigning to hire on to the client as a full-time employee, it is the consultant's responsibility to notify Meridian.

It is imperative that consultants submit their final, approved timesheet to the Director of Administration prior to leaving the client site on their last day.

Final paychecks are generally picked up in person or mailed to the employee on his/her last day. We may schedule an exit interview to discuss the reasons for the termination of your employment, if any. Exit interviews are conducted by the Sr. VP of Technical Operations or a manager assigned by the Sr. VP.

Note: If you are not employed by Meridian on the day following a Meridian-observed holiday, you will not be paid for the holiday.

See [Final Pay Policy # 320](#)

See [Severance Pay Policy #350](#)

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Personnel Records

Policy Number: 255

Effective Date: 1/1/08

Page: 1 of 1

Supersedes: 6/1/00

To maintain company personnel records and comply with various government requirements, Meridian maintains the following information. Please notify the Human Resources Manager of any updates or corrections.

- Name (or name change).
- Address or telephone number.
- Social Security number.
- Date of birth.
- Beneficiary for company life insurance (if applicable).
- Number of dependents; additions to dependents, dependents leaving home, etc.
- Education credits or training certificates (if applicable).
- Emergency contact name or number.
- Occupation or job performed.
- Handbook acknowledgments.
- Sex (if under 19).

Information or items your personnel file may contain include, but are not limited to:

- Work permits (minors).
- Training records.
- Performance appraisals.
- Disciplinary actions.
- Promotion or job change information.
- W-4 and miscellaneous tax information.
- Copy of your driver's license (if applicable).
- Copy of benefits election forms (insurance, 401(k), etc., if applicable).
- Other employment-related information.

You have the right to inspect records which are used to determine your qualifications, promotion, compensation, termination or other disciplinary action which are part of your personnel file during your employment and for at least 45 days following termination of your employment. If you request to review such personnel records, they will be made available through the Human Resources Manager within a reasonable time. Certain items are excluded by law from your right of review. If you request a certified copy of these records, one will be made available to you. You are required to pay Meridian's reasonable costs for responding to your personnel record requests.

Items maintained by Meridian, but not part of your personnel file include:

- I-9 forms.
- Medical records and information.

See [Social Security Number Privacy policy #275](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Discipline

Policy Number: 260

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Discipline may be administered for poor work performance, violations of Standards of Conduct, or for other reasons. Depending upon the nature, frequency and severity of conduct, the likelihood of remediation, and other factors Meridian believes relevant, Meridian may use one or a combination of the following types of action:

- counseling,
- verbal warning,
- written warning,
- suspension with or without pay,*
- decreases in pay,
- reassignment,
- termination of employment,
- other action.

Some or any of these actions may be taken. In an effort to correct unacceptable conduct or avoid its repetition, Meridian tries to use progressive disciplinary steps where appropriate. However, no order or progression of discipline is required.

This disciplinary policy does not limit Meridian's discretion to take the action it believes appropriate, including the right to terminate employees with or without notice and with or without prior disciplinary action.

*Exempt employees are subject to suspension without pay only for a full week or in the event of violations of safety rules of major significance.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Performance Evaluations

Policy Number: 265

Effective Date: 12/1/05

Page: 1 of 2

Supersedes: 6/25/03

The performance evaluation process is used to discuss your duties and responsibilities, performance, areas where improvement is needed, skill development and other issues.

Ideally, these subjects are discussed with you by your supervisor on an "as-needed" basis, and communication about consequences as well as expectations, are thereby timely.

Normally, new full-time salaried employees are provided an informal, generally verbal performance appraisal after working for Meridian for a three (3) to six (6) month period. Thereafter, performance evaluation is conducted annually on or near each employee's anniversary date or as needed.

The individual elements that comprise the annual appraisal are closely tracked and evaluated:

- Client site performance
- Obtaining approval on and following up on execution of an annual training plan
- Updating your resume and skills matrix as requested
- Attending at least one internal training session per year
- Writing a technical newsletter article or giving a presentation at an after-hours internal technical meeting or in a technical public forum.

Full-time salaried consultants are encouraged to begin working on appraisal elements as soon after hire as possible. Meridian management will monitor client satisfaction with consultant performance on an ongoing basis. Training plans can be created and submitted to the Sr. VP of Technical Operations for approval. Consultants with questions or concerns about training or career directions are encouraged to discuss these issues with the Technical Operations management via conference calls, one-on-one meetings or email. Once the training plan has been approved, the consultant should take steps to ensure that the plan is executed.

Training plans should take into consideration client tools and timelines, industry trends, marketability, technical strengths, weaknesses and areas of interest. Sample training templates are available as guidelines, but the training objectives are much more important than the format.

All consultants are expected to update their resumes upon request, or when technical additions, training or certifications have occurred. Resumes should be converted to Meridian format at the earliest opportunity.

Internal training sessions will be offered regularly throughout the year. Four sessions are currently available: Consulting 101, Consulting 201, Interviewing 101 and Interviewing 201.

All consultants are encouraged to submit technical articles, including technical book reviews, how-to articles, tips and techniques, for publication on Meridian's website. Alternatively, consultants may give technical presentations for their peers or in another technical public forum. Contact Technical Operations management for guidelines on articles and presentations.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Performance Evaluations

Policy Number: 265

Effective Date: 12/1/05

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Supersedes: 6/25/03

Having your performance reviewed does not necessarily mean that you will be given a pay increase. Generally, wage or salary adjustments are considered at the time of your performance review. Wage or salary increases are effective the pay period after the date they are determined. See [Pay Raises policy #345](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Alcohol and Drug Policy

Policy Number: 270

Effective Date: 8/1/09

Page: 1 of 1

Supersedes: 1/1/08

Meridian believes in a “Drug-Free Workplace” and is committed to providing a safe and healthful workplace for all employees. Meridian requires drug testing in situations where Meridian's clients require it before an assignment can begin or when there is reasonable basis to believe that an employee is in violation of Meridian or client policy. Failure to pass a required drug screen may result in disciplinary action, up to and including termination of employment, or withdrawal of an employment offer.

The following conditions and activities are expressly prohibited on Meridian or client premises during business hours or while representing Meridian or the client in any work-related manner:

- manufacturing, selling, attempting to sell, dispensing, transferring, purchasing, using or possessing alcohol, illegal drugs or controlled substances that impair job performance or pose a hazard when use or possession occurs (except strictly in accordance with medical authorization);
- reporting for, or being at work with the presence of alcohol, illegal drugs or controlled substances in one's system.

For purposes of this policy, having any detectable level of an illegal or controlled drug in one's system while covered by this policy will be considered a violation. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

If an employee's doctor prescribes over-the-counter or pharmaceutical drugs, it is the employee's responsibility to ensure that his/her ability to work safely will not be affected by taking the medication. Any employee using over-the-counter or prescription medication that may impair his/her ability to safely perform the job, or affect the safety or well being of others, must notify Meridian's Human Resources Manager of such use immediately before starting or resuming work. Any medical issues discussed will be kept confidential.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Social Security Number Privacy

Policy Number: 275

Effective Date: 6/1/05

Page: 1 of 1

Supersedes: NEW

Meridian Technology Group ensures to the extent practicable the confidentiality of its employees' Social Security numbers. Meridian prohibits unlawful disclosure of SSN's, limits who has access to employees' information or documents containing SSN's and has established a document destruction protocol.

If you have questions about the use and/or privacy of your SSN, please contact Meridian's Human Resources Manager.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Pay Periods and Pay Days

Policy Number: 305

Effective Date: 7/1/06

Page: 1 of 1

Supersedes: 7/1/05

The pay period is two (2) weeks (bi-weekly), beginning on Sunday and ending on the second Saturday following. A pay week begins at 12:00 a.m. on the first day of the pay period and ends at 11:59 p.m. on the last day of the pay period.

Hourly employees are paid one week in arrears. If an hourly employee begins work during the first week of a two-week pay cycle, the employee will be paid within that pay cycle. If the employee begins work the second week of a pay cycle, the employee will be paid the following pay cycle. If you have questions, please contact Meridian's Director of Administration.

Completed and approved (if approval is required) time sheets must be sent to the Portland office by the end of the day every Friday. See the [Time Sheets Policy # 325](#).

In the event a manual check is produced, Meridian will allow a spouse or other designated person to pick up your paycheck on a payday if you are unable to do so, but you must make prior arrangements with the Director of Administration and provide written authorization identifying who may pick up your check. The individual picking up your paycheck will be required to provide identification.

If an employee fails to notify Meridian of a new mailing address or is in some other way responsible for the return/loss of a paycheck, a charge of \$50 will be made or deducted from the pay for stop payment which will be placed on the original check.

Note: Per Diem checks follow the same schedule as pay checks (bi-weekly) and are always produced manually. Per Diem checks will only be produced once your approved timesheets are received by the Portland office.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Payroll Deductions

Policy Number: 310

Effective Date: 1/1/08
Supersedes: 6/25/03

Page: 1 of 1

Payroll Deductions

The following are mandatory payroll deductions:

- Federal Income Tax Withholding
- Social Security Withholding
- Medicare Withholding
- State Income Tax Withholding
- Garnishments by Court Order
- Worker's Compensation (Employee Contribution).

The following are voluntary payroll deductions:

- 401(k) Retirement Plan (if applicable)
- Additional Life insurance premiums (if applicable)
- Medical and Dental insurance premiums (if applicable)

NOTE: Eligible employees who elect to enroll in Meridian's medical and dental plans and are subject to premium contributions will automatically be enrolled in Meridian's Premium-Only Section 125 Plan. This means that the employees' contributions towards premiums will be deducted on a pre-tax basis (before federal, state and FICA, as applicable).

Any questions regarding your paycheck should be directed to the Director of Administration.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Error in Pay

Policy Number: 315

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, advise the Director of Administration immediately, so the necessary steps to investigate and correct any confirmed errors can be taken.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Final Pay

Policy Number: 320

Effective Date: 2/1/09

Page: 1 of 2

Supersedes: 1/1/08

If you are employed in Arizona and quit employment, you will be issued your final paycheck for earnings through your last day no later than the next scheduled payday after your last day employed by Meridian. If your employment is terminated by Meridian, you will be issued your final paycheck within three days or the next scheduled payday, whichever is earlier.

If you are employed in California and quit employment, you will be issued your final paycheck for earnings through your last day not later than 72 hours after your last day in Meridian's employ or at the time your employment ends if you provided notice of your intention to quit 72 hours prior to the time of quitting. If your employment is terminated by Meridian, you will be issued your final paycheck immediately upon termination.

If you are employed in Colorado and quit employment, you will be issued your final paycheck for earnings through your last day no later than the next regularly scheduled payday. If your employment is terminated by Meridian, you will be issued your final paycheck immediately.

If you are employed in Illinois, you will be issued your final paycheck for earnings through your last day in Meridian's employ not later than Meridian's next regularly scheduled payday.

If you are employed in Oregon, you will be issued your final paycheck for earnings through your last day on the day following termination of your employment if Meridian terminates your employment, on your final day of work if you provide Meridian at least 48 hours' notice in advance of quitting, or on the earlier of Meridian's next regularly scheduled payday or five days after your last day of work if you do not provide such notice.

If you are employed in Minnesota and quit employment, you will be issued your final paycheck for earnings through your last day within five days or the earlier of Meridian's next scheduled payday. If your employment is terminated by Meridian, you will be issued your final paycheck within 24 hours.

If you are employed in Missouri and quit employment, you will be issued your final paycheck for earnings through your last day no later than the next scheduled payday after your last day employed by Meridian. If your employment is terminated by Meridian, you will be issued your final paycheck immediately.

If you are employed in North Carolina, you will be issued your final paycheck for earnings through your last day in Meridian's employ no later than Meridian's next regularly scheduled payday

If you are employed in South Carolina, you will be issued your final paycheck for earnings through your last day in Meridian's employ no later than Meridian's next regularly scheduled payday.

If you are employed in Texas and quit employment, you will be issued your final paycheck for earnings through your last day no later than the next regularly scheduled payday. If your employment is terminated by Meridian, you will be issued your final check within six (6) calendar days of your last day.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Final Pay

Policy Number: 320

Effective Date: 2/1/09

Page: 2 of 2

Supersedes: 1/1/08

If you are employed in Utah and quit employment, you will be issued your final paycheck for earnings through your last day within 72 hours, or immediately if you provide Meridian with at least 72 hours notice. If your employment is terminated by Meridian, you will be issued your final check within 24 hours.

If you are employed in Washington, you will be issued your final paycheck for earnings through your last day in Meridian's employ no later than Meridian's next regularly scheduled payday.

If you are employed in Wisconsin, you will be issued your final paycheck for earnings through your last day in Meridian's employ no later than Meridian's next regularly scheduled payday.

NOTE: Final paychecks are **not** paid to departing employees via direct deposit. They are mailed to employees at their home or forwarding address. If an employee fails to notify Meridian of a new mailing address or is in some other way responsible for its return/loss, a charge of \$50 will be made or deducted from the final pay for stop payment which will be placed on the original check.

If you wish to pick up your final check from the Portland office, please notify the Director of Administration in advance.

See [Termination of Employment Policy #250](#).

See [Severance Pay Policy #350](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Time Sheets

Policy Number: 325

Effective Date: 3/1/06

Page: 1 of 1

Supersedes: 12/1/05

Time sheets are required from all technical staff employees. These time sheets are necessary in order to substantiate client billings and to account for regular hours, overtime hours, holidays and paid time off. In most cases, time sheets will require a client signature. In some cases, clients will require that one of their own time sheets be prepared (in addition to Meridian's Standard Time Sheet). Completed and approved (if required) time sheets must be sent to the Portland office by the end of the day every Friday. However, each client has its own policies regarding time sheets and time of submission, so if you have any questions regarding the policy for your client contact the Director of Administration.

For more information on Meridian timesheets, log on to Meridian's Employee Only website at <https://employee.meridiangroup.com>. Click on Administrative then Timesheet Info.

Note: Final, approved timesheets must be sent in to the Director of Administration as early as possible on your last day in order for your final paycheck to be prepared and available for pick-up or mailing.

See [Pay Periods and Pay Days Policy #305](#).

See [PTO Time Policy #415](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Work Schedule

Policy Number: 330

Effective Date: 12/1/07

Page: 1 of 1

Supersedes: 11/1/02

Meridian's core business hours are 8:00am-5:00pm Monday through Friday. All Meridian employees must report to work no later than 8:30am. If you are a Meridian consultant and the client's core business hours vary from Meridian's, you should abide by the client's schedule. All Meridian employees will be expected to represent Meridian in the following manner:

1. Put in eight (8) hours/day, five (5) days/week Monday-Friday (consultants will do this at the client site). Overtime or weekend hours are not part of the 40-hour week.
2. Will not be permitted negative PTO (salaried employees).
3. Are not to negotiate any form of telecommuting without approval of Meridian management.
4. Will not be tardy or have unexcused absences.
5. Will alert Meridian management of any situation that would cause numbers 2, 3 or 4 above to occur.

See the [PTO Time Policy #415](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Salary Advances

Policy Number: 335

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Meridian does not provide salary advances.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Overtime

Policy Number: 340

Effective Date: 6/1/06

Page: 1 of 1

Supersedes: 6/1/00

Meridian clients may need Meridian employees to work additional hours beyond their normal schedules (overtime). If the client approaches a Meridian employee instructing him or her to work additional hours, Meridian expects that the employee will abide by that requirement. Failure to work required overtime is grounds for discipline up to and including termination. If the client approaches the additional time as a request, not a requirement, it is up to the employee to notify the client of his or her availability to work it.

Additional hours should always be billable to the client. If the additional time is not required or requested by the client, it must be approved in advance. It should be recorded on the Meridian timesheet and on the client timesheet, if applicable.

If the client approaches a Meridian employee regarding an on-call scenario, please contact the Meridian Portland office for information on how on-call time is to be handled.

Note: *Meridian does not allow compensatory time. Meridian employees should not negotiate comp time arrangements with the client. If the client approaches you to arrange a comp time scenario, please notify the Portland Meridian office immediately.*

See the [Exempt vs. Non-Exempt and Overtime Compensation Policy #215](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Pay Raises

Policy Number: 345

Effective Date: 12/1/02

Page: 1 of 1

Supersedes: 6/1/00

Typically, salary increases are given on or near an employee's annual review. Salary increases given prior to annual reviews are discretionary and initiated by Meridian management only. Do not approach your client manager to request an increase in pay. Any pay-related issues should be brought to Meridian's attention.

See [Performance Evaluations #265](#) and [Employee Conduct #605](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Severance Pay

Policy Number: 350

Effective Date: 8/1/04

Page: 1 of 1

Supersedes: NEW

Meridian does not provide severance pay under any circumstance.

See [Termination of Employment Policy #250](#)

See [Final Pay Policy #320](#)

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Direct Payroll Deposit

Policy Number: 355

Effective Date: 12/1/05

Page: 1 of 1

Supersedes: 8/1/04

Meridian's automated payroll system issues direct payroll deposits to the financial institution authorized by the employee to accept such transactions.

Direct deposit changes must be requested by the employee. Spouses and significant others will not be allowed to request changes on behalf of the employee.

Direct Deposit vouchers can be accessed online through ADP's iPayStatements program at <https://paystatements.adp.com>. Meridian does not mail Direct Deposit vouchers to employees who participate in the Direct Deposit. For more information or information on how to register with iPayStatements contact Meridian's Director of Administration.

See [Final Pay Policy #320](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Benefits -- General

Policy Number: 400

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Meridian reserves the right to change, eliminate or modify benefits at any time with or without notice. For more information regarding benefits, see Meridian's Human Resources Manager or refer to other benefit information provided to you.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Benefits Eligibility

Policy Number: 405

Effective Date: 1/1/10

Page: 1 of 1

Supersedes: 1/1/08

Full-time Consultant employees are eligible for benefits provided by Meridian on the first day of the month following 90 days of employment. Full-time internal office employees are eligible for benefits provided by Meridian on the first day of the month following date of hire. Part-time are generally not eligible for benefits; they may be eligible for Family and Medical Leave, however.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Holidays

Policy Number: 410

Effective Date: 6/1/09

Page: 1 of 1

Supersedes: 3/1/05

The following holidays are provided by Meridian:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day
- Christmas (December 25).

Full-time salaried employees are eligible for holiday pay for these days. Part-time and hourly employees are not eligible to receive holiday pay. **NOTE: New employees are not eligible to receive holiday pay during their first week of employment.**

NOTE: In order to receive pay for a Meridian holiday, you must be paid (whether regular wages or PTO) for the workday immediately preceding and/or following the holiday. If you are not employed by Meridian on the day following a Meridian-observed holiday, you will not be paid for the holiday.

Full-time salaried employees are also entitled to one Floating Holiday per calendar year.

Note: The floating holiday is not earned until the beginning of your fourth month of employment. (Floating holiday is available for those starting before October 1 of the hire year). The floating holiday cannot be used on an employee's last day of employment with Meridian.

If you are working in a client environment and the client schedules a holiday that Meridian does not observe, Meridian will notify you, in advance, of a salary reduction for that week (based on the number of days the client observes that Meridian does not), unless you are authorized by the client to work the holiday or make up the hours during the week of the holiday(s). If you are unable to work or make up the time, you may choose to use available PTO or your floating holiday, if eligible. If you choose to use PTO, it will reduce your PTO balance by the time actually taken. If you choose not to use PTO, or do not have PTO available, you will receive the reduced weekly salary for that week.

See [PTO Time Policy #415](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

PTO Time

Policy Number: 415

Effective Date: 2/1/09

Page: 1 of 1

Supersedes: 3/1/05

PTO ("Paid Time Off") encompasses all paid time off, with the exception of Meridian holidays, and includes time served on Jury Duty. Full-time salaried employees earn PTO at a rate of 15 days per year, accrued at 4.62 hours per pay period. **When you begin your employment with Meridian, your PTO balance is zero.** After five (5) years of continuous service (meaning no gap in employment greater than one year), the PTO rate increases to 20 days per year, accrued at 6.15 hours per pay period. NOTE: hourly employees are not eligible for PTO.

PTO can be taken for any reason the employee chooses, although all employees are required to seek approval from the Portland office and schedule all planned time off in advance. Technical Staff employees must also gain prior approval from the client. With appropriate approval, Meridian permits unpaid leave on a case-by-case basis. **Employees are required to notify by phone or email the Portland office and the client, if applicable, for all unscheduled time off.** All PTO time taken should be indicated on the employee's time sheet.

PTO absences are limited to a maximum two-week duration. Because Meridian is a consulting company, most of its clients do not permit absences to exceed two weeks at a time. If there are circumstances of an "emergency nature" that warrant an exception, then the approval of the President must be obtained before the time off is scheduled.

If a Meridian holiday is observed on one of the employee's regularly scheduled work days while he or she is on PTO, then the day off will be considered a paid holiday rather than a PTO day. NOTE: in order to receive pay for a Meridian holiday, you must be paid (whether regular wages or PTO) for the workday immediately preceding and/or following the holiday.

Meridian does not allow compensatory time. Meridian employees should not negotiate comp time arrangements with the client. If the client approaches you to arrange a comp time scenario, please notify the Portland Meridian office immediately.

Employees who consistently abuse Meridian's PTO policy will be removed from direct deposit and will receive a manual check on payday. Reinstatement of direct deposit is at the discretion of the Director of Administration.

PTO cannot be used at the end of employment with Meridian. The last day worked at the client site is the last day of employment with Meridian. Meridian has not established a use-it-or-lose-it policy regarding PTO. PTO balances are only zeroed out when the employee leaves the company and the balance is paid out at the time of separation.

See [Holidays Policy #410](#).

See [Jury Duty Policy #515](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Medical and Dental Insurance

Policy Number: 420

Effective Date: 1/1/10

Page: 1 of 1

Supersedes: 1/1/08

Full-time Meridian employees, their spouses and their dependent children are eligible for medical and dental insurance coverage offered by Meridian. Domestic Partners may be covered under certain guidelines. If you are a Consultant employee, insurance coverage begins on the first day of the month following 90 days of employment. If you are an internal employee, insurance coverage begins on the first day of the month following your date of hire. Please consult the Insurers' handbooks for details of Meridian's Plans. It is imperative that all applications for this coverage be completed by the employee and returned to the Portland office by the employee's eligibility date.

Please contact Meridian's Human Resources Manager for more information.

NOTE: Part-time employees are not eligible for medical and/or dental insurance.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

COBRA

Policy Number: 425

Effective Date: 12/19/09

Page: 1 of 1

Supersedes: 6/1/00

In the event you would otherwise lose your group health coverage due to termination of your employment, or reduction of hours, or in the event your spouse or children would otherwise lose coverage due to your death, termination of your employment, reduction in your hours, divorce or legal separation, entitlement to Medicare or your child ceasing to be a dependent, you, your spouse and/or dependent children may be able to continue your group health coverage beyond your termination date under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Under COBRA law, you and your family members have the responsibility to inform the Human Resources Manager if you divorce, legally separate from your spouse, or a child loses dependent status under any group benefit plan within 60 days of the event or the date on which coverage would end under the group benefit plan, whichever is later.

Under The American Recovery and Reinvestment Act of 2009 (ARRA) and Department of Defense Appropriations Act (2010 DOD Act), if you were involuntarily terminated between September 1, 2008 and February 28, 2010, you and your family members may be eligible for a 65% COBRA premium subsidy. For detailed information regarding the subsidy and eligibility please contact Meridian's Human Resources Manager.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

HIPAA

Policy Number: 430

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits circumstances under which health coverage may be excluded for pre-existing conditions. It also provides that employees are entitled to a certificate, which shows evidence of prior health coverage. If you obtain health insurance through another employer's group health plan or change plans, this certificate may help you obtain coverage without a pre-existing condition exclusion. Contact your health insurance carrier to request a certificate or for additional information.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Long-term and Short-term Disability Insurance

Policy Number: 435

Effective Date: 1/1/10

Page: 1 of 1

Supersedes: 1/1/08

Meridian offers an outstanding package of short-term and long-term disability coverage. Full-time Consultant employees are eligible for disability benefits offered by Meridian on the first day of the month following 90 days of employment. Full-time, salaried internal office employees are eligible for disability benefits offered by Meridian on the first day of the month following date of hire. Please consult the Insurer's handbook for details of the plans. It is imperative that all applications for this coverage be completed by the employee and returned to the Portland office by the employee's eligibility date.

Please contact Meridian's Human Resources Manager for more information.

NOTE: Part-time employees are not eligible for disability insurance benefits.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Life Insurance

Policy Number: 440

Effective Date: 1/1/10

Page: 1 of 1

Supersedes: 1/1/08

Full-time Consultant employees are eligible for life insurance benefits offered by Meridian on the first day of the month following 90 days of employment. Full-time salaried internal office employees are eligible for life insurance benefits offered by Meridian on the first day of the month following date of hire. Please consult the Insurers' handbooks for details of Meridian's plans. It is imperative that the employee complete all applications for this coverage and return them to the Portland office by the employee's eligibility date.

Please contact Meridian's Human Resources Manager for more information.

NOTE: Part-time employees are not eligible for life insurance benefits.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

401(k) Program

Policy Number: 445

Effective Date: 4/01/2009

Page: 1 of 1

Supersedes: 10/1/2006

All Meridian employees (including hourly, seasonal and temporary) are eligible to participate in Meridian's 401k Program, after six months of employment. The 401k Program is administered by ADP. The Fund is managed by State Street Bank and permits twenty investment choices that run the gamut from conservative to aggressive investing. State Street Bank, Putnam, Scudder, Janus and Fidelity represent the Fund offerings. Meridian employees are able to withhold up to 15% of their compensation (to the allowable IRS maximum for the current year) for this program. *See your ADP 401(k) enrollment packet for further details. Effective April 1, 2009, Meridian will no longer be offering a 4% match. If you have any questions regarding 401(k) please contact Meridian's Human Resources Manager.

NOTE: Enrollment in the 401k is optional, not automatic. Eligible employees must complete their own enrollment once eligibility requirements are met.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Moving Expenses

Policy Number: 450

Effective Date: 12/1/05

Page: 1 of 1

Supersedes: 11/1/02

For those new employees who locate or current employees who relocate to one of our offices, Meridian will provide a limited relocation package to help defray moving costs (**in-transit** commute expenses and **physical moving expenses only** -- storage fees are not reimbursed). Every effort should be made to ensure that relocation costs are kept to a minimum. For moves that are fewer than 300 miles, Meridian encourages employees to rent the appropriate vehicle and pack and move themselves. Meridian will reimburse the cost of the rental vehicle, including gasoline charges. Meridian will not pay for local moves (moves of 100 miles or fewer). For moves greater than 300 miles, new employees will use those moving companies recommended by Meridian. A total relocation package will be negotiated with Meridian and will be part of the new employee's job offer. Any moneys that are approved and incurred will be available to you upon request for receipt-supported expenses (unless a direct pay to Meridian's selected moving company is involved). If you voluntarily leave the employ of Meridian within 12 months of your start date, all moneys paid related to moving and in-transit costs will be due and payable immediately to Meridian. **Note: Receipts submitted 30 days past the date of transaction will not be reimbursed.**

Physical Moving Expenses include:

- Reimbursement for a fixed amount of in-transit expenses for household items. Meridian has identified a national mover who provides Meridian employees discounts in the 50% range for the packing and shipping of household items. *Please be apprised that Meridian does not pay storage fees for household items. Also, there are a number of items, such as boats, trailers, firewood, and others that Meridian will not pay to move. Please consult with Meridian's Director of Administration for those items that Meridian does not pay the mover to ship.*

In-transit Commute Expenses include:

- Reimbursement for airline tickets for the employee and family to the new location (please arrange all air travel through our specified Travel Agent).

Reimbursement for gas expense, lodging, and food for those who elect to drive their vehicle to the new location.

- Reimbursement for one week of temporary housing (an attractive, fully furnished unit), so that the employee has adequate time to find more permanent housing. Meridian arranges these accommodations for the new employee.

Reimbursement for one week of rental car use if the employee does not drive his or her vehicle to the new location and temporary transportation is required. Please arrange all rental cars through our specified Travel Agent.

When registering for the vehicle, please indicate "NO" for any Liability Insurance and "YES" for Physical Damage Insurance.

Total moving reimbursement will not exceed the negotiated amount.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Commute and Parking Expenses

Policy Number: 455

Effective Date: 2/01/08

Page: 1 of 1

Supersedes: 3/01/05

Monthly Bus or Transit Passes: Meridian encourages employees to use public transit (city buses or light rail), especially those who work in the downtown area. For those employees who wish to use public transit to get to and from their client assignment, Meridian will reimburse them for the cost of a monthly pass not to exceed \$86.00. *Original* receipts must be presented for reimbursement.

Commute and Parking Expenses: If your assignment is located more than 50 miles one way from your residence, Meridian will provide you with a monthly commute allowance of \$100.00 (an exception would be if you chose to live more than 50 miles from the center of the city from which you were assigned). If your assignment is located in an area that requires a payment to park (i.e., any downtown area), Meridian prefers that you take public transit. If public transit is impractical, Meridian will reimburse you for a "monthly" parking pass, not to exceed \$100.00 per month. Employees must seek out the least expensive means of parking at or near the client site. For reimbursement of parking, *original* receipts must be presented. **Note: Receipts submitted 30 days past the date of transaction will not be reimbursed.**

Note: Parking expenses and transit expenses are mutually exclusive. If you submit a receipt for monthly parking, do not submit bus or transit passes and vice versa.

MERIDIAN TECHNOLOGY GROUP, INC. EMPLOYEE HANDBOOK

Referral Bonuses

Policy Number: 460

Effective Date: 11/1/08

Page: 1 of 1

Supersedes: 9/1/06

New Employee Referral Bonus: If any staff member (excluding Recruiting) successfully refers a new person, he/she shall receive a \$1,000 referral bonus. The \$1,000 referral bonus is paid 45 days after new employees begin work. The employee receiving the bonus must be a Meridian employee at the time the referred employee begins work.

New Client Referral Bonus: If any Technical staff member successfully recommends or refers a new client opportunity (new client to Meridian with whom we begin a new project), he/she shall receive a \$1000 bonus. The bonus will be paid one month after the new client is invoiced for work performed (payment date). The employee receiving the bonus must be a Meridian employee at the payment date to be eligible to receive the bonus.

New Project Opportunity Referral Bonus: If any staff member (excluding Business Development) successfully identifies and refers a new project opportunity with an existing client (where the staff augmentation is actually undertaken by Meridian), he/she shall receive a \$1000 bonus. The bonus will be paid one month after the new project is invoiced for work performed (payment date). The referral must be non-published information (not on client website or job boards) and not of public domain. It must be information of which Meridian had no knowledge prior to the referral and would not have otherwise received via client notification. The employee receiving the bonus must be a Meridian employee at the payment date to be eligible to receive the bonus.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Educational Development, Education and Training

Policy Number: 465

Effective Date: 12/1/07

Page: 1 of 2

Supersedes: 1/1/04

Employees are eligible for reimbursement of approved training expenses after reaching six months of employment. Meridian supports a wide variety of technical, professional and personal development opportunities through a number of learning media: instructor-led technical training classes, technology conferences, certified professional study programs, college courses and CBT materials.

You should confer with the Sr. VP of Technical Operations to establish the appropriate training needed to meet the requirements of your job and contribute to your marketability.

Annual Training Plan

Although we will be happy to assist you in the location and assessment of various learning opportunities, employees are expected to research and propose an appropriate annual technical training plan to management. Training plans should preferably be submitted by the end of February and address training for the calendar year. Instructor-led training classes held during regular business hours should not be scheduled during the November 15 – February 28 time frame due to the revenue impact associated with holiday time. In addition, training-related expenses should be minimized during this time frame. Reimbursements for training materials and tests may be delayed. Such training should also not be scheduled at end of assignment due to the difficulties incurred with scheduling interviews, start dates, etc.

Management approval for educational reimbursement is discretionary and always required. Employees should obtain approval for participation in educational opportunities at least one month prior to their occurrence so that discounts or early-registration fees can be realized and client scheduling needs can be taken into account.

In evaluating the relevance of the proposed training, the Sr. VP of Technical Operations will decide whether the education will help you:

- Enhance your existing skill set
- Be more productive in your current assignment
- Produce higher quality products or services
- Take advantage of related or new technologies to benefit Meridian
- Move into a role that is a normal career progression from your current position
- Assume additional responsibilities for the company.

Other factors that will be assessed include educational costs such as tuition, registration fees, books or other materials and travel expenses.

Once approval has been obtained, employees are expected to register for training and any associated activities such as hotel stays, airline reservations, etc. (Procedures will vary depending upon method of payment required by the institution offering the service.) Generally, Meridian will pay for training costs directly via purchase order. Travel arrangements should be made through the company's designated travel agent. Airfare can be charged on Meridian's account. Any other related expenses should be itemized in an expense report and sent with receipts to Meridian for reimbursement. (Charges for rental cars will not be reimbursed without prior approval. Charges for in-room movies, alcoholic beverages and other entertainment

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Educational Development, Education and Training

Policy Number: 465

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expenses are not eligible for reimbursement. Charges for meals should not exceed \$45.00 per day.) **Note: Receipts for training-related expenses submitted 60 days past the date of transaction will not be reimbursed.**

College Coursework/Degree Programs

Meridian supports participation in local technical courses offered after normal business hours. Courses should be applicable to the technical marketplace, i.e. Information-Systems related and should enhance technical expertise or technical career development. As with other instructor-led training classes, employees should obtain approval for college course participation in advance. College courses will be reimbursed upon completion with a minimum grade of 'C' or 'Pass.' Grade report and tuition receipts should be sent to Meridian for payment. Those interested in applying for a college degree should consult the Sr. VP of Technical Operations to negotiate tuition reimbursement.

Certification Programs

Meridian supports the pursuit of certifications that enhance technical expertise or technical career development. Employees should obtain approval for certification course work or testing in advance. Approved certification exam costs will be reimbursed upon receipt of a grade report with a passing score and test invoice.

Professional Organizations/Association Memberships

Meridian endorses memberships with a variety of technical organizations that offer training opportunities through technical conferences, publications or software distribution. Oftentimes, corporate memberships offer more advantages for more employees. If membership in a professional organization is part of your training plan, membership benefits and costs should be discussed with the Sr. VP of Technical Operations.

Purchase of Technical Books/Subscriptions to Technical Publications

Technical books and publications can be helpful resources to technical consultants in the field. Approval of reimbursements for the purchase of technical materials must be received from the Sr. VP of Technical Operations prior to purchase. In order for technical book purchases to be reimbursed, consultants should visit the Employee Only web site (see Reading Corner under ClearingHouse) and enter reviews for the purchased materials.

Training Proviso

Meridian encourages employees to attend training and purchase technical materials because it recognizes the value of that training for the employee, the company and our clients in an ongoing relationship. We do not wish to be in the business of training employees for other employment opportunities. In the event that an employee terminates employment with Meridian within four months of attending a Meridian-subsidized training session or purchasing Meridian-subsidized materials or memberships, the cost for that training and training-related expenses will be due and payable to Meridian prior to termination.

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EMPLOYEE HANDBOOK**

Travel Expense and Reporting

Policy Number: 470

Effective Date: 6/25/03

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Supersedes: 3/1/02

Purpose: To establish a uniform process for the expensing and reporting of company-related business expenses.

Definitions: Travel and other business expenses required in the normal conduct of the business must be detailed appropriately to qualify as an expense by the Internal Revenue Service and Meridian Technology Group. Any expense that does not represent a qualified business expense should not be submitted as such.

Guidelines: Prior to undertaking travel for a client, first obtain the client's travel rules and regulations to verify what can and cannot be reimbursed. Some expenses that are commonly reimbursed by the client are: meals (excluding alcohol), hotel (excluding movies, etc.), phone call home (of a reasonable length), car rental (with client pre-approval) or taxicab and airport parking.

Note: Some travel expenses are reimbursable by Meridian's clients. In some instances, clients require an invoice from Meridian within 7 days. Therefore, client-related expense reports with accompanying original receipts must be submitted to Meridian within 7 days of the completion date of travel or they will not be reimbursed.

The following expenses are considered qualified:

Employee Conference Expense (must be receipt-supported) -- These are expenses that are incurred for the purpose of meeting with Meridian employees. Because most of our employees reside at client locations, it is important to meet with these employees on a regular basis to discuss company as well as client matters. These meetings should be conducted during periods where there will be little to no impact on Meridian's clients; generally during lunchtime or before or after normal business hours. These expenses will normally be meal-related. Employee conference expenses should only be incurred when a meeting is required and must be conducted during a meal, to discuss company business. It is not intended to be a catchall for employee lunches or meals.

Entertainment Expense (must be receipt-supported) -- These are expenses that are incurred when a current or prospective client meeting is conducted, and where meals or refreshments are involved. The primary reason for expenses of this nature is the need to meet with current or prospective client to discuss Meridian business. Entertainment expense should not be confused with other costs that may be incurred with clients that have no Meridian business relevance. Costs of this nature are not to be submitted for reimbursement.

Parking Expense (must be receipt-supported) -- This expense is reimbursable when incurred in the conduct of Meridian business, including city fee-based. Some consulting employees are granted permission to submit "monthly" parking expenses when the only means of parking within a reasonable distance from the client is fee-based parking. These employees must obtain prior approval before using these parking facilities and submitting the costs for reimbursement. These employees must seek out the least expensive means of parking at or near the client site. Up to \$85 per month will be reimbursed for employee monthly parking. When employees are reimbursed for monthly parking or daily parking, they will not be eligible for any commute

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expense payments (i.e.: Oregon's Tri-Met). In all cases, Meridian will not be responsible for any damages to employee vehicles that may be incurred as a result of reimbursed fee-based parking. (For more details see [Commute and Parking Expense Policy #455](#).)

Commute Expense (certain charges must be receipt-supported) -- Commute expense includes approved Tri-Met or other forms of transit used by employees to get to their designated work location (receipts required). Generally, commute expenses will be reimbursed only if the place or work is within a "city-center" and this form of transportation is elected in lieu of incurring parking fees. When employees are reimbursed for commute expenses (Oregon's Tri-Met or other forms of transit), they will not be eligible for any parking fee payments. (For more details see [Commute and Parking Expense Policy #455](#).)

Commute expenses also includes the reimbursement for gasoline costs (receipts required) incurred on a pre-approved road trip, or for those who have been pre-approved for commute fees due to significant road time and daily travel (such as the San Francisco Bay Area). Commute expenses also take into consideration pre-approved monthly allowances for those consultants or others who are required to travel to a client site that is located outside a minimum 50-mile radius from the consultant's residence.

Phone Expense (must be receipt-supported) -- Phone expense includes the cost of any cell phone or cell phone charges that have been approved for use (typically Business Development Manager use). If a cell phone or the associated cell phone charges are paid for by Meridian, then the cell phone must be used for the sole purpose of conducting

Meridian Technology Group business. Phone expense also includes the cost of pre-approved phone lines or for Internet hook-up and expenses. These expenses are approved only for those employees who are required to conduct business (Technical Consulting, Business Development, Recruiting) from their homes.

Supplies Expense (must be receipt supported) -- Supplies expense includes miscellaneous computer parts or repair materials that cannot be ordered via the normal purchasing channels, office supplies that cannot be procured via normal purchasing, or other items that require immediate purchase. All items of this nature must be approved in advance by the Director of Administration.

Postage Expense (must be receipt supported) -- This includes the expense of shipping items to employees or clients when they cannot be shipped from the main office (Portland). This includes expenses related to outgoing mail (USPS) or packages (UPS/FedEx).

Airfare Expense (must be receipt supported) -- This reimbursable expense would be for emergency only, as most airline reservations and bookings should go through the company travel agent. All airline expenses booked with another travel agent and not charged to the company must be detailed on the expense report and all receipts must be attached. All airline travel that is incurred and which is booked through the company travel agent (and charged to Meridian), must be detailed on the expense report. Documentation, including travel itineraries or documents

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reflecting the costs incurred must be attached to the Expense Report. Please make a note on the expense report that reimbursement is not required.

Lodging Expense (must be receipt supported) -- Lodging expenses would be incurred for company travel (for travel that is reimbursable by the client, please note as such on the Expense Report), training-related travel (seminars and technical training related), in-transit moving-related travel, or interim housing related to company moves. Lodging expenses are never charged directly to the company. Instead, these expenses are paid by the employee and then submitted for reimbursement when the lodging is completed.

Rental Expense (must be receipt supported) -- This expense pertains to any car rental expense that is incurred by an employee while on company business (for travel that is reimbursable by the client, please note as such on the Expense Report) or while in an interim state as a result of a company pre-approved move (i.e.: in interim housing awaiting the shipment of a vehicle).

Meals Expense (certain charges must be receipt-supported) -- This category of expense pertains to any meal that is required while on company business (at least overnight), or while in-transit during a company pre-approved move. If the meals are reimbursable by the client, please include all receipts. If the meals are the result of a move (in-transit meals), please include all receipts. In all other instances, include receipts for meals that exceed \$25.00.

Other Expense (must be receipt supported) -- Please include a separate sheet to detail any expense listed in this column. This column could be used to report technical training costs, technical book costs, subscriptions, association dues, or any costs of a miscellaneous nature. All costs listed must be approved in advance.

Expense Report: A company-approved expense report must be completed for all reimbursable expenses. Submit all expenses for payment at least on a monthly basis. If expenses are not submitted on a timely basis, they may not be reimbursed. All columns should be totaled and a grand total should be calculated for all expense reports. All completed Expense Reports must be signed and submitted to the Portland Office for payment.

To obtain a Meridian Expense Report, log on to Meridian's Employee Only website at <https://employee.meridiangroup.com>. Click on Documents then Expense Report.

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Workers' Compensation

Policy Number: 475

Effective Date: 1/1/08

Page: 1 of 1

Supersedes: 11/8/06

Meridian is committed to meeting its obligations under applicable state laws. Workers' Compensation benefits are available if you have an injury arising out of and in the course of your employment. You must report all injuries, no matter how minor, to Meridian's Human Resources Manager and fill out or provide the information for a first report of injury prior to the end of your work shift.

Failure to report an on-the-job injury immediately may lead to disciplinary action and, could lead to the denial of Workers' Compensation benefits.

Meridian works with its Workers' Compensation carrier to investigate claims if Meridian has reason to believe a submitted claim is or may be fraudulent. While Meridian is committed to paying legitimate claims, we are also committed to identifying and not paying fraudulent claims.

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Other Benefits

Policy Number: 480

Effective Date: 1/1/08

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Supersedes: 3/1/06

Meridian offers other benefits including:

- The opportunity to become a member of First Tech Credit Union. Online banking and access to participating credit union outlets that are part of the Credit Union Service Center. Check out www.firsttechcu.com/meridian/index.html or www.cuswirl.com to find the nearest branch.
- The opportunity to receive special discounted group rates on Auto, Home and Renters Insurance through Liberty Mutual. Check out http://www.libertymutualonline.com/meridian_technology/
- Regular lunches with Meridian Management, Sales and Recruiting Staff.
- Other Meridian sponsored events.

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Domestic Violence Leave

Policy Number: 485

Effective Date: 1/1/09

Page: 1 of 2

Supersedes: 1/1/08

Eligible employees who are victims of or family members of victims of domestic violence, sexual assault or stalking may be entitled to take protected leave from work to obtain services or treatment and/or attend criminal proceedings.

Eligibility:

In Oregon, an employee is eligible to take leave if s/he has worked an average of more than 25 hours per week for at least 180 days immediately before the leave would commence and is a victim or the parent or legal guardian of a victim (minor) of domestic violence, sexual assault or stalking.

In Washington, an employee is eligible to take leave without regard to number of hours worked if s/he is a victim of or a family member of a victim of domestic violence, sexual assault or stalking.

In Colorado, an employee is eligible to take leave if s/he has worked at least twelve (12) months and is a victim of domestic violence, stalking, sexual assault or other crimes related to domestic abuse.

Types of services/treatment:

An eligible employee may take leave to seek legal or law enforcement assistance, attend court proceedings, to secure medical treatment, to obtain counseling, to relocate or to take other reasonable steps to ensure their health and well-being or that of a family member who is a victim. In Oregon, family member includes minor child or dependent. In Washington, family member includes child, spouse, registered domestic partner, parent, parent-in-law, grandparent or significant other.

Length of leave:

The amount and length of leave an eligible employee may take is limited to that which does not create an undue hardship for Meridian and/or the client. Meridian will evaluate on a case-by-case basis.

In Colorado, an eligible employee can take up to three (3) work days in a twelve (12) month period.

Request and verification procedure:

An eligible employee accessing this leave provision is required to request time off from Meridian's Human Resources Manager, with as much advance notice as possible, and provide verification. We understand, however, that instances of violence are usually not predictable and some requests may be made with little forewarning. The following items are acceptable forms of verification:

- An employee's written statement that the employee or employee's family member is a victim and needs assistance and;
- A police report or other document from law enforcement indicating the employee or employee's family member is a victim; or
- A court order providing protection to the victim; or
- Documentation from a healthcare provider, advocate, clergy or attorney.

Meridian will treat any information you share as confidential.

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Pay while on leave:

Crime Victim Leave is unpaid; however, eligible employees who take this type of leave are required to use available PTO.

Benefits are not affected by Domestic Violence Leave.

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Crime Victims' Leave

Policy Number: 486

Effective Date: 1/1/09

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Supersedes: 1/1/08

If an employee or a member of his/her immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony, he or she may be entitled to take protected leave from work to attend criminal proceedings.

Eligibility:

In Oregon, an employee is eligible to take leave if s/he has worked an average of more than 25 hours per week for at least 180 days immediately before the leave would commence. "Immediate family" under Oregon law includes a spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent.

Length of leave:

The amount and length of leave an eligible employee make take is limited to that which does not create an undue hardship for Meridian and/or the client. Meridian will evaluate on a case-by-case basis.

Request procedure:

You must provide Meridian and the client, if applicable, reasonable notice of your need to take crime victims' leave, and provide Meridian with copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. Meridian will treat any information you share as confidential.

Pay while on leave:

Crime Victim Leave is unpaid; however, eligible employees who take this type of leave are required to take available PTO.

Benefits are not affected by Crime Victims' Leave.

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Breastfeeding and Return to Work

Policy Number: 490

Effective Date: 1/1/08

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Supersedes: NEW

Meridian will support female employees' continuation of expressing breast milk upon their return to work by providing reasonable unpaid break time each day for an employee who needs to express breast milk for her infant child (unless doing so would cause undue hardship to Meridian).

In Oregon, female employees may use up to 30 minutes of unpaid time during every four-hour work period to express milk until their child(ren) is 18 months old. Unpaid meal periods may also be used (flexibility regarding timing of these scheduled breaks or additional time required must be discussed with your manager/supervisor).

Meridian will endeavor to provide private space with an electrical outlet, within the office building, to express milk. This space may vary according to available empty rooms. Appropriate signage for privacy can be supplied.

Employees will be responsible for the storage of expressed milk. If storing expressed milk in a community refrigerator, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent possible contamination.

If you perceive harassment with respect to breastfeeding you must report it to Meridian's Human Resources Manager immediately.

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Leave to Donate Bone Marrow

Policy Number: 495

Effective Date: 1/1/08

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Supersedes: NEW

Oregon employees working 20 or more hours per week are eligible for leave to donate bone marrow. An eligible employee may use up to 40 hours of already accrued PTO. In extenuating circumstances, approval to take more time off (unpaid) may be granted by Meridian.

You must notify your Meridian and/or client manager as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected. Benefits are not affected by this leave.

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Family and Medical Leave

Policy Number: 505

Effective Date: 12/3/09

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Supersedes: 10/29/09

Meridian complies with all federal and state requirements under the Family and Medical Leave Act (FMLA) and related state laws (i.e. Oregon Family Leave Act and Washington Family Care rules). This policy is intended to implement these Acts and will be interpreted and applied consistently with Meridian's responsibilities under these Acts. The Acts contain details about your and Meridian's rights and responsibilities not specifically identified in this policy.

- (A) Federal Family and Medical Leave Act (FMLA):
- (i) Birth of a child or to care for newly adopted or newly placed foster child (*parental leave*);
 - (ii) To care for a spouse, child, or parent who has a serious health condition (*serious health condition leave-family*);
 - (iii) Employee's own serious health condition that makes the employee unable to perform essential functions of his/her job (*serious health condition leave-self*);
 - (iv) To care for seriously ill or injured career service military personnel, active duty service members, veterans, National Guard or Reservists which includes spouse, son, daughter, parent or next of kin (defined as the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter (**servicemember Caregiver Leave*);
 - (v) Due to a "Qualifying Exigency" arising out of a spouse's, child's or parent's active duty or call to duty as a member of the Armed Forces, National Guard or Reserves. "Qualifying exigency" is defined as 1). Short notice deployment; 2). Military events and related activities; 3). Childcare and school activities; 4). Financial and legal arrangements; 5). Counseling; 6). Rest and recuperation; 7). Post-deployment activities; and 8). Additional activities not encompassed in the other categories but agreed to by Meridian and employee (*qualifying exigency leave*)
- (B) Oregon Family Leave Act (OFLA):
- (i) Birth of a child or to care for newly adopted or newly placed foster child under 18, or older than 18 if incapable of self-care due to mental or physical disability (*parental leave*);
 - (ii) To care for a spouse, child, parent, parent-in-law, grandparent, grandchild or same-sex domestic partner with a serious health condition (*serious health condition leave-family*);
 - (iii) Employee's own serious health condition which makes the employee unable to perform essential functions of his/her job (*serious health condition-self*);

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- (iv) For pregnancy-related disability or absence for prenatal care (*pregnancy disability leave*);
 - (v) To care for a child who is suffering from an illness or injury which requires home care but is not a serious health condition (*sick child leave*).
- (C) Oregon Military Family Leave (OMFLA):
- (i) Employee whose spouse is a member of the Armed Forces, National Guard or Reserves who has been notified of an impending call or order to active duty or has been notified of impending leave from deployment.
- (D) Washington Family Care Leave (WFCA) allows an employee to use available accrued PTO:
- (i) To care for a child with a health condition that requires treatment or supervision;
 - (ii) To care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent who has a serious health condition or an emergency health condition, and to care for children 18 years and older with disabilities. Grandparents-in-law, grandchildren, and siblings are not included.
- (E) Washington Military Spouse Leave of Absence:
- (i) Employee whose spouse or registered domestic partner is a member of the Armed Forces, National Guard or Reserves who has been notified of an impending call or order to active duty, or who has been deployed, or when the military spouse is on leave from deployment.

“Serious health condition” is defined as:

- (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - a. treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - b. one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
- (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or

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- (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.
- (6) *The definition of "serious injury or illness" for purposes of the *Servicemember Caregiver leave* provisions is defined as: an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform duties. Eligible family members may take leave to care for the injured or ill servicemember who is:
 - a. undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is on the temporary disability retired list for serious injury or illness, and was a member of the Armed Forces, National Guard or Reserves at any time during the five (5) years preceding the beginning of treatment, recuperation or therapy.

Eligibility

FMLA:

Employees must be employed for at least 12 months and must have worked a minimum of 1,250 work hours in the 12 months preceding the leave.

OFLA:

Employees who have been employed at least 180 days (26 weeks) or more before the first day of the family and medical leave, and have worked an average of 25 hours per week as of the day before the request for leave is made. This average will be calculated over the 180 days preceding the request for leave. For purposes of parental leave under OFLA, an employee must be employed by Meridian for 180 calendar days, without regard to the number of hours worked.

OMFLA:

There are no waiting periods for eligibility; however employees must work an average of 20 or more hours per week.

WFCA:

There are no waiting periods for eligibility; however, employees may not use leave for qualifying purposes until PTO has been accrued.

Washington Military Spouse Leave:

There are no waiting periods for eligibility; however employees must work an average of 20 or more hours per week.

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Length of Leave

You may take up to twelve (12) weeks of family and medical leave (FMLA/OFLA) during a 12-month period. A week is defined as your normal work week schedule. A 12-month period measured forward from the date an employee first takes FMLA leave will be used for purposes of eligibility and tracking. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule.

Qualifying Exigency leave allows eligible employees up to twelve (12) weeks of family and medical leave during a single 12-month period measured forward from the date the employee first uses leave.

Servicemember Caregiver leave allows eligible employees up to twenty-six (26) workweeks of leave during a single 12-month period measured forward from the date the employee first uses leave.

Oregon Military Family Leave allows eligible employees up to fourteen (14) days of leave per deployment.

Washington Military Spouse Leave allows eligible employees fifteen (15) days of leave per deployment. For members of the *Washington* National Guard or Reserves the leave allowance increases to 21 days.

In Oregon, a female employee may also be entitled to an additional twelve (12) weeks of family leave if she took pregnancy-related disability leave. An employee who takes a full twelve (12) weeks of parental leave may also be entitled to an additional twelve (12) weeks of sick child leave.

In Washington, a female employee may take a pregnancy disability leave of absence for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth.

Leaves are unpaid and will run concurrently whenever permitted by law.

Intermittent Leave

Leave taken for the birth or placement of a child (*parental leave*) must be taken within twelve months of the birth or placement, and may not be taken intermittently or on a reduced hours' basis except in unusual circumstances with Meridian's advance approval.

Leave taken for a serious health condition of employee, serious health condition of family or sick child may be taken intermittently or on a reduced-hours basis when medically necessary. If you request leave on an intermittent or reduced hours basis, Meridian may require you to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than your regular position.

Spouses Employed by Same Employer

If you and your spouse are both employed by Meridian, you are entitled to take only a combined total of twelve weeks of leave during the applicable twelve-month period if the leave is taken for the birth or placement of a child or to care for an ill parent.

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Substitution of Paid Leave

Meridian requires you to utilize all available accrued PTO when taking family or medical leave.

Notice

If the necessity for leave is foreseeable, you must notify Meridian in writing of your intention to take leave, at least 30 days before the leave is to begin. If a 30-day notice is impracticable, you must provide as much advance notice as is practicable or provide notice by phone or email within 24 hours of commencement of leave. Following an employee's request for leave, a medical certification form will be sent to the employee. The completed certification form must be returned to Meridian's Manager of Human Resources within 15 days of the employee's receipt of the form.

Oregon employees taking Military Family Leave are required to provide Meridian with notice of intention to take leave within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Washington Employees taking Military Spouse Leave are required to provide Meridian with notice of intention to take leave within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Failure to provide notice as required in this paragraph may result in denial of leave and/or disciplinary action.

Health Care Provider Certification

All requests for leave for a serious health condition of employee or family member must be supported by a certification issued by the treating health care provider of the employee or the treating health care provider of the employee's family member, as appropriate. The certification must state:

- (1) the date on which the serious health condition commenced;
- (2) the probable duration of the condition;
- (3) appropriate medical facts regarding the condition;
- (4) a statement that either (a) you are needed to care for your family member and for how long such care is needed; or (b) you are unable to perform the functions of your position due to your condition.

If intermittent leave or leave on a reduced hours basis is requested, the certification also must contain: (1) the dates of any planned medical treatment; (2) a statement of the medical necessity for and expected duration of intermittent leave or leave on a reduced hours basis; and (3) in the case of leave to care for a family member, a statement that intermittent leave or leave on a reduced hours basis is necessary for the family member's care or to assist in their recovery, and the expected duration and schedule of the requested leave.

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Family and Medical Leave

Policy Number: 505

Effective Date: 12/3/09

Page: 6 of 6

Supersedes: 10/29/09

Second Opinions

Meridian reserves the right to obtain at Meridian's expense a second opinion from a physician designated by Meridian. If the second opinion differs from the opinion in the original certification, Meridian may require a third opinion at Meridian's expense from a physician designated jointly by Meridian and you. Such opinion shall be final and binding. (Excludes *Servicemember Care Leave*)

Re-certifications may be required on a reasonable basis.

Health Benefit Continuation

Meridian maintains group health insurance coverage for you during any period of family and medical leave, on the same basis coverage would have been provided if you had not taken such leave if you intended to return to work. You are responsible for paying your share of health insurance premiums prior to the due date of the premium payment. Failure to make any required payment for employee or dependent coverage will result in benefit discontinuation. In Oregon, if you take family medical leave to care for a parent-in-law, grandparent, grandchild or same sex domestic partner with a serious health condition (that does not qualify for FMLA leave) you may continue benefits under COBRA at your own expense during leave.

If you fail to return from leave after it expires for any reason other than the continuation, recurrence or onset of a serious health condition or circumstances beyond your control, you must reimburse and Meridian may recover from you any premiums for group health coverage paid during the period of the leave. Meridian may require you to report periodically on your status and intent to return to work.

Other Benefits

Benefits other than health insurance are suspended during the period of family and medical leave. Unused benefits that accrued before the date leave begins are retained, but you accrue no seniority or benefits that would otherwise have accrued during the period of leave.

Return to Work

Consistent with the requirements of applicable leave statutes, you will be restored to the position you held when the leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Upon expiration of the leave, if you were on leave for your own serious medical condition, you must provide a certification from your physician that you are able to resume work.

For More Information

To obtain additional information or details about family or medical leaves which may apply to you, contact Meridian's Human Resources Manager.

See [PTO Time policy #415](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Military Leave

Policy Number: 510

Effective Date: 4/1/08

Page: 1 of 1

Supersedes: 6/1/05

Military Leave

Meridian does not discriminate on the basis of military status. In accordance with applicable federal and state laws and regulations, employees of Meridian who serve in the uniformed services will be granted leaves of absence if called to duty.

Military leave is unpaid but you may utilize PTO accrued before the commencement of your leave.

Employees enrolled in Meridian's health insurance may maintain benefits for up to 24 months while on Military Leave by paying the insurance premiums through COBRA for any leave extending beyond 30 days.

To preserve your right to reemployment with Meridian, you must notify Meridian that you are available to work within ninety (90) days of completion of service. (This may be extended up to two (2) years for those injured in the service.) If you fail to report timely to Meridian, you will be considered absent and unexcused.

As a condition of reemployment, you will need to present Meridian with documentation establishing you satisfactorily completed service such as separation papers or other documentation showing that you were honorably discharged from the service.

For more information regarding your rights, benefits and responsibilities regarding military leave, go to http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf or contact Meridian's Human Resources Manager.

See [Family and Medical Leave Policy # 505](#)

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Jury Duty

Policy Number: 515

Effective Date: 2/1/09

Page: 1 of 1

Supersedes: 6/1/00

Meridian recognizes the occasional civic obligations of our employees. Employees summoned to serve on jury duty may obtain a leave of absence. If your absence would cause an undue hardship to the client or Meridian, we may request, with your agreement, that jury duty be postponed.

Length of Leave:

Jury duty leave is available for the period of time covered by the initial summons and any involuntary extensions.

Request Procedure:

Please notify your client supervisor, if applicable and Meridian's Human Resources Manager within five (5) days of receiving a summons.

Pay While on Leave:

Salaried, exempt employees will be paid their regular weekly compensation, however time served on jury duty will be deducted from available PTO. The PTO deduction will offset the amount of jury duty pay you receive from the court for serving and any actual wages paid for the workday, if any work was performed.

Non-exempt employees will not be paid for jury duty except in those states that mandate pay. Exempt hourly technical staff employees are not eligible to receive pay for jury duty leave.

Reporting Procedure:

Employees serving on jury duty are required to contact their manager and Meridian's Human Resources Manager each day they are required to report for jury duty. Employees are expected to report to work during their regularly scheduled workday when not actively involved in jury service. Failure to do so is considered an unexcused absence.

Employees who serve on jury duty are required to provide Meridian with an attendance slip from the court verifying dates of service and compensation received.

Status of Benefits:

Benefits are not affected by jury duty leave.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Attendance/Tardiness

Policy Number: 520

Effective Date: 12/1/07

Page: 1 of 1

Supersedes: 2/1/02

Attendance and punctuality are imperative to the successful operation of Meridian. Meridian's core business hours are 8:00am to 5:00pm Monday through Friday. All employees are expected to report to work on time every day, and arrive by 8:00am, but no later than 8:30am. If you will be late arriving to work or unexpectedly unable to come to work, you are required to call to inform your manager immediately.

If you are a Meridian consultant, you are required to call to inform the client and Meridian of an unexpected absence or late arrival. If you are unable to call because of an illness, emergency or for some other reason, you must have someone call on your behalf. You may leave the information only with Meridian's Director of Administration or Manager of Human Resources.

See [PTO Time Policy #415](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Breaks and Meal Periods

Policy Number: 525

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Employees are entitled to breaks and meal periods. Scheduling of breaks and meal periods is determined by the client for whom you are providing services. If you have questions regarding whether you are receiving the breaks and meal periods to which you are entitled, please contact the Director of Administration.

All employees working five (5) consecutive hours or more must take a mandatory thirty (30) minute meal period. Meal periods are provided according to the schedule determined by the client for whom you are providing services.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Project Completion

Policy Number: 530

Effective Date: 1/1/08

Page: 1 of 1

Supersedes: 6/25/03

Meridian does not offer “bench” time between assignments.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employee Conduct

Policy Number: 605

Effective Date: 7/23/03

Page: 1 of 2

Supersedes: 1/1/03

You have a responsibility to Meridian, the client and co-workers to adhere to certain standards of conduct. The following conduct is prohibited and will not be tolerated. This list is merely illustrative and is not exhaustive. This conduct or other conduct detrimental to Meridian's interests may result in disciplinary action up to and including termination of your employment:

1. Falsification of employment records (including employment application, employment information, resume or other Meridian or Meridian client's records).
2. Altering, falsifying or tampering with time sheets/records. This includes recording the work time of another employee, altering another employee's in or out time, or allowing another employee to record your work time.
3. Theft, damage to or destruction of any Meridian or Meridian client's property, property of customers or the property of any other employee.
4. Any act in violation of the policy on alcohol and drugs. (See [Alcohol and Drug policy #270.](#))
5. Any act of discrimination or harassment. (See [Diversity and Equal Employment Opportunity policy #220.](#))
6. Any act not consistent with the Health and Safety policy contained in this Employee Handbook or any Meridian or Meridian client's safety, health, or security policy or practice.
7. Verbally or physically threatening any employee, customer or vendor, causing, creating or participating in a disruption or causing another to feel unsafe during working hours or on Meridian or Meridian client's property.
8. Insubordination, including but not limited to failure or refusal to obey the directions or instructions of a Meridian or Meridian client's supervisor or member of management, or the use of abusive or threatening language toward a supervisor or manager.
9. Using profane or abusive language at any time on Meridian or Meridian client's time or Meridian or Meridian client's premises.
10. Sleeping, loitering or loafing during working hours.
11. Fighting during working hours or on Meridian or Meridian's client property.
12. Participating in horseplay or practical jokes on Meridian or Meridian client's time or on Meridian or Meridian client's premises.
13. Negligent or careless actions which endanger the life or safety of another person.
14. Indecency on company property.
15. Carrying firearms, weapons or any item capable of use as a dangerous weapon on Meridian or Meridian's client premises at any time.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employee Conduct

Policy Number: 605

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Supersedes: 1/1/03

16. Engaging in criminal conduct whether or not related to job performance.
17. Any unreported absence or failure to notify when unable to report to work (unscheduled absences or failure to report to work for two (2) days without acceptable notification and available leave time is treated as your voluntary resignation).
18. Any unexcused absence (whether or not reported).
19. Any tardiness or failure to notify of late arrival.
20. Leaving work for any reason during normal working hours without permission.
21. Failing to observe breaks and meal periods.
22. Using company provided disability/sick leave benefits for purposes not authorized or abusing those benefits.
23. Approaching the client for an increase in pay (may be construed by Meridian as a resignation). See [Pay Raises Policy #345](#).
24. Failing to provide a physician's certificate when requested or required to do so.
25. Making or accepting personal telephone calls of more than three (3) minutes' duration or with excessive frequency during working hours. (If you have an emergency, consult with your supervisor or manager.)
26. (Non-exempt employees) Working overtime without authorization or refusing to work assigned overtime without a legitimate reason.
27. Failure to maintain a neat and clean appearance consistent with the nature of work performed while at the client site or during any other client or public contact.
28. Smoking in a non-designated area or at a non-designated time.
29. Chewing tobacco during work hours or on Meridian or Meridian client's premises.
30. Posting, removing or altering notices on any bulletin board without permission to do so.
31. Any fraudulent act or a breach of trust in any circumstances.
32. Removing or borrowing Meridian or Meridian client's property without prior authorization.
33. Unauthorized use of Meridian or Meridian client's equipment, time, materials, facilities, tools or other property.
34. Other conduct determined by Meridian to be an appropriate basis for adverse or disciplinary action up to and including termination of employment.

**MERIDIAN TECHNOLOGY GROUP, INC.
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Mail

Policy Number: 610

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Meridian's address may not be used for personal mail. Personal mail delivered to Meridian may be returned to the Post Office.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Communications

Policy Number: 620

Effective Date: 7/23/03

Page: 1 of 4

Supersedes: 6/1/02

The purpose of the Meridian Communications Policy is to define the company's stance on the use, retention and disclosure of any communications sent or received by the company's employees (or other authorized individuals). These internal and external communications by employees on behalf of Meridian occur in many ways including, but not limited to, person-to-person meetings, letters, telephone, facsimile (fax), voice mail, e-mail and instant messaging. The equipment used in all communications is also subject to this policy. This includes but is not limited to PC's, laptops, printers, and any other hardware that is Meridian owned or provided by a client for a Meridian employee's use. Regardless of the method used, there are still legal and practical rules employees must continue to follow in all forms of corporate communication. This policy and its requirements are extremely important and protect vital company assets and interests especially since many of the communications occur on non-Meridian owned equipment.

Employees are responsible for complying fully with this policy as stated, but the company reserves the right to modify this policy at any time, with or without prior notification. If the user is ever in doubt as to whether a specific communication will be subject to this policy, or more importantly violate it, Meridian management must be verbally (not electronically) consulted prior to the actual communication. Violations could result in employee discipline or discharge. All employees are also responsible for reporting any suspected or actual violation of this policy.

It should be noted that although all employees of Meridian are expected to act as ambassadors, only employees specifically designated as Meridian spokespeople have the right to discuss Meridian policies and procedures with outsiders. Business dealings by all other Meridian employees must be restricted to the scope of activity outlined by their job title and description. If employees wish to communicate information on a personal level, it must be clearly stated that the communication is not intended to represent Meridian and is the employee's personal opinion. Meridian employees should never communicate any information on behalf of a client nor act as a representative or spokesperson of a client unless requested by the client to do so.

For those employees working at a client site, this policy is intended to act as a supplement and not a replacement of any policy already in effect at the client site. Meridian employees should abide by both the client's policy as well as Meridian's policy. If a conflict arises, the employee should contact Meridian management immediately. Employees working at a client site must take extra care in any communications that they have. Any information received by such an employee that is marked confidential or relates to trade secrets or client financial information must not be shared with anyone, Meridian employee or not.

Following are the rules that Meridian has established governing corporate communications:

1. Company assets are to be used for company business. Employees should not use these systems to participate in "chat lines" or playing games or other time-wasting activities. Communications on behalf of the company must only be made to individuals who have a business need to receive them. The company recognizes that its communication systems, particularly telephone, voice mail and e-mail, need to be used occasionally for personal reasons. Incidental, occasional personal use of e-mail or voice mail is allowed so long as it complies with these limitations, does not interfere with your or other employees' productivity and does not consume system resources on a substantial or ongoing basis. Participating in technical news groups, mailing lists, bulletin boards or other such forums is not considered incidental personal use and generally can be used internally at the client site, with the client supervisor's permission.

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2. The telephone system (both Meridian's and the client's) is for business calls. Personal calls should be limited to emergencies or calls extremely difficult or impractical to schedule outside of work hours. Such personal calls should be made on personal time, kept to a minimum and kept under three minutes in length. Similarly, personal cell phones and pagers should remain off or in silent mode while you are at the client site. Please communicate this policy to friends and relatives. No personal long distance calls may be made from Meridian's or the client's telephones without prior arrangements with the client's manager or Meridian's Director of Administration, and should be charged to a home telephone or telephone credit card.
3. The Internet is to be used for business purposes only. Employees with prior approval from their Manager may use the Internet during their lunch break for personal use. Use of the Internet to access any offensive or other unprofessional information including but not limited to "adult" pictures or articles, pornography or sexual material at any time is strictly prohibited.
4. All company policies – including but not limited to policies concerning copyright, confidentiality, harassment and compliance with equal employment laws – apply to all communications.
5. The electronic communication systems (i.e. e-mail and voice mail) are company (or client) property and the company retains the right to review any message on either system for any legitimate business purpose. Employees do not have privacy rights in the messages sent or received on the e-mail or voice mail systems. Employees should expect that authorized supervisors or local system administrators might access messages with or without the permission of the employee. However, no other employees may monitor or access e-mail messages of another user.
6. Employees are expected to communicate in a professional manner. The use of foul, obscene, abusive, harassing, threatening or otherwise inappropriate language or images when sending messages is expressly prohibited. It is never appropriate to send a defamatory message, that is, to make a false statement about a specific person or entity that is sufficiently serious to damage his/her reputation. It is also inappropriate to disclose private or personal matters about an individual to persons other than those who have a business need to know. Because messages deleted by the user may still be present, either in another person's possession, or on a file server or back-up file of a user, care must be taken to ensure the accuracy and professionalism of all communications. Messages must be able to withstand scrutiny without causing embarrassment to the company, its employees or customers. Special care must be taken when forwarding communications from others, as there may be inappropriate (offensive or confidential) information in previous trains of conversation. All e-mail should only contain the information required to express the point of the communication and all other accompanying information should be deleted.

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7. Confidential or proprietary information regarding the company and its clients must never be sent on external online systems since they may not be secure systems. Online e-mail messages and cellular telephone communications are subject to interception by outsiders and may be received by other than the intended recipient. In addition, employees must ensure that internal messages meant only for company employees are not sent to outsiders. This especially applies to client messages received by employees while working at a client site.
8. Employees are responsible for setting up their message systems (i.e.: voice mail and e-mail) with appropriate passwords to prevent others from assuming their identity. Under no circumstances should employees give out their username or password unless expressly authorized to do so by the local system administrator or client manager, regardless of the claimed credentials of the requestor. Employees should always ensure that their system is not left on and available to unauthorized individuals.
9. Employees are forbidden from using a false name in voice mail, e-mail and facsimile communications and may not permit any other person, other than a designated assistant, from using their identification codes or passwords.
10. Employees should refrain from infringing on copyrights and trademarks of the company and other persons or entities. Employees are reminded that almost all software is copyright protected. Employees should not transmit messages, data, images or programs that would violate the property rights of others. Employees should not distribute company materials without appropriate copyright protections. Employees must not digitally redistribute copyrighted materials. Employees are also forbidden from sending messages or materials prohibited or restricted by government security laws or regulations.
11. Employees must never exchange information with competitors or clients relating to future prices or terms or conditions of sales or purchases; even exchanges of price and other information related to completed sales can be dangerous from an anti-trust (legal) perspective. Salary information should likewise never be divulged to client personnel.
12. Any requests for access to the contents of any communications in order to respond to legal process, such as subpoenas, or for the purposes of representing the company in connection with any actual or threatened litigation, investigation or claim must be brought to the attention of Meridian's Human Resources Department before complying with the request.
13. No type of file, software or otherwise, may be downloaded from the Internet without proper consent from the appropriate IT department. It should never be assumed that the installed virus software will prevent the infection of a machine if a downloaded file contains a virus. Restricted methods of download include but are not limited to web browsers, ftp clients and instant messaging clients.

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Supersedes: 6/1/02

14. No employee shall ever knowingly or willingly release a virus, malware, spyware or other unauthorized file onto a network under any circumstances. This includes but is not limited to viruses, worms, trojan programs, network monitors and sniffers, password cracking software, license generation software and file sharing software (such as Napster). Forbidden distribution methods include but are not limited to file sharing, e-mail, network server distribution, instant messaging clients and ftp servers.
15. Any type of message that contains the following content is expressly prohibited:
- Content that may constitute sexual harassment or be considered discriminatory, obscene, derogatory or excessively personal, whether intended to be serious or humorous
 - Chain letters
 - Illegal activity
 - Harassment
 - Exchanging sensitive information related to possible or actual litigation
 - Personal commercial activities
 - Promotion of political or religious positions or actions
 - Solicitation of any type, except for company-sanctioned activities
 - Virus or security hoaxes.

Directors, VP's and Managers are responsible for (a) ensuring that their employees understand this policy and for monitoring usage within their department; (b) ensuring that access privileges are terminated when appropriate in cases of transfer, termination or changes of assignment; and (c) cooperating with and providing resources for investigations of system use and misuse.

Questions regarding this policy or the rules outlined above may be directed to Human Resources. Employees violating this policy may be subject to disciplinary measures up to and including employment termination.

See [Confidentiality Policy #660](#).

See [Social Networking Policy #625](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Social Networking

Policy Number: 625

Effective Date: 1/1/10

Page: 1 of 2

Supersedes: NEW

Social Media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. Meridian has established the following guidelines for employee participation in social media, to protect employee privacy and employees' reputations, company assets, intellectual property, Meridian's reputation, Meridian's clients' reputations and to avoid real or perceived incidents of workplace harassment. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or Meridian's Human Resources Manager if you are uncertain.

"Social medial", includes but is not limited to, blogs, forums and social networking sites such as Twitter, Facebook, LinkedIn, YouTube and MySpace. The absence or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Use of social media: In general, Meridian considers social media activity to be personal endeavors, and employees may use them to express their thoughts or promote their ideas as long as they do not conflict with company or client policies or business. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work or client-billable time and does not identify or reference Meridian clients without express permission from Meridian and the client(s).

Monitoring: Meridian and its clients monitor use of company computers and the Internet, including employee blogging and social networking activity.

Respect: Demonstrate respect for Meridian, Meridian's clients and their employees. Meridian employees should avoid embarrassing readers, Meridian employees or Meridian's clients' employees. Do not use ethnic slurs, personal insults, sexually offensive material, obscenity or language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers: If an employee identifies him or herself as a Meridian employee or discusses matters related to Meridian and/or the client on a social media site, the site must include a personal disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing his or her personal views only. For example "The views expressed on this website/blog are mine alone and do not reflect the views of my employer". Place the disclaimer in a prominent place and repeat it for each posting expressing an opinion related to the company or company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state or local law, the disclaimer will not shield them from disciplinary action.

Competition: Employees should not use a social media channel to criticize Meridian's competition nor use it to compete with the Meridian.

Confidentiality: Citing or referencing client names without express permission is prohibited. Use of Meridian or client logos or trademarks is also strictly prohibited. All information posted on forums, blogs or social networking sites should be in compliance with both Meridian and Meridian's clients' Confidentiality and Non-Disclosure Agreements. Employees may write about their jobs in generalities but may not disclose any confidential or proprietary information.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Social Networking

Policy Number: 625

Effective Date: 1/1/10

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Supersedes: NEW

Meridian has the right to mandate what it deems to be inappropriate content to be immediately removed from a website. Meridian also has the right to discipline employees who violate this policy.

See [Confidentiality Policy #660](#).

See [Communications Policy # 620](#).

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Meridian Resume Format

Policy Number: 630

Effective Date: 6/1/05

Page: 1 of 1

Supersedes: 1/1/04

As a Meridian employee, one of your responsibilities is to help us maintain a Meridian version of your resume (i.e. our Meridian work product) that we will use to market you to client opportunities. In order to present our clients with a consistent Meridian resume, we require that our resumes follow a standard format. We will convert most resumes to Meridian format during the hiring process, but in the event that further modifications are required, you can easily adapt most resumes by using the standard Meridian template with macros and keyboard shortcuts to facilitate the process. For instructions and Meridian template information, log on to Meridian's Employee Only website at <https://employee.meridiangroup.com>. Click on Administrative then Resume.

All Meridian resumes should be in Microsoft Word document format. Meridian resumes should be clear, concise and visually appealing. They should reflect the best that you and Meridian have to offer to our clients. Please take the time to ensure that the Meridian version of your resume is correct in terms of content. Do not forget to use the Spell Checker! Meridian resumes should be no longer than four and no shorter than two pages.

We (Meridian and/or you) should update Meridian resumes whenever you complete a major project, anticipate moving to a new client site or achieve technical training or certification. If you post a resume (Meridian or otherwise) to Monster or other job boards while working for Meridian, we may construe that as a resignation. If you have any questions regarding a Meridian resume or format, please contact the Sr. VP of Technical Operations.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Software Distribution Policy

Policy Number: 635

Effective Date: 6/25/03

Page: 1 of 2

Supersedes: 12/1/02

In order to enhance the technical working knowledge of our consultants, Meridian has obtained copies of licensed, beta or trial software in a variety of technologies. Copies of this software can be lent, or in some cases given, to our consultants on request. (See instructions below for obtaining copies.) However, in order to ensure appropriate use of this software, the following points should be noted:

1. Installation of software on any computer denotes acceptance of the licensing terms associated with that software. If you do not intend to comply with those terms, do not install the software!
2. It may not be appropriate for consultants to install distributed software on client machines. If software is to be installed on client machines, express permission must first be granted by the client. It is certainly not appropriate for consultants to use distributed software for the purposes of software development or deployment on behalf of the client, who may not be licensed for the commercial use of the software or its runtime products.
3. Meridian Technology Group, Inc. shall not be held liable for any special, incidental, indirect or consequential damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information or any other pecuniary loss, incurred by you or any third party) arising out of the use or inability to use the distributed software or through violations of its licensing terms.
4. If, for any reason, a consultant ends employment with Meridian Technology Group, any software on loan from Meridian Technology Group must be returned immediately. In addition, any installed versions of the software must be removed from all machines on which it has been installed, client or otherwise. Failure to comply with this will result in the consultant being in violation of the licensing terms and all the consequences of such a violation will be the consultant's responsibility. Meridian Technology Group shall not be held accountable for the former employee's failure to comply with this policy.

If you have questions regarding the correct use of the supplied software, contact the Sr. VP of Technical Operations before using it.

Please note the following general guidelines that apply to software use:

Copyright: Software is the proprietary product of the manufacturer and is protected by copyright law and international copyright treaties, as well as other intellectual property laws and treaties. You acquire only the right to use the software, not any rights of ownership. You agree not to cause or permit the reverse engineering, disassembly or decompilation of the software.

Beta Software: If the software product or any of its components is marked "Prerelease" or "Beta," it may not be used in a live operating environment where it may be relied upon to perform in the same manner as a commercially released product or with data that have not been sufficiently backed up.

Distribution: You may not distribute copies of the software to third parties, except as expressly provided in the licensing terms. The software may not be exported to any country, person, entity or end user subject to U.S.A. export restrictions.

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No Warranties: The manufacturer typically disclaims any warranty for the software and its related documentation. Such products are provided “as is” without warranty of any kind, either express or implied. The entire risk arising out of use or performance of the software product remains with you.

Instructions for Obtaining Software:

You will need to go to the Employee Only website and check the Software List page to determine whether the software you are interested in can be checked out. You can get there by going to Resources and clicking on Software List. Look for the software you are interested in and click the Reserve button. Once checked out, software can be kept for as long as you need it or for two weeks, if it has been requested by another consultant. Copies of available software (on CD) can be picked up at the Meridian office or dropped off at your workplace during the next Meridian visit. You will also need to sign a Software Distribution Agreement form before software will be released to you (see: Documents, Software section at <https://employee.meridiangroup.com>.)

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Employee Property

Policy Number: 640

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Employees are urged not to bring valuable personal property to work. Meridian and its clients assume no responsibility for loss, theft or damage of employee personal property.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Security

Policy Number: 645

Effective Date: 6/1/00

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Supersedes: NEW

Meridian will not tolerate threats, violence, intimidation or rude, offensive conduct toward employees, clients, visitors or other individuals.

Weapons or items designed or intended for use as a weapon are prohibited on Meridian or client premises (including parking lots). Meridian reserves the right to inspect packages, lockers, automobiles and other items on our property.

You should notify the Human Resources Manager of any threats received or witnessed, and of suspicious persons or persons acting in a suspicious manner on or around company property.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Keys to Building

Policy Number: 650

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Keys to Meridian premises are issued to and for the exclusive use of designated employees. You are responsible for keys and access cards issued to you and their safekeeping. If you lose your keys or access card, you must immediately notify Meridian's Human Resources Manager. You may not duplicate keys or request that they be duplicated. On termination of employment, all keys and your access card must be returned to your manager or the Human Resources Manager.

**MERIDIAN TECHNOLOGY GROUP, INC.
EMPLOYEE HANDBOOK**

Visitors

Policy Number: 655

Effective Date: 6/1/00

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Supersedes: NEW

Friends and relatives should be asked not to visit employees during working hours. Unattended children or pets are not allowed on Meridian or its clients' premises at any time.

**MERIDIAN TECHNOLOGY GROUP, INC.
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Confidentiality

Policy Number: 660

Effective Date: 1/1/10

Page: 1 of 1

Supersedes: 6/25/03

In the course of employment with Meridian, employees will have access to confidential information of Meridian clients and may have access to confidential information of Meridian. Through their work, employees may also develop new ideas and intellectual property.

The following kinds of information are confidential and belong solely to Meridian Technology and its clients and not to the employees or anyone else:

- Customer lists or information;
- Pricing information;
- Trade secrets;
- Computerized information;
- Other information treated as confidential by Meridian or Meridian clients.

The law imposes a duty on employees to keep these types of information confidential, and to use such information only to benefit Meridian Technology and its clients. This obligation continues during and indefinitely after termination of an employee's employment with Meridian. The legal consequences for disclosing or misusing confidential Meridian information are severe.

Meridian requires that all Client assignments and matters be treated as confidential. Discussion with others inside or outside Meridian, with the exception of Meridian management, regarding current, past or prospective Client matters or assignments is expressly prohibited.

Employees cannot copy, distribute or use documents, written materials or computerized information except as authorized for Meridian's benefit. Similarly, while employed by Meridian, employees are prohibited from using or disclosing any trade secrets they learned of or became aware of in former jobs. Employees should notify the VP of Technical Operations immediately if they anticipate a potential problem so Meridian can take appropriate precautions.

Upon termination of employment with Meridian, employees must immediately return all copies of Meridian's or Meridian Technology's clients' documents, written material, computerized information or other tangible things that contain confidential information.

If an employee has any questions about whether this policy applies to a specific situation, he or she should contact Meridian's Human Resources Manager. Employees are responsible for resolving potential confidentiality issues and getting their questions answered in advance. If an employee has any doubt about the confidentiality, trade secret or other status of any material, the employee should assume that it is protected and that its use or disclosure is restricted.

See [Communications Policy #620](#).

See [Social Networking Policy #625](#).

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Questions, Suggestions, Complaints or Grievances

Policy Number: 665

Effective Date: 6/1/00

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Supersedes: NEW

Our goal is to foster a productive work environment. Open communication is essential to this goal. Meridian welcomes your questions and suggestions and wants to be made aware of things which come up, whether problems or ways to improve communications or productivity. It is your responsibility to make Meridian aware of any problems or difficulties you may be experiencing at work. Meridian may not be aware of a problem or difficulty unless you bring it to our attention. Meridian is unable to address a situation it is not aware of.

Questions and Suggestions

If you have questions regarding your duties, responsibilities, assignments or any day-to-day work issue at Meridian, or if you have suggestions on how we can improve, please feel free to talk with your manager.

If you have questions regarding the policies in this Handbook, any aspect of your employment relationship with Meridian or benefits, please feel free to contact the Human Resources Manager.

Complaints and Grievances

To encourage prompt investigation of and response to complaints and grievances and to give you guidance about how to pursue a complaint or grievance you may feel has not been responded to, Meridian has established this Complaint and Grievance procedure. No adverse action will be taken towards an employee for presenting complaints or grievances or for providing information about the subject matter of a complaint or grievance unless the complaint is frivolous or vexatious or the information is malicious or intentionally false. Meridian takes all complaints and grievances seriously, will investigate or follow up and will try, consistent with the circumstances, to promptly resolve them.

Point of Contact

If you have concern about any working condition, policy, practice or action by Meridian, your Manager, or another employee, try discussing the matter first with that person. If you are unable or uncomfortable first discussing it with another employee, contact that person's Manager or your Manager.

Contact the Manager before you leave work on the day your concern arises.

If the nature of your concern or the persons who are involved make it uncomfortable to go to the employee or a Manager, including if your concern involves discrimination or harassment issues, you may go directly to the Human Resources Manager or the President.

Following up

If discussion with the employee or the Manager does not resolve your complaint or grievance, or if you are uncomfortable due to the nature of your concern or the persons involved, including if it involves discrimination or harassment, and discussions with the Human Resources Manager, and/or the President do not resolve your complaint or grievance, please put your complaint or grievance and your proposed solution in writing. Describe the situation or problem, and identify other persons who may have information about the situation or events. Try to be specific about times, dates and places. Also include a summary of your communications with any person identified in this policy, if you have had such communications (even if those persons include the President). Give your written complaint or grievance to the President.

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A representative of Meridian will review the complaint or grievance and talk with you. Feel free to discuss your complaint or grievance openly, your reasons for feeling the way you do and what you believe would fairly resolve the complaint or grievance. Meridian will determine whether or what further investigation is appropriate. At the conclusion of the investigation, you will be advised of Meridian's response. Hopefully, the complaint or grievance will be fully resolved. If you are not satisfied with the Meridian's decision, you will be advised of further steps available to you.

This complaint and grievance procedure is intended to be flexible to utilize a written report to emphasize the seriousness of a complaint to you and to help resolve matters promptly and appropriately. Confidentiality will be maintained to the extent possible, consistent with Meridian's interest in resolving matters, but cannot always be assured. Employees will not be illegally retaliated against for bringing complaints to Meridian's attention or providing information about complaints in good faith.

If you feel you have been or may have been discriminated against or harassed, please also refer to the policy on [Diversity and Equal Employment Opportunity Policy #620](#).

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Inclement Weather or Other Disaster

Policy Number: 675

Effective Date: 2/1/09

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Supersedes: 2/1/08

In the event, due to inclement weather or other disaster, that the client at which you are working opens late, closes early, closes for an entire day, it is impossible for you to get to work or you choose to stay home, the time you are unable to work will be PTO if you are a salaried employee, or unpaid time off if you are an hourly employee, unless the client allows you to make up the missed time. In the event your client manager tells you to leave due to inclement weather, it is your responsibility to ask whether the time you will be missing is billable to the client.

Please notify Meridian's Director of Administration if you are unable to get to work at all, if you will be arriving late, leaving early or if you are sent home by the client.

[See PTO Policy #415.](#)

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Safety

Policy Number: 705

Effective Date: 12/1/07

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Supersedes: 1/12/07

Meridian is committed to providing a safe and healthy workplace for its employees. Meridian complies with applicable Occupational Safety and Health Act of 1970 (OSHA), Oregon Safe Employment Act (OSEA), Washington Industrial Safety and Health Act (WISHA) and Arizona Division of Occupational Safety and Health Act (ADOSHA). Responsibility for safety is shared by Meridian and all employees. You are expected to comply with applicable state and federal requirements and regulations, to follow common sense safety practices and to report unsafe working conditions and defective tools or equipment to your supervisor.

Meridian's Safety Committee is comprised of management and other company representatives who are responsible for recommending safety and health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to accident prevention and helping the company evaluate the safety and health program.

All injuries or accidents, no matter how minor, must be reported to your Manager and the Human Resources Manager immediately.

For more information concerning Meridian's safety and health activities, contact the Human Resources Manager.

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Hazard Communication Program

Policy Number: 710

Effective Date: 6/1/00

Page: 1 of 1

Supersedes: NEW

Employees have the right to know if they may use or be exposed to hazardous chemicals on the job. A hazardous chemical is any chemical which is a physical hazard or a health hazard.

Information about such chemicals is provided through (1) container labeling, (2) readily accessible material safety data sheets (MSDS) and (3) employee training. OSHA requires all employees be advised of the requirements of the Chemical Hazard Communication Standard requiring information be maintained and available. When you are hired, you are advised of physical or health hazards you may work with and safety precautions to be taken. You will be advised if a hazard not previously present is introduced into your work area. A list of hazardous chemicals in Meridian's workplace and copies of MSDS concerning those materials are maintained by the Human Resources Manager and are available for your review on request. Meridian provides periodic training concerning products used in our workplace, hazards associated with those products, identifying symptoms which may result from exposure to those hazards, appropriate work practices, appropriate use of personal protective equipment (PPE), if applicable, and information about the MSDS available at Meridian's workplace.

Any incident resulting in an injury or accident involving hazardous chemicals should be reported to your Manager immediately.

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Vehicular Accidents

Policy Number: 715

Effective Date: 2/1/01

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Supersedes: 6/1/00

Any accident involving a company vehicle must be reported immediately to your Manager and the Human Resources Manager. In no case should an accident be discussed with other persons, except law enforcement officials at the scene. Do not make any statements at the scene of the accident other than to law enforcement officials. Meridian is covered by insurance and claims will be reported to our agent for handling.

See the [Workers' Compensation Policy #475](#).

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First Aid

Policy Number: 720

Effective Date: 12/1/05

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Supersedes: 6/1/00

Meridian maintains first aid kits in its office at all times for use on minor injuries. The kits are clearly marked and visible.

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Smoke-Free Environment

Policy Number: 725

Effective Date: 6/1/00

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Supersedes: NEW

Meridian is committed to a safe and healthy working environment. Consistent with this, smoking is not permitted within Meridian's facilities or while working at a customer's location during working hours. Smoking by employees is permitted only in specified areas during break periods and/or lunch periods.