

Employee Handbook

Version 1.8

Effective Date: January 1, 2022



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1 President's Welcome

I would like to welcome you as an Employee to Gemini Technologies, Inc. (Gemini). Gemini was established in March of 2007 aiming to provide high quality technical and support services to the U.S. Federal Government and other agencies. Gemini's core values are *honesty, integrity, quality, customer service, teamwork, loyalty, and respect for each other*. We strive to recruit and retain the best talent available and I am delighted that you joined our team. We have set high standards for the service we provide to our customers and we believe that this practice will offer professional and career development for all of our employees. I invite you to partake in these opportunities as they arise and take advantage of them to achieve your individual professional goals. We believe in a truly open door policy, so if you ever face a professional, technical, or even a personal issue, the door is open at all times. We recognize that individual employees often times have the best ideas about how to achieve high quality standards or operate efficiently – we welcome your suggestions, even if for some reason beyond our control we may not be able to implement them immediately.

Although we believe in minimal management and administrative processes, partly due to legal requirements and partly because the conduct of the business requires some structure, we must have certain processes in place in order to function as a business entity. We invite you to review and acquaint yourself with the Gemini Operational Policies & Procedures, which govern the conduct of our business. Although these documents are not for public disclosure, they are open for review to all of our employees. Furthermore, this *Employee Handbook* will familiarize you with the few fundamental processes that you must follow.

I again welcome you to the Gemini Team and hope that your employment with Gemini will be rewarding and fulfilling.

Robin Taber,
President

2 General Gemini Information

2.1 Gemini Corporate Information

- Established in March 2007
- Small Business Administration classification: Woman Owned Small Business (WOSB)
- Office address and telephones:

Corporate Office:
 Gemini Technologies, Inc.
 2153 Almshouse Rd.
 Jamison, PA 18929
 Tel: 215-491-9450
 Fax: 215-491-9451

- Web site: www.gemitek.com

2.2 Gemini Points of Contact

An employee's first *Point of Contact* is their immediate Supervisor. Employees should address any questions they may have to their Supervisor. In addition, the following Gemini Points of Contact can help with specific issues:

Name	Position	Work Phone	Cell Phone	Email	
Robin Taber	President	215-491-9450	610-585-1355	robin.taber@gemitek.com	All company matters
Kimberly Aletich-Harvey	CFO	215-491-9450	609-335-8437	kimberly.aletich@gemitek.com	Financial Administration, Human Resources
Paulina Anderson-Dinitz	COO	215-491-9450	610-800-2244	paulina.dinitz@gemitek.com	Chief Operating Officer
Amy Taber	FSO	215-491-9450	215-589-2073	amy.taber@gemitek.com	Facility Security Officer (FSO)

3 Employment at Gemini

3.1 Employment at Will

Employment in Gemini is *Employment-At-Will*. This legal concept means that neither the employee nor the company is under an obligation for continuous employment and neither the offer letter nor this Employee Handbook create any employment contract, or any contractual obligations of any kind between you and Gemini. Both you and Gemini may terminate employment at any time with or without advance notice.

3.2 Work Hours

The law defines a *workweek* as a fixed and regularly recurring period of 168 hours, or seven consecutive 24-hour periods. Gemini's workweek starts at midnight Sunday and ends at midnight of the following

Sunday. Gemini' standard work hours are Monday through Friday, 8:00 am to 5:00 pm, with a 40-minute lunch break and two 10-minute rest breaks. See policy #1002 Gemini Work Hours for more details.

3.3 Forms that must be completed

Every new Gemini employee must complete:

1. **IRS W-4 form:** used to inform the Gemini payroll service what federal tax deductions are applicable to the employee
2. **DHS/US Citizenship and Immigration Services I-9 form:** Used to verify eligibility for work in the U.S. Gemini participates in the Department of Homeland Security's E-Verify program. In order to determine whether Form I-9 documentation is valid, Gemini uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.
3. **Gemini's New Employee Information sheet:** used to collect data that Gemini must report to the U.S. Department of Labor
4. **Gemini's Non-Disclosure/ Non-Compete Agreement:** used as a contract through which the employee agrees not to disclose information covered by the agreement and not to solicit current work from existing Gemini customers.
5. **Gemini's Employee Handbook Acknowledgment:** to ensure the employee has read Gemini's Handbook, and understands that it is company property and is not to be altered, copied or reproduced in any manner.
6. **1111.1 Form- Employee Normal Work Schedule:** used to record the employee's approved work schedule
7. **1006.1 Form- Timesheet Review Acknowledgement**

3.4 Employee classification

Gemini employees are classified in a number of ways depending on hours worked, place of work, and compensation method. Regardless of these classifications, all Gemini employees are equally important to Gemini and the company treats them with the same care and respect.

3.4.1 Classification according to hours worked

Gemini employees are classified in terms of how many hours worked per week as follows:

- **Full Time Employees:** nominally work 40 hours per workweek or, equivalently, 1,880 hours over a 52-workweek year excluding holiday and time off.
- **Regular Part Time Employees:** nominally work at least 25 hours and less than 40 hours per workweek
- **Casual Part Time Employees:** nominally work less than 25 hours per workweek
- **Temporary Employees:** Work for a specific length of time as FT, RPT, CPT employees; for example, full time but only during the summer months

3.4.2 Classification in terms of work place

Gemini employees are classified in terms of their place of work as follows:

- **Plant Site 1 Employees:** These employees work at Gemini facilities. Gemini provides the resources that Plant Site 1 employees need to perform their assigned duties; for example, such resources may include computers, telephone, office supplies, work desk, etc. These employees receive Gemini's Full Benefits Package.
- **Plant Site 2 Employees:** These employees work at Gemini facilities. Gemini provides the resources that Plant Site 2 employees need to perform their assigned duties; for example, such resources may include computers, telephone, office supplies, work desk, etc. These employees receive Gemini's Standard Benefits Package.
- **Plant Site 3 Employees:** These employees work partly at Gemini facilities, partly at customer facilities or from home (telecommute). While at a Gemini facility, Gemini provides the resources that Plant Site 3 employees need to perform their assigned duties; for example, such resources may include computers, telephone, office supplies, work desk, etc. These employees receive Gemini's Full Benefits Package.
- **On-site 1 Employees:** These employees work at customer facilities or from home (telecommute). The facility owner or the employees will provide the resources that On-site 1 Employees need to perform their assigned duties; for example, such resources may include computers, telephone, office supplies, work desk, etc. On-site 1 Employees can use Gemini facilities on an occasional basis; for example, hold a meeting in a conference room. These employees receive Gemini's Full Benefits Package.
- **On-site 2 Employees:** These employees work at customer facilities or from home (telecommute). The facility owner or the employees provide the resources that On-Site 2 Employees need to perform their assigned duties; for example, such resources may include computers, telephone, office supplies, work desk, etc. On-site 2 Employees can use Gemini facilities on an occasional basis; for example, hold a meeting in a conference room. These employees receive Gemini's Standard Benefits Package.

3.4.3 Classification in terms of Benefits

Gemini employees are classified in terms of offered Fringe Benefits (cost shared Health Insurance, Paid Time OFF (PTO), and paid Holidays). Table 1 below summarizes the classification. See paragraph 5, policy #1003 Employee Classification, and policy #1014 Benefit Program for more details.

Classification	Workplace	Benefits		
		Health Insurance	Paid Time Off	Holiday
PS1	Gemini Site	Yes	Yes	Yes
OS1	Non-Gemini Site	Yes	Yes	Yes
PS2	Gemini Site	No	No	No
OS2	Non-Gemini Site	No	No	No

PS3	Partly Gemini Site, partly non-Gemini Site	Yes	Yes	Yes
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Table 1. Types of Workplace Classifications

The work place classification of the employee will be revised when an employee’s work place changes on a non-temporary basis.

3.4.4 Classification in terms of compensation method

Gemini employees are classified in terms of their compensation as follows:

- **Salaried Employees:** These employees receive a guaranteed minimum negotiated salary (paid bi-weekly). These may be FT, RPT, CPT or Temporary employees.
- **Hourly Employees:** These employees are paid on an hourly basis at a negotiated hourly rate. Hourly employees are paid only for the hours they work. Hourly employees may be FT, RPT, CPT or Temporary employees.

3.4.5 Classification in terms of overtime payment

The law defines *overtime* as work in excess of 40-hours per workweek. Gemini complies with the *Fair Labor Standards Act (FLSA)* and state laws, which define criteria for overtime payment. Gemini employees are classified as:

- **Exempt:** These employees are exempt from the FLSA/state laws provisions for overtime payment.
- **Non-exempt:** These employees are not exempt from the FLSA/state laws provisions for overtime payment.

The status of an employee as exempt or non-exempt is determined based on criteria relative to their position, duties, and compensation. All Gemini employees are briefed on their exempt/non-exempt status determination. The exempt/non-exempt status of a Gemini employee is revised as their position, duties, and/or compensation changes.

3.5 Intellectual Property Rights

Gemini employees agree that any Intellectual Property (IP) rights related to inventions, patents, innovations, etc. created or originated during employment with Gemini is assigned to Gemini.

3.6 Non-Compete Agreement

Gemini employees agree that upon termination of their employment with Gemini (voluntary or involuntary) and for one (1) year from the date of termination, they will not solicit Gemini customers for work within the scope of existing Gemini contracts including purchase orders and option years.

3.7 Non-Disclosure Agreement

Gemini employees agree that upon termination of their employment with Gemini (voluntary or involuntary) and for five (5) years from the date of termination, they will not disclose Gemini sensitive information such as rates, technical approaches and data, company employee records, contract data, and in general, any Gemini Technologies, Inc. information that is proprietary to the company to anyone except as required by law.

3.8 Timekeeping

Gemini employees are expected to keep accurate records of their work time on company-provided timesheets. The timesheet records are the basis for accounting labor costs against contracts, so accuracy and timelines are of paramount importance. All employees are expected to complete their timesheets daily. Employees sign their timesheet and submit for approval weekly. A signed timesheet is considered an employee affidavit that the records represent the work the employee performed accurately and truthfully. Under no circumstances is an employee to allow another person, regardless of position or rank, to complete or alter his/her timesheet records. Employees are expected to thoroughly review and abide by the company's procedure for keeping, completing, and submitting timesheets. See Timesheet Policy # 1007 and Timesheet Procedure # 1006.

4 Remuneration

4.1 Base Compensation

Gemini employees receive weekly salaries or hourly wages on a biweekly basis (26 pay periods per year). Gemini is committed to compensating all its employees in a fair manner and according to their skills and contributions to the success of the company. Gemini routinely reviews salary surveys to ensure fair wages in a highly competitive environment.

4.2 Overtime

Overtime or Extended Work Hours are the hours worked beyond 40 in any workweek. The *effective rate* of a salaried employee is determined as the weekly salary divided by the agreed upon hours of work per week (typically 40 hours per week).

1. Gemini will compensate:
 - a. All non-exempt hourly employees at 1½ times their hourly rate for all extended work hours
 - b. All non-exempt salaried employees at 1½ times their effective hourly rate for all extended work hours
 - c. All exempt salaried employees for all extended work hours at their effective hourly rate.

Management approval will be required for an employee to work extended hours.

5 Employee Benefits

In addition to fair wages, Gemini offers an attractive package of benefits to its employees, which are described in the following paragraphs.

5.1 Additional Compensation Benefits

5.1.1 Paid Time Off

Gemini provides Paid Time Off (PTO) to eligible Full-time and Regular Part-time employees. Full-time employees can accrue up to fifteen days (120 hours) of PTO per 1,880 company-paid hours annually. PTO can be used for vacation, bereavement, personal business or sick leave. Employees may carry over PTO hours accrued in their current Fiscal Year (FY) to the next FY. Employees are capped at 240 hours of PTO that can be accrued and carried over at any time. In the event an employee is close to reaching this cap, the employee can opt to use PTO or have a cash payout of available PTO hours. Employees must contact the payroll administrator to discuss this procedure. In the event of employment termination, the employee will receive cash for the balance of his/her PTO balance. To ensure that work requirements are met, employees must schedule their Personal Time with supervisor approval. See policy #1009 Paid Time Off for more details.

5.1.2 Holidays

Gemini provides ten (10) holidays annually to eligible Full-time and Regular Part-time employees on a pro-rated basis. Holidays consists of nine (9) company observed holidays and a holiday of each eligible employee's choice. Gemini holidays include:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Christmas Day
10. Employee elected holiday

See policy #1010 Holidays for more details.

5.1.3 Court Duty

Gemini will compensate Full Time employees for up to four (4) consecutive days in case the employee is summoned to jury duty and/or subpoenaed as a court witness. Gemini will pay the difference between normal base salary and the court's compensation; however, employees will be compensated only for their scheduled work hours. Employees will not be paid in cases where the employee volunteers for jury duty or where the employee is a plaintiff or defendant in a legal proceeding of a personal nature. Employees must inform their immediate supervisors as soon as notification is received from the court to appear as a juror or as a witness, and provide a copy of the summons. The employee is expected to

report to work if dismissed early enough to allow two (2) or more hours of work. Proof of court attendance is required after completing jury service.

5.1.4 Military Service

Gemini will subsidize the income of Full Time employees who are U.S. military reservists for up to ten (10) days per year of required active duty. If active duty pay is less than the employee's compensation, Gemini will pay the difference between the employee's normal base compensation and that received from the Government.

5.1.5 Monetary Awards for Exceptional Performance

Gemini will recognize an employee's exceptional performance with a cash award. It is emphasized, however, that such awards are not intended for simply a "job well done". A high quality standard is expected of all employees. The cash awards are for cases where an employee went beyond the call of duty and significantly contributed to the advancement of company goals through technical, operational, or business development contributions.

5.2 Health Benefits

5.2.1 Health Insurance

Gemini offers eligible Full-time and Regular Part-time employees a choice between three excellent Health plans including an H S A (Health Savings Account), HMO Plan and a PPO Plan. New employees can enroll in either plan and their coverage takes effect on the first day of the following month. Currently at this time, the HMO Plan is available to NJ and PA employees only. Employees can select the *Employee Only, Employee & Spouse, Employee & Child/Children, or Employee & Family* option. Employees may request a change in a previously selected option during the open enrollment period (May of each year). If approved, the new option will take effect June 1 of that year.

Medical insurance premiums vary annually. Interested employees should contact Human Resources about the monthly premiums in effect. Gemini currently contributes a significant portion of the premium and the employees are responsible for the balance through payroll deduction.

Details of the features of each plan are available from Gemini Human Resources.

5.2.2 Dental Insurance

Gemini offers Dental Insurance to eligible Full-time and Regular Part-time employees. Gemini contributes a significant portion of the Dental Insurance premium and the employee is responsible, through payroll deduction, for the balance. Details of the features of the Gemini dental plan are available from Gemini Human Resources.

5.2.3 Disability Insurance

Gemini plans to offer Disability Insurance plans in the near future.

5.2.4 Life Insurance

Gemini plans to offer Life Insurance plans in the near future.

5.2.5 Workers' Compensation

All employees are covered by Workers' Compensation insurance, which compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury or illness arising out of or

in the course of work. Employees must immediately report any accident or injury to their supervisor and the human resources department, so that the necessary paperwork may be completed.

5.2.6 Unemployment

Gemini will provide unemployment assistance to former employees who lose their jobs through no fault of their own and who are unable to find immediate other employment. However, while Gemini will not deny unemployment benefits to any person who is legally entitled to them, it is the Company's policy to review all unemployment claims to determine eligibility.

5.2.7 AFLAC Voluntary Benefits

AFLAC policies are employee-paid, voluntary benefits available as a cost effective solution to help employees with out-of-pocket health care expenses. All employees are eligible for AFLAC benefits and may enroll in any policy during the open enrollment period (April and May of each year) with an effective date of June 1 of that year. New employees can enroll in any AFLAC policy on the date of hire. Benefit rates vary per state. Interested employees should contact Human Resources. AFLAC benefits include:

1. Accident Indemnity Advantage;
2. Cancer Indemnity Insurance;
3. Critical Care and Recovery;
4. Hospital Protection; and
5. Short-Term Disability Insurance.

5.2.8 Other health benefits

Gemini continuously seeks to enhance the benefits offered to its employees as availability and market conditions allow.

5.3 Other Benefits

5.3.1 Leave of Absence

An employee may request a leave of absence when all available PTO (including banked personal time) has been exhausted. Eligible employees may be granted a Leave of Absence for up to a maximum of 12 calendar weeks. During a Leave of Absence, an employee does not receive any compensation or accrue any PTO but the employee may continue health benefits that he/she is eligible for at his/her own expense. See policy # 1028 Leave of Absence for more details.

5.3.2 Leave without Pay

An employee may request a leave without pay (LWOP) when all available PTO has been exhausted. All employees are eligible for Leave without Pay and can request up to a maximum of three (3) calendar weeks of leave. LWOP requires advance approval from an employee's supervisor, except during company observed holidays and for a part time employee's normal day(s)/hour(s) off. See policy # 1029 Leave without Pay for more details.

5.3.3 Family Medical Leave Act

Eligible employees for FMLA may take unpaid, job-protected leave for specified family and medical reasons with a continuation of Gemini health insurance under the same terms as if the employee had not taken leave. See policy # 1027.5 Leave for more details.

5.3.4 Return to Employment within 30 days

Gemini employees who voluntarily terminate employment with Gemini and then return to Gemini within (30) days will have the status of their benefits reinstated to the status prior to their resignation.

5.3.5 Education & Training

Gemini is a firm believer in the value of formal education. Unfortunately, at this point of its corporate development Gemini is not in a position to offer tuition assistance to its employees. Gemini, however, at its discretion will reimburse employees for the cost of attending seminars and workshops for acquisition of work-related skills and/or certifications. In addition, Gemini is periodically conducting internal training sessions for work related skills that enhance its employee's career advancement. Employees are encouraged to take advantage of these sessions on a voluntary basis.

5.3.6 Retirement Planning (401K Plan)

Gemini encourages all employees to participate in the company 401K plan, which is administered through Gemini's payroll service. The plan consists of a choice of investment funds and an employee can enroll at any time. Participants have online access to their accounts. Contributions are made through pre-tax payroll deductions. Gemini matches employee contributions dollar for dollar for employees contributing up to 4% of their earnings, and employees are immediately 100% vested in employer these contributions. In addition, employees have access to a Financial Advisor who can assist them with their investment options and retirement planning. Human Resources can provide the contact information.

6 Reimbursements

6.1 Travel Expenses

Gemini will reimburse an employee for his/her actual and reasonable authorized business-related travel expenses. Reasonable travel times during work hours are considered work. Employees are cautioned to review Gemini's Travel Expense reimbursement procedure and consult with their Supervisor so that they are fully aware of what expenses and what amounts are reimbursable. Normal commute to/from Gemini work locations is not considered business travel. See policy # 1017 Travel and procedure # 1101 Travel Reimbursement for more details.

6.2 Purchases

In general, Gemini purchases required equipment, materials, services, etc. through a Purchase Order system. An employee submits a Statement of need (SON) for approval to his/her supervisor and if approved Gemini issues a Purchase Order to the vendor – see procedure, 1110 Statement of Need. On rare occasions an employee, may purchase a needed item at his/her own expense and be reimbursed through a General Expense voucher. However, in those cases, an approved Authorization to Purchase form is required – see procedure 1115 Authorization to Purchase for details.

6.3 General expenses

Gemini will reimburse an employee for his/her actual and reasonable authorized business-related expenses. Employees are cautioned to review Gemini's General Expense reimbursement procedure and consult with their Supervisor so that they are fully aware of what expenses and what amounts are reimbursable. See procedure # 1003 General Expense Voucher for more details.

7 Employee Conduct Standards

7.1 Code of Ethics

Gemini expects all employees to adhere to its Code of Ethics Policy #1018. Specifically:

- 1) Honesty
- 2) Integrity
- 3) Respect for all employees
- 4) Lawful conduct at all times
- 5) Loyalty

See policy #1018 Code of Ethics for more details. All Gemini employees should review and become acquainted with the Gemini Policies. Violation of any Gemini policy is a serious disciplinary issue.

7.2 Employee Conduct

7.2.1 Behavior

Gemini employees are expected to be courteous, professional, and cooperative. Even in jest, foul language, threats, insinuations, insults, raising the tone of voice, gossip, etc. have no place in a professional environment and may result in disciplinary action. See policy #1019 Employee Conduct for more details.

7.2.2 Attendance

Gemini employees are expected to be punctual at all times and especially when attending meetings. Business meetings typically involve several persons whose time is wasted if one participant is late.

7.2.3 Harassment

Gemini has zero tolerance for any form of harassment. Harassment includes:

- Physical assaults and other unwanted and unnecessary physical contact with another employee
- Persistent unwelcome advances, propositions, or sexual flirtations and subtle pressure or requests for sexual activities
- Verbal abuse, humiliating, disparaging, or berating remarks about another employee
- The use of offensive or sexually explicit language in discussions with, or to describe, an individual
- Sexually explicit or offensive jokes
- The display or storage in the workplace of sexually suggestive objects or pictures
- Any form of innuendo
- Tormenting behavior
- Stalking

Employees are expected to report harassment incidents immediately and failure to do so may be perceived as evidence that the alleged acts were acceptable to an employee. Upon being notified of an incident, Gemini will conduct an investigation and take the proper disciplinary actions. See policy #1020, Harassment, for more details.

7.2.4 Discrimination

Gemini has zero tolerance for unlawful discrimination on the basis of race, color, religion, creed, sex, affectional or sexual orientation, nation origin, nationality, citizenship, ancestry, marital status, atypical hereditary cellular or blood trait, age, handicap, disability, liability for service in the Armed Forces of the U.S., and/or U.S. veteran status. Discrimination includes any form of hate speech or written statements.

7.2.5 Attire and Appearance

Gemini does not have a dress code. Employees are nevertheless expected to be appropriately dressed for the occasion. Beach attire (e.g., shorts, sandals, swimwear, etc.), picnic attire (e.g., cutoffs, torn jeans, tank tops, etc.) and overly revealing attire is not appropriate to a business environment. Employees are expected to practice proper personal hygiene. Employees are cautioned that their appearance is indicative of how they perceive their role in the company. See policy #1021, Attire and Appearance, for more details.

7.2.6 Alcohol

Consumption or keeping of alcoholic beverages on company premises is not permitted at any time.

7.2.7 Smoking

Gemini facilities are smoke-free facilities. Smokers should use designated smoking areas and equipment (ashtrays) outside the facility.

7.2.8 Participation in civic and community service activities

Gemini encourages employees to participate in civic and community service activities during free time. Participation in these activities must not interfere with satisfactory work performance, disrupt normal business activity, reflect unfavorably on the Company, or involve real or apparent conflicts of interest with employment. If employees take on these activities, they do so as individual citizens, not as representatives of Gemini.

7.2.9 Solicitations

No solicitation or distribution of religious, political, religious, etc., literature of any kind is permitted on company premises. Management approval is required for selling "good cause" fund raising items such as Girl Scout cookies.

7.2.10 Weapons

No employee is allowed to carry or keep a weapon of any kind on company premises. This applies to employees who may be licensed to own or carry a weapon.

7.2.11 Gambling

No gambling of any type is permitted on company premises, including using company resources to place bets.

7.2.12 Illegal Substances

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in any Gemini workplace or customer workplace at any time. The company is dedicated to maintaining a drug free environment and violations will be dealt with disciplinary action. See policy #1027 Drug-Free Workplace for more details.

7.2.13 Theft

Gemini employees are discouraged from keeping valuable personal items (checkbooks, credit cards, cash, jewelry, etc.) on company premises. Gemini cannot take responsibility and has no insurance for loss of personal items. Any incident of theft should be reported to Gemini management immediately. Naturally, theft is a criminal offense; therefore, any incident of theft has criminal consequences besides the company disciplinary consequences.

7.2.14 Use of Cell Phones While Driving

Gemini does not tolerate texting or talking on a hand-held phone while operating a privately owned vehicle when on government/Gemini business or when performing any work for or on behalf of the government. See Policy # 1033, Use of Cell Phones While Driving, for more details.

7.3 Use of Company Resources

7.3.1 Use of Gemini Telephones

Company telephones are intended for business use. Gemini employees are expected to limit personal calls to emergencies and are responsible for reimbursing the company for long distance personal calls.

7.3.2 Use of Gemini Computers

Company computers are intended for business use. All data saved on the computer is the property of Gemini and employees should not use the computer for saving personal data. The company reserves the right to retrieve any email even if the sender has deleted it. Employees should never use email to transmit company sensitive or proprietary information without password protection. Internet access is provided to facilitate the conduct of business. Browsing websites with content not related to Gemini business, including but not limited to obscene, offensive, vulgar, hateful, defamatory, inappropriate, illegal, etc. content is not permitted at any time. At all times, employees are expected to comply fully with Gemini IT policies.

7.3.3 Use of Office Equipment

Gemini office equipment such as copiers and fax machines are intended for company use. Excessive use of these machines for personal reasons is prohibited. Employees are cautioned not to make copies of copyrighted materials for business or personal reasons.

7.3.4 Use of Gemini E-mail

The company's electronic mail (e-mail) is intended for business and all email data are the property of Gemini. Incidental personal use is allowed but there is no right to privacy in an employee's use of that resource. All employees are required to add Gemini's confidentially disclaimer to their emails. See policy #1030 Gemini E-mails for more details.

7.3.5 Use of Gemini Internet/Intranet

Gemini Internet /Intranet access is provided to facilitate the conduct of business. Incidental personal use is allowed but there is no right to privacy in an employee's use of that resource. Browsing websites with content not related to Gemini business is not permitted at any time. Unless specifically authorized, no employee is allowed to represent company views or positions in blogs, discussion forums, social networks, etc. See policy # 1031 Gemini Internet/Intranet for more details.

7.4 Business Obligations

7.4.1 Responsibility

Gemini employees are hired based on their skills and professionalism. All employees are expected to take personal interest in their assigned duties, take responsibility for high quality results, and support the mission of the company and its customers. A casual attitude towards fulfillment of work and company requirements is detrimental to the company and the employee's career.

7.4.2 Security

Gemini maintains a secured facility clearance. Security rules and regulations pertaining to the facility should be adhered to without exception. All Gemini employees who obtain and hold a security clearance are responsible to both the Government and Gemini for conducting themselves in accordance with Federal regulations. Security issues are coordinated through the Gemini Facility Security Officer (FSO).

7.4.3 Safety

Employees are expected to take proper precautions and exercise good judgment to ensure safety of themselves and others. The Company complies with all regulations of the Occupational Safety and Health Act (OSHA), and urges that employees report any unsafe conditions to Gemini management immediately so that they can be corrected.

7.5 Employee Relations

7.5.1 Open Door Policy

All Gemini employees have access to the highest echelons of the company at any time. Employees are, however expected to address any issue they have first with their immediate supervisor and then follow the chain of command. Gemini employees are strongly encouraged to make suggestions and recommendations about improvements for any aspect of company operation (e.g., work tools, processes, resources, cost savings, etc.)

7.5.2 Performance Review

All Gemini employees receive a performance review on or about the end of Gemini's fiscal year (March 31). In general, the job reviews consist of review the employee's accomplishments over the past year, strengths and weaknesses, career development paths and objectives, and employee goals for the following year.

7.5.3 Merit Increase

Depending on the employee's performance, contractual limits, and the company's financial status, employees may receive a compensation merit increase and/or other cash awards. Gemini takes official cost of living adjustments (COLA) data into consideration but a merit increase is solely based on performance regardless of what the COLA is. See policy #1024 Merit Increase for more details.

7.5.4 Personnel files

Gemini maintains personnel files of all employees. The file and its contents are the property of Gemini. Employees, however, may request to review the file and make copies of its contents. Employees should ensure that their personal data is accurate. Employees should notify Gemini management if there is a change in address, home telephone, marital status, etc. The data in the employee's files are treated as

confidential information and can be released to outsiders only with the employee's consent or due to legal requirements.

7.6 Conflict of Interest

7.6.1 Conflict of Interest in Customer Relations

All Gemini employees are prohibited from:

- a. Offering gratuities of any value or favors of any type to government employees
- b. Offering gratuities of any value or favors of any type to any employee of another company with intent to influence business decisions
- c. Disclosing any information that is proprietary to other companies
- d. Soliciting from anybody source selection information that is not available to the public
- e. Demanding gratuities from vendors in exchange of business
- f. Receiving gifts over \$25 per year in total
- g. Excessive fraternization with customers

See policy #1026 Gemini Business Integrity for more details.

7.6.2 Employment of Relatives

The relation between two or more employees (e.g., parents, children, siblings, spouses, in-laws, engaged, etc.) requires special care to avoid circumstances leading to an *actual* or a *perceived* conflict of interest. Consequently, an employee cannot have supervisory responsibility for his/her relative. An employee must disclose his/her relation to management.

7.7 Termination of Employment

Gemini wishes that all its employees have a long and fulfilling career in Gemini. Gemini recognizes, however, that employee turnover is unavoidable for a variety of reasons. Employees are cautioned that termination of employment is as much part of their record as their tenure with their company.

7.8 Voluntary termination

Employees who voluntarily terminate their employment with Gemini are expected to:

- 1) Provide their supervisor with ample notice of their intent to terminate employment for finding a suitable replacement. A two (2) week notice is the industry standard minimum.
- 2) Return all Gemini property, including, but not limited to this handbook. Gemini work data and files, which may have been saved on a Gemini computer or hard drive, are considered Gemini property and must be returned in an uncorrupted state
- 3) Participate in a brief exit Interview

Employees who voluntarily terminate their employment with Gemini will receive payment for all hours worked, reimbursement of expenses up to their last day of employment, and the cash equivalent of their accrued Personal Time balance, as long as all Property returned in acceptable condition.

7.9 Involuntary Termination

Involuntary terminations may be due to lack of further need for the employee's services (lay off) or for cause (disciplinary action).

7.9.1 Lay off

Gemini will expend every effort to maintain continuity of employment for all its employees. In the event that all other options were exhausted and a lay off is inevitable, the employee:

1. will receive a minimum of two (2) weeks' notice
2. is expected to return all Gemini property, including, but not limited to this handbook. Gemini work data and files, which may have been saved on a Gemini computer or hard drive, are considered Gemini property and must be returned in an uncorrupted state
3. participate in a brief exit interview

Laid off employees will receive payment for all hours worked, reimbursement of expenses up to their last day of employment, and the cash equivalent of their accrued Personal Time balance as long as all Property is returned in acceptable condition. Laid off employees may be eligible for unemployment benefits.

7.9.2 Termination for Cause

4. Employees who are in gross violation of Gemini policies will be terminated immediately. Terminated employees will receive payment for all hours worked, reimbursement of expenses up to that day, and the cash equivalent of their accrued Personal Time balance as long as all Gemini property, including, but not limited to this handbook, and Gemini work data and files (which are considered Gemini property) are returned in an uncorrupted state.

Appendix A: New Employee Package

- **Part I**

- 1) Employee Withholding Certificate (W-4)
 - a. PA Act 32- Local Earned Interest Form (if applicable)
 - b. NJ-W4- Employee's Withholding Allowance Certificate (if applicable)
- 2) Employment Eligibility Verification Form (I-9)
- 3) Gemini's New Employee Information Sheet
- 4) Employee Handbook
- 5) Employee Handbook Acknowledgement
- 6) Non Disclosure / Non Compete Agreement
- 7) Direct Deposit Form
- 8) Employees Exempt vs. Non Exempt Determination
- 9) Timesheet Review Acknowledgement Form
- 10) SF312 Classified Information Non-Disclosure Agreement (if applicable)

- **Part I- Benefits**

- 11) Gemini's Benefits Summary
- 12) Medical/Dental Information and Enrollment Forms (if applicable)
- 13) Waiver for Medical Coverage Form (if applicable)
- 14) Aflac Benefit Booklet
- 15) 401(k) Information