



# **TEAM MEMBER HANDBOOK**

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1/1/2021

**HOW TO BE A SOURCEREE  
TEAM MEMBER**

## PASSIONATELY DEDICATED TO SIMPLIFYING LIFE'S ADVENTURES

# WELCOME TO THE TEAM

Welcome to the Sourcereer Family. You have caught our eye, successfully completed our interview process, signed the contracts, and are finally part of the team. You will see that Sourcereer has a unique way of doing things that will make this the greatest professional experience of your life and will hopefully allow us all to do great and wonderful things.

Sourcereer has a history of high-quality services to its clients. We have earned an exceptional and precious reputation in Government, community, and commercial circles as one of the most forward-thinking firms, as well as a top service provider worldwide. You now share this reputation and the responsibility for enhancing it.

We attribute our success not only to the high level of quality and professional standards that Sourcereer has established, but also to our tradition of caring. It is the caring for our team members, as much as the care and personal attention each Sourcereer professional provides to our products and clients, that has set us apart from our competitors and has made us a great organization.

Sourcereer is committed to provide you with the opportunity for self-improvement, professional growth, and advancement. In return we expect loyalty, professional dedication, a commitment to improve your skillset, and uphold the professional and ethical standards established by the organization. You (with all of us) are Sourcereer.

This handbook will help you better understand the Sourcereer culture and will help guide you through the basics of Sourcereer. It will also be a reference for when you have questions about your benefits and how things are done related to all things you.



Adam Murphy  
President and CEO

## Table of Contents

<b><u>HOW TO BE A SOURCEREE TEAM MEMBER.....</u></b>	<b><u>1</u></b>
<b><u>(TEAM MEMBER HANDBOOK).....</u></b>	<b><u>1</u></b>
<b><u>1/1/2021.....</u></b>	<b><u>1</u></b>
<b><u>1.0 OVERVIEW.....</u></b>	<b><u>1</u></b>
1.1 ABOUT THIS MANUAL.....	1
1.2 SOURCEREE AND ITS OBJECTIVES.....	1
1.3 PROFESSIONAL PERFORMANCE.....	2
1.4 SERVICES PROVIDED.....	2
<b><u>2.0 ORGANIZATION AND MANAGEMENT.....</u></b>	<b><u>2</u></b>
2.1 MANAGEMENT.....	2
<b><u>3.0 HUMAN RESOURCES.....</u></b>	<b><u>3</u></b>
3.1 RECRUITMENT AND HIRING.....	3
3.2 TEAM MEMBER & GROWTH DEVELOPMENT.....	4
3.3 TEAM MEMBER PERFORMANCE & EVALUATION.....	4
<b><u>4.0 EMPLOYMENT POLICIES &amp; PROCEDURES.....</u></b>	<b><u>5</u></b>
4.1 STATEMENT OF EQUAL OPPORTUNITY POLICY.....	5
4.2 PROHIBITED HARASSMENT.....	5
4.3 PROBATIONARY PERIOD.....	6
4.4 WORKING HOURS.....	6
4.5 ABSENCES AND TARDINESS.....	6
4.6 SECURITY AND CLEARANCES.....	7
4.6.1 SOURCEREE SECURITY.....	7
4.6.2 CLEARANCES.....	7
4.7 TIME AND EXPENSE REPORTING.....	8
4.7.1 TIME REPORTS.....	8
4.7.2 EXPENSE REPORT.....	8
4.7.3 MILEAGE, TOLLS, AND PARKING EXPENSES.....	8

4.7.4	PERSONAL USE OF AUTO .....	8
4.7.5	TRAVEL TIME .....	9
<b>4.8</b>	<b>PROBLEMS AND DISCIPLINE.....</b>	<b>9</b>
4.8.1	TERMINATION.....	10
<b>5.0</b>	<b><u>TEAM MEMBER CONDUCT &amp; RESPONSIBILITIES .....</u></b>	<b>10</b>
5.1	CONFIDENTIALITY .....	10
5.2	APPOINTMENTS.....	11
5.3	GIFTS AND DISCOUNTS .....	11
5.4	CONDUCT IN AND OUTSIDE OF THE OFFICE .....	11
5.5	CONSUMPTION OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUG USAGE .....	11
5.6	DRESS CODE AND APPEARANCE.....	12
5.7	COMPUTER AND INTERNET USAGE .....	12
5.8	SOURCEREE FUNCTIONS.....	12
<b>6.0</b>	<b><u>PAYROLL, PAID TIME OFF &amp; BENEFITS .....</u></b>	<b>12</b>
6.1	PAYROLL .....	12
6.1.1	SALARIES.....	12
6.1.2	PAY PERIODS.....	13
6.2	PAID TIME OFF.....	13
6.2.1	VACATION .....	13
6.2.2	SICK AND SAFETY .....	13
6.2.3	HOLIDAY.....	13
6.2.4	BEREAVEMENT .....	14
6.2.5	JURY AND OTHER COURT APPEARANCE.....	14
6.3	RETIREMENT .....	14
6.4	BENEFITS .....	15
6.5	FAMILY MEDICAL LEAVE .....	15
6.6	MILITARY LEAVE.....	16
6.7	INCLEMENT WEATHER.....	16
6.8	MOBILE TELEPHONES.....	16
<b>7.0</b>	<b><u>GENERAL OFFICE POLICIES &amp; PROCEDURES .....</u></b>	<b>17</b>
7.1	HOUSEKEEPING .....	17
7.2	PHONES .....	17
7.3	USE AND CARE OF OFFICE EQUIPMENT AND COMPUTERS.....	17
7.3.1	OFFICE EQUIPMENT.....	17
7.3.2	COMPUTERS.....	17
7.3.3	INSPECTIONS .....	18

<b>7.4 OFFICE SUPPLIES.....</b>	<b>18</b>
<b><u>APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING.....</u></b>	<b><u>1</u></b>
<b><u>APPENDIX B: HELPFUL LINKS.....</u></b>	<b><u>1</u></b>
<b><u>APPENDIX C: 2021 UPDATES .....</u></b>	<b><u>2</u></b>

## 1.0 OVERVIEW

### 1.1 About This Manual

This manual is designed to acquaint you with the personnel policies, procedures, and standards of Sourcereer. This is not a contract between the organization and the team member. It sets forth some of our benefits and privileges provided, as well as some of your corresponding duties and responsibilities. It is your responsibility to read it and become familiar with how Sourcereer operates.

The policies mentioned in this handbook may be changed from time to time, with or without formal notice to you, and you are expected to follow the most current policies published which will be kept up to date in the Sourcereer Library. This handbook is only for informational purposes and does not constitute an employment contract, express or implied, with the organization.

Naturally, situations will arise which are either not covered by these guidelines or are not readily adaptable guidelines. We encourage you to bring such situations to the attention of Management and Human Resources. Also, please feel free to question or recommend policies, procedures, and standards to the leadership team.

### 1.2 Sourcereer and Its Objectives

Sourcereer is a high-tech professional services company aiming to foster innovation and collaboration of brilliant minds across industry, government, military, and academia to simplify life's complexities. We have an environment where we make things happen- **fast**. We have the atmosphere to urge collaboration and idea development- **fun**. We strongly desire to drive innovation over the edge- **exciting**.

Sourcereer offers strategic consulting across offices in the U.S. Department of Defense, U.S. Intelligence Community, and Commercial Enterprises by augmenting staff in these offices, adding value by improving the social networking across the offices and industry, and providing leading edge technology engineering support to meet any challenge.

Sourcereer is comprised of engineers, analysts, and forward thinkers that have extensive knowledge and understanding of cutting-edge technology and trends. We are experts at leveraging the latest software engineering and development methodologies, tools, and experiences to implement simple innovative solutions.

The work of Sourcereer can be of great public interest and conversely places us in a unique position of public trust. Therefore, no economic or client consideration shall interfere with our ability to carry out our commitment to professionalism.

### **1.3 Professional Performance**

Sourcereer demands integrity, objectivity, competence and due care from its family in the conduct of all its projects, whatever their nature. We demand adherence to applicable laws and regulations, both within the United States and abroad.

We take steps to ensure that personnel working on projects, have the professional and specialized knowledge required to carry out their responsibilities to deliver the highest quality product or service. At the same time, we recognize that others can complement that knowledge and provide value added assistance.

Our organization is dedicated to providing leadership in achieving high quality professional performance while maintaining the concept of individual responsibility necessary to clients and the Sourcereer family. These established policies and procedures provide assurance that projects are properly planned and executed and that decisions are based on the substance of issues, not on form.

The policies, procedures, and standards we have established are designed to assure that our clients receive the best professional services we can provide, and that in providing those services we continually keep in mind the public interest in our work. We expect our leadership and staff to identify and resolve all important issues relevant to a project.

### **1.4 Services Provided**

Sourcereer provides a full range of services relating to Strategic and Management Consulting, Software and Systems Engineering and Development, Program and Project Management as well as Intelligence Analysis.

Sourcereer, as a matter of policy, will undertake only projects that we believe we can perform with competence, which will be useful to our clients or to appropriate third parties, and that will help attract and retain the personnel required to deliver the highest quality service and products.

Our organization believes that the adherences to these fundamental concepts produce, over time, the highest economic and personal rewards for everyone involved in this endeavor.

## **2.0 ORGANIZATION AND MANAGEMENT**

Sourcereer was created in November 2010 and incorporated in the State of Pennsylvania. The organization is owned and managed by its Founder and President, Adam Murphy. The organization maintains a lean management structure and reorganizes itself as necessary to maintain effectiveness.

### **2.1 Management**

Sourcereer is managed by a Leadership Team, which appoints its members and is led by the President Adam Murphy.

The organization recognizes that good communication and flow of information is vital for making and implementing decisions, taking corrective actions, and interacting with the environment. The organization has an open-door management philosophy. Team members are encouraged to discuss concerns and problems with the management and leadership team.

## 3.0 HUMAN RESOURCES

### 3.1 Recruitment and Hiring

Sourcereer's personnel are the organization's most valuable assets. Adding people like you to the organization directly influences our success far more than any other incremental action, but it could lead to a significant mistake. Therefore, hiring is one of the most important things we do.



Hiring decisions for the Sourcereer team are based on an objective evaluation of our personnel needs. New hires must possess the appropriate characteristics to perform with integrity and competence, and that new team members be adequately informed of the organization's policies, procedures, and standards.

Sourcereer is always looking for exceptional people and has designed a program to obtain the most qualified personnel by planning for personnel needs, establishing hiring objectives, and setting qualifications a recruit must meet.

- a. Managers in conjunction with company leadership will determine the organization's professional hiring needs. This is done by utilizing their knowledge of budgets, schedules, and of current projects, anticipated growth, anticipated advancement, and personnel turnover.
- b. Company Leadership is responsible for developing and carrying out the programs necessary for fulfilling the organization's professional hiring needs. This program



- would typically include identification of sources of potential hires through an array of candidate selection methods such as referrals, schools, placement agencies, etc.
- c. Final employment decisions are ordinarily made by a department's leading director.

Sourcereer Leadership will be responsible for creating the necessary policies, procedures, and standards for hiring. They are also responsible for ensuring all new team members are informed of applicable policies, procedures, and standards.

### **3.2 Team Member & Growth Development**

We believe individual growth and development is an endeavor that is team member led and occurs both personally and professionally.

Personally, team members will be challenged to routinely examine their self-awareness and their effectiveness in areas such as teamwork, communication and their overall job performance. Sourcereer utilizes various behavioral analysis tools and provides recurring training opportunities to assist our team members in their personal development.

Sourcereer attracts and hires the very best people -- we must continue to exceed the expectations of our customers and the clients we serve. In order to be most successful, our team members must strive to maintain both relevancy and proficiency in their professional development.

Within 30-45 days of employment, new team members enter into our Illumination process. Illumination is led by a human performance coach who serves as a facilitator between the team member and company leaders. Additionally, this individual collaborates with all team members to create individual growth and development plans to enhance their overall personal and professional development.

### **3.3 Team Member Performance & Evaluation**

All team members are primarily responsible for their individual performance and to ensure they understand the expectations associated with any contracts or customers supported. Sourcereer leaders will facilitate and provide recurring feedback to all team members.

At Sourcereer, team member feedback and evaluation is continuous and occurs daily and weekly. On any given day, team members should know how they are performing and whether they are meeting or exceeding expectations. If at any point team members are uncertain of their performance, they should seek clarification from their team leader, their Illumination coach or the Sourcereer leadership team.

## 4.0 EMPLOYMENT POLICIES & PROCEDURES

### 4.1 Statement of Equal Opportunity Policy

Sourcereer is an equal opportunity employer. We do NOT discriminate on the basis of any protected status including race, color, creed, national origin, citizenship, ancestry, religion, sex, age, veteran status, disability, marital status, sexual orientation, or familial status. This policy applies to applicants for employment as well as team members. This policy also applies to transfers, changes to position, rates of pay or other forms of compensation, selection for training, lay off or termination, and all other terms and conditions of employment.

### 4.2 Prohibited Harassment

Harassment of any kind is prohibited and will NOT be tolerated. This policy applies to all team members, managers, and directors. Violations of this policy will subject a team member to disciplinary action up to and including termination of employment.

Harassment is defined as verbal or physical conduct which:

1. Denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends or associates;
2. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
3. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. Otherwise adversely affects an individual's employment opportunities.

Prohibited harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, age, national origin or disability. Prohibited harassing conduct includes written or graphic material that is placed on walls, bulletin boards or elsewhere on the premises, or circulated in the workplace.

This policy also prohibits sexual harassment. Sexual harassment is defined as:

1. Unwelcome sexual advances;
2. Requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:
  - a. submission to such conduct is made explicitly or implicitly a term or condition of employment;
  - b. submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
  - c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
3. Sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior.

If you experience any prohibited harassment, promptly report the incident to your manager. If you believe it would be inappropriate to discuss the matter with your manager, you may bypass her/him and report it directly to the next level of management or any of the company management team. Your complaint will be investigated and kept confidential to the extent possible.

If we determine that a team member has harassed another team member, appropriate remedial action will be taken against the offender, up to and including termination.

We also prohibit any form of retaliation against a team member for lodging a bona fide complaint or against someone assisting the investigation.

### **4.3 Probationary Period**

Throughout your employment, everyone serves at the will and pleasure of the organization. You or the organization may terminate the employment relationship at any time and for any reason. However, for purposes of the Unemployment Compensation Law, all team members are on probation for the first ninety (90) calendar days of their employment. Everyone should understand that if you are discharged for unsatisfactory work performance during that period, the organization will NOT have its account charged for any unemployment benefits the team member might be determined to be eligible for in the future.

### **4.4 Working Hours**

Sourcereer tries to provide all team members with maximum flexibility for their work schedule. We offer flexible working hours as well as flex days that allow you to shift your working hours around as needed within the pay period. These flexible hours are allowed and encouraged if supported by the project and client. Please work with your manager to determine an agreeable work schedule and location. You are encouraged to utilize your lunch time to get away from your desk and recharge.

We want you to have a well-balanced life and enjoy coming to work. Please speak with your manager to figure out what works best for you and your team.

### **4.5 Absences and Tardiness**

Good attendance is important for all of us to meet the excellent standards of performance to which the organization is committed. Frequent absenteeism and/or substantial tardiness cannot be excused.

Excessive absenteeism and/or tardiness may subject the team member to discipline, up to and including termination. Your absence or tardiness not only places an extra burden on your team, but also may hinder the efficient operation and service of the organization.

If you are going to be absent or late for work, you should inform your manager and team before you are expected to start.

## 4.6 Security and Clearances

### 4.6.1 Sourcereer Security

In today's world, security is a necessary evil. Sourcereer strives to maintain a top-notch security program that safeguards our clients and our organization. To successfully be at the top of our game, we need your help to adhere and remind others of the following policies:

- In applicable locations, always wear your photo badge above the waist and prominently display it on your outer clothing while at Sourcereer and client facilities. The security badge should NOT be worn off premises or used for personal identification.
- Enter secured areas only as required by your job and permitted by your security clearance.
- If personnel are in work areas they are not authorized to access or you notice any unusual events or circumstances, immediately report them to the local Security team.
- Observe the need-to-know principle. Access to classified information is granted as necessary for the performance of work on a need-to-know basis and only with the required level of security clearance.
- Follow established procedures in handling, safeguarding, transferring, discussing, and storing classified information, documents, and materials. Additionally, follow established procedures when using or releasing any proprietary or official use only information.
- Do not bring unauthorized firearms, ammunition, explosives, cameras, recording devices, cell phones, or transmitters to Sourcereer or client facilities. Introduction of such items into restricted areas should be reported immediately to the local security team.
- Report plans for foreign travel whether for personal or business to the Sourcereer Security Team. You are responsible for obtaining appropriate approvals in advance of any foreign travel.
- Follow all security requests, signs, and instructions from protective force personnel at Sourcereer or client facilities.

While it sometimes can be cumbersome, please do not attempt to circumvent the security system in any way. This could result in a security violation. The security system is in place for your protection and the protection of the facilities.

### 4.6.2 Clearances

Due to the nature of work performed by the Sourcereer, the ability to obtain and maintain a security clearance is a requirement for most positions. If your position requires a security clearance, the Sourcereer Security team will help you through the entire process. This process will involve someone from the Sourcereer Security Team asking you for a lot of information and will require you to complete more paperwork than it takes to buy a house. We want you to know that this is due to Federal Government regulations and will solely be reviewed to determine adequacy and completeness of the forms you completed before they are submitted to the Government. It will be used for no other purpose at Sourcereer and destroyed once your clearance investigation is complete.

## 4.7 Time and Expense Reporting

Time and expense reports support not only our billing system, but also serve as a useful tool in (1) measuring staff performance, (2) preparing operating and individual client budgets, and (3) planning staff assignments. Not to mention it is required to be performed according to the Federal Acquisition Registry (FAR) for Government contracts.

### 4.7.1 Time Reports

Everyone is required to account for all time spent at work (a minimum of 40 hours per week for full time team members). This includes all time supporting Sourcereer, whether for a client directly or not. Overhead time, which is time not billed to a client, should be kept to a minimum and should be recorded to the appropriate overhead charge number. Time taken off for personal leave, holidays, and vacations must also be entered on your time sheet. When you are taking time off for vacation, please submit your time in T-Sheets before departing.

All timesheets should be completed and saved daily. Timesheets should be submitted on the last day of every pay period.

On a semi-annual basis, Sourcereer will perform timesheet audits that report and gather the appropriate data necessary to which, personnel, if any, are not meeting the time keeping policy. Please refer to the Sourcereer Time Keeping Policy located in the Sourcereer Library.

### 4.7.2 Expense Report

All expenses should be reported through the Expense Reporting process. Once approved by management, expense reports accompanied by receipts will be processed by the Internal Accounting Department. Payments will be included in your payroll as a separate line on your paystub and be paid untaxed.

### 4.7.3 Mileage, Tolls, and Parking Expenses

Sourcereer will reimburse your automobile mileage at the current guidelines for your applicable home state when you travel to clients in your own vehicle.

The reimbursement amount will be computed by calculating the round-trip distance using Google Maps times the applicable rate. The number of miles and the rate must be detailed as a line item on an expense report. Tolls and parking fees incurred while on business are reimbursed if receipts are submitted and detailed on the expense report.

It is imperative that good judgment be used in incurring expenses.

### 4.7.4 Personal Use of Auto

If you use your car on Sourcereer business, your vehicle is expected to be in good working order and you are expected to carry public liability and property damage insurance with the following minimum coverage and have a valid driver's license:

\$100,000 per person / \$300,000 per accident bodily injury / \$25,000 per accident property damage

If you are on company business while driving a personally owned auto and an accident occurs, notify your manager immediately. If you are injured, the proper workers' compensation forms should be completed. If there was damage to the automobile, the claim should be turned in to your insurance carrier and you are responsible for the deductible. If the other party was at fault, claims for damages to the automobile, as well as the workers' compensation claim, should be filed with the driver of the other car to seek reimbursement for those expenses.

When operating any vehicle on company business, you are to be sober, wear a seat belt, and comply with all applicable laws. All other occupants of the vehicle should always wear seat belts.

If you are issued any citation for violation for any statute while operating a vehicle on company business, you should immediately report such an event to management. It is your responsibility for defending against the citation.

Any traffic or parking fines imposed while on Sourcereer business are your responsibility.

#### **4.7.5 Travel Time**

If you are traveling out of town, during office hours, charge the client for the actual travel time up to eight hours of a normal business day. Out of town travel during office hours should only be done if it is absolutely necessary. Out of town travel outside of business hours is encouraged.

Time spent traveling between clients, or from the office to a client, should, under normal circumstances, be charged to the client requiring you to travel.

### **4.8 Problems and Discipline**

Sourcereer has an open-door management philosophy. You are encouraged to discuss concerns and problems with managers before those concerns or problems become more serious. Most problems can be resolved through discussion. Because this is the best way to solve problems, you and your manager are encouraged to take problems to the highest level of decision-making if needed.

As a member of Sourcereer, you have the responsibility to meet or exceed accepted standards of performance and behavior. This policy addresses those instances when individuals fail to meet expected standards.

All actions under this policy and other conversations relating to discipline actions will be documented and maintained by HR and the Security department as needed. Originals of memos, etc. regarding counseling, disciplinary action, or other incidences will be filed in your records.

Throughout your employment, everyone serves at the will and pleasure of the organization, and may be terminated at any time and for any reason. Disciplinary actions will be

considered, including immediate job termination, when a staff member is engaged in the following general types of activity (not considered an all-inclusive list):

1. Incompetence, unwillingness, or inability to meet specified performance or behavior objectives after failure to respond to reasonable training or counseling.
2. Gross or repeated insubordination or negligence.
3. Excessive amounts of unexcused tardiness or absences, repeated verbal abuse, physical violence, or behavior not meeting stated work standards.
4. Falsification of official records, providing incorrect information harmful to other staff or clients, or theft or any commitment of any civil crime.
5. Loss of client files.
6. Security Violations. See the Sourcereer Standard Practice and Procedures for Security in the Sourcereer Library.
7. Any other violation of standard work ethics that is inconsistent with the organization's activities and as solely determined by the organization.

#### **4.8.1 Termination**

If it becomes necessary to terminate your employment, Sourcereer may, at its discretion, give you advance notice. However, the organization reserves the rights to discharge a team member without notice, and for any reason; just as you may resign at any time, for any reason, by submitting your resignation to your Manager.

Those team members who are terminated may, at Sourcereer's discretion, not receive any accrued benefits. Payment of paid leave accrued will be limited to 80 hours. Any hours above 80 hours, as well as any sick and safety leave will be forfeited. COBRA will be offered to the terminated team member at the expense of the individual leaving the team.

They must also return all property belonging to Sourcereer associated with items not returned will, to the extent permitted by law, be deducted from their final paychecks, or billed to them for payment.

## **5.0 TEAM MEMBER CONDUCT & RESPONSIBILITIES**

### **5.1 Confidentiality**

All of our work at Sourcereer is strictly confidential. It is vital that you treat everything you see or hear as a matter of privacy between Sourcereer and the client. Do not discuss the client's affairs with any outsider and only discuss them with other team members if they have a "need to know." You are not only protecting us, but, in some cases, the United States of America and its Allies.

Use discretion in talking to our client's employees and when discussing one client with another. This is particularly applicable with regards to classified information. Information should not be furnished to third parties without the prior approval of the client and the Leadership Director if necessary. Keep your conversations tactful and do not air company laundry to our clients or partners.

## 5.2 Appointments

As a matter of courtesy, you should be early for all appointments and meetings, particularly with clients. Do not schedule an appointment unless you are reasonably certain you can make it. Be specific in your arrangements and be sure that your understanding agrees with that of the client. If you find it necessary to postpone the appointment, notify the client in a timely manner.

## 5.3 Gifts and Discounts

Gifts more than \$25 in value, including the cost of a meal, should not be given to or received from a Government client. Both judgment and tact are required when a client offers a gift to you that might hamper independence. Cash gifts should be tactfully refused.

## 5.4 Conduct in and Outside of the Office

Team members of Sourcereer have been hired in the hopes that you can fulfill certain needs and help excel our organization and clients. Teamwork is necessary to complete any project or reach any goals set by the organization or our clients.

Such teamwork implies a mutual respect for each other's level of ability and points of view in the overall effort. While differences will naturally exist between each other, it is imperative that each of you do your best in completing projects in a civil manor so success in the final product can be achieved.

We encourage everyone to seek assistance and advice where any doubt exists with regard to methods or approaches to a project. Do not be afraid to ask a question. We believe that presenting our clients with the best solution justifies the asking of any question.

Your personal habits outside the office are important. Our business is based on the confidence and trust of the public, and therefore your activities should be conducted in such a manner that would avoid criticism being reflected on the organization and allow you to acquire or maintain a clearance.

## 5.5 Consumption of Alcoholic Beverages and Illegal Drug Usage

The use of non-prescription controlled substances and/or being under the influence of alcohol while working will not be tolerated. Such actions may impair your ability to safely and properly perform your job, damage the reputation of Sourcereer and put at risk safeguarding the secrets of our nation. The unlawful manufacture, distribution, dispensation, possession, sale, and use of a controlled substance in the workplace or while engaged in business on Sourcereer premises, are strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of the organization's management, it impairs the team member's ability to perform on the job and threatens the reputation or the integrity of the organization. Violations of this policy may result in disciplinary action, up to and including termination.



## 5.6 Dress Code and Appearance

Sourceree is a very diverse workplace supporting many different projects and clients, which cause each of us to have unique schedules and daily tasks. Depending on the day's adventure, it may require you to dress in different ways. Therefore, we want you to use your own discretion when it comes to dressing appropriately for work.

If you are meeting clients, dress to the level of your clients. If you are in the office, dress to the level of your peers and wear what makes you productive while being comfortable. However, make sure you are still presentable and be prepared to dress appropriately and maintain a well-groomed appearance if needed to visit a client for an emergency meeting.

## 5.7 Computer and Internet Usage

We recognize in today's environment Internet connectivity is required to function in life. Therefore, we want you to use the Internet as you need it. If we need more, we will get more. However, there are a few things that are not allowed on our network or any of the company's equipment. Do not search for, watch, or download the following:

1. Pornography
2. Illegal Media (Music, Movies, Pictures, etc.)
3. Pirated Software

For more information check out Sourceree's Acceptable Use Policy in SharePoint or ask your manager for a copy.

## 5.8 Sourceree Functions

When the organization hosts events throughout the year, they are intended to foster the social environment that has made the organization special and grown our team cohesion. If alcohol is served at these functions, we urge you and your guests to exercise restraint and good judgment. Please do not drink if you are driving. Designated non-drinking drivers are expected. The organization will gladly reimburse you for the cost of transportation home, if in your own judgment you believe your ability to drive is impaired. Excessive alcohol usage can also impact your judgment on other matters. Please be prudent with its use.

# 6.0 PAYROLL, PAID TIME OFF & BENEFITS

## 6.1 Payroll

### 6.1.1 Salaries

Sourceree's philosophy is to provide fair and equitable compensation to attract and retain the most qualified individuals. Salaries are reviewed regularly based on work performance and the team member's value to the organization. Sourceree's desire to keep your salary at or above the average for similar duties and responsibilities. Periodic surveys of local salary practices are made to ensure that we maintain a competitive position. Your salary is a matter between you and the organization and should not be discussed with other members of the Sourceree team.

### 6.1.2 Pay Periods

Sourceree pay periods are semi-monthly ending on the 15<sup>th</sup> and the last day of the month. Payroll will occur one week after the close of the pay period (generally the 7<sup>th</sup> and the 22<sup>nd</sup>) unless that day falls on a weekend or bank holiday, in which it will be paid the prior business day. Payroll is paid by direct deposit to the team members' bank account and into their 401k retirement plan. If a team member does not have a bank account, he or she will be required to open one.

## 6.2 Paid Time Off

Sourceree offers Paid Time Off (PTO) to full-time team members: Vacation, Sick and Safety, Holiday, Bereavement, and Jury Duty.

### 6.2.1 Vacation

The purpose of Vacation leave is to provide team members with flexible vacation leave from work that can be used for such needs as vacation, staycation, school, volunteerism, and other activities of the full-time team member's choice. Vacation leave is accrued each pay period. Requests to use vacation should be submitted at least two weeks in advance. All on-line requests are automatically routed for final approval to appropriate managers. Team members may not carry over more than 80 hours of Vacation across calendar years. Additional time is forfeited.

	Years of Continuous Service		
	0-3	4-9	10+
<b>Full-Time Team Members</b>	80 hrs/yr	120 hrs/yr	160 hrs/yr
<b>Full-Time Directors / Partners</b>	120 hrs/yr	160 hrs/yr	160 hrs/yr

### 6.2.2 Sick and Safety

Each full-time team member is given five Sick and Safety days on the first of January every year. Sick and Safety leave is in addition to Vacation leave. Sick and Safety days do NOT carry over across calendar years. Sick and Safety leave lasting longer than 3 consecutive days requires a doctor excuse or manager approval.

Sick and Safety leave may be used for personal, physical, or mental illness, the care of a sick child, spouse, parent, or parent of a spouse, routine health checks, or to address the physical, psychological, and legal effects of domestic abuse. Sick and Safety leave may also be used for when it is unsafe for the team member to travel to and from work and is unable to work from home. It may be used during inclement weather or dealing with the effects of inclement weather.

### 6.2.3 Holiday

Sourceree provides 10 days of Holiday Time Off to full-time team members: 8 of which are mandatory days and 2 are floating. Sourceree observes the following 8 holidays:

- 1) New Year's Day (January 1)
- 2) Presidents Day (3<sup>rd</sup> Monday in February)
- 3) Memorial Day (last Monday in May)
- 4) Independence Day (July 4)
- 5) Labor Day (first Monday in September)
- 6) Veterans Day (November 11)
- 7) Thanksgiving Day (4<sup>th</sup> Thursday in November)
- 8) Christmas Day (December 25)

When one of the above holidays falls on a weekend, the holiday will typically be observed on the federally designated day of observance (Friday or Monday).

The 2 additional floating holidays can be taken at any time with prior manager approval. Those working onsite with the Government may choose to take these days on Indigenous Peoples' Day (formerly Columbus Day) and Martin Luther King Jr. Day. Others may choose to take them a day around the 4<sup>th</sup> of July, around religious holidays, or the day after Thanksgiving. Schedule the floating holidays two weeks prior to the day you intend to use them.

***Starting January 1, 2022, Sourcereer will observe all 10 of the federal Holidays and will no longer have floating holidays.***

#### **6.2.4 Bereavement**

Full-time team members will be entitled to three days off with pay to tend to personal matters in the event of a death of a loved one. This time must be charged to Bereavement and a notation should be made in the description column on the timesheet.

#### **6.2.5 Jury and Other Court Appearance**

Full-time salaried team members called for jury duty or subpoenaed as a witness in court will receive full salary for the time served up to a maximum of 3 days per year upon remitting the payment they receive while on jury duty or for other subpoenaed court appearances to the organization.

A copy of the juror's summons or subpoena must be submitted to your manager. Time for jury duty must be charged to the Jury Duty charge number. If called as a witness on behalf of Sourcereer's business, the team member will receive regular full pay.

### **6.3 Retirement**

Each member of the Sourcereer team is provided the option to contribute to a 401k Retirement Plan through Voya. Sourcereer will match the team member's contribution up to 5% of the team member's salary as long as they meet the terms for eligibility. A discretionary match of up to 5% may also be contributed **at year end**. More details regarding the Plan provisions can be found in the Plan's Summary Plan Description

(“SPD”). Reach out to a MyLife Advisor for guidance or for a copy of the SPD at 1-800-448-0325 or [mylifeadvisor@adp.com](mailto:mylifeadvisor@adp.com).

Starting January 1<sup>st</sup>, 2022 new team members will be automatically enrolled in Retirement Benefits with a contribution amount of 5%. This allows you to take full advantage of our 5% match perk. You can manage your contributions on the retirement plan’s website.

## 6.4 Benefits

Sourceree provides all full-time team members with health, vision, and dental insurance; as well as short-term disability, long-term disability, and life insurance. New team members are eligible to enroll for benefits coverage the 1<sup>st</sup> of the month following their hire date. For example: 1) if a team member begins work August 15<sup>th</sup>, the effective date of their benefits coverage would be September 1<sup>st</sup>. 2) if a team member begins work on June 1<sup>st</sup>, the effective date of their benefits coverage would be July 1<sup>st</sup>. Team members should refer to the schedule of benefits established by the carrier.

Dependent coverage is available at the team member’s expense. For further detailed information and information relating to elective continuation coverage upon termination from employment, please contact HR.

Team members must work 30 hours a week to be eligible for Insurance.

## 6.5 Family Medical Leave

Sourceree has a family and medical leave policy that follows The Family and Medical Leave Act of 1993 (FMLA) and that provides for an unpaid leave of absence. If you have been at Sourceree at least twelve (12) months and have worked at least 1250 hours during the twelve-month period prior, you may be eligible for FMLA leave.

Company locations with less than fifty (50) team members within a seventy-five-mile radius are not required to be covered under this leave policy or the FMLA. However, Sourceree will honor FMLA when possible. Please discuss FMLA with your manager or the Finance Director for more information.

Under FMLA, a total of up to twelve (12) weeks of unpaid leave of absence is available to eligible team members under the following circumstances:

- 1) The birth of a child, but only within the first twelve months of the birth.  
The placement of a child for adoption or other legal placement, within the first twelve months of the adoption or placement.
- 2) The need to care for a child, spouse, dependent, or parent who has a serious medical condition.
- 3) A serious health condition of the team member that makes the team member unable to perform the functions of his/her position.

During the unpaid leave, you retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as you paid before the leave began. Upon your return at the end of the leave, you will be restored to your former position with

the same rights, benefits, pay and other terms and conditions which existed prior to the leave; or to an equivalent position with equivalent rights, benefits, pay, and other terms and conditions of employment.

If you decide not to return to work from unpaid leave, then you will remain on leave for the balance of the leave period and then be terminated. A parent may choose to use up to twelve-weeks of unpaid leave.

If you are requesting leave for your own or a family member's serious health condition, you may be required to provide medical certification thirty (30) days in advance of the request for leave when possible.

Benefits based on an accrual basis (e.g. vacation, sick leave, holidays, etc.) will not accrue during unpaid leave under this policy. Any group health insurance provided will continue as long as the team member continues to pay their portion of the insurance.

## 6.6 Military Leave

All full-time salaried team members participating in reserve units for training and maintaining reserve affiliation have the option of taking leave of absence without pay or using their PTO while participating with their respective reserve or National Guard units for training purposes only.

Team Members called to active duty for training purposes; participating in reserve training in a reserve unit; or performing weekend duty that affects their Sourcere responsibilities, will request military leave by requesting leave through the timesheet software. A copy of orders directing the training must be provided to your manager when they are provided to you.

If a Team Member is placed on deployment during their tenure with Sourcere the company will provide a weekly stipend of \$500 for each full week of leave, up to 4 weeks.

Everyone is eligible to have automatic reinstatement rights for the same or similar position without the loss of seniority or team member benefits following military leave.

## 6.7 Inclement Weather

If bad weather plays a role in you having to miss work, a few options are available:

1. Sick and Safety Leave
2. Vacation Leave
3. Remote Work – If work can be performed from home, stay at home and get it done.
4. Flex Time – As long as you are in the same pay period then you can work additional time other days to make up for missed time.

Please do not put yourself in danger just to come to work for a few hours.

## 6.8 Mobile Telephones

Sourcere provides full-time team members with a \$300 allowance for the purchase of a mobile device, renewable every 24 months. Any amount over \$300 is your responsibility.

You must complete and submit an expense report with a receipt, to be reimbursed for your phone expense.

Additionally, Sourcereer requires team members to have cell phones and provides a \$65 per month stipend to full-time team members for monthly cellular charges, with the balance of each bill your responsibility. Reimbursement will be provided through your payroll as a separate line on your paystub as an untaxed expense.

## **7.0 GENERAL OFFICE POLICIES & PROCEDURES**

The following sections define several areas related to day-to-day operations. We believe these guidelines are good practice and contribute to a great atmosphere that leads to effective operations at Sourcereer. As times change the practices of our profession also change; we will attempt to update our operating policies and procedures in order to maintain an atmosphere in which our people feel best able to function at maximum level performance.

### **7.1 Housekeeping**

You enjoy working in surroundings which are clean and orderly, and so do others who work with you. Clean and orderly surroundings also create a favorable impression on visitors to our office. The foundation for a safe, healthful, and pleasant place to work is good housekeeping. You are each expected to do your part to achieve and maintain good housekeeping.

You should start by clearing the top of your desk as much as possible, especially when leaving for the day.

### **7.2 Phones**

The phone represents one of our most vital business tools. It allows our clients instant access to assistance, which they may need immediately, and provides us with the ability to obtain immediate answers to questions. Please do your best to answer when a client/teammate calls or return their calls as quickly as possible.

### **7.3 Use and Care of Office Equipment and Computers**

#### **7.3.1 Office Equipment**

Part of the cost of providing services to our clients comes from the equipment and supplies we use. All equipment should be maintained in proper working order and used with prudence. If the equipment you use isn't working right notify your manager.

#### **7.3.2 Computers**

If you are provided a computer to be used while employed at Sourcereer, you are responsible for it. Please take care of your computer and don't leave it unattended even if it is in a vehicle protected by locks or alarms.

### **7.3.3 Inspections**

Sourceree reserves the rights to inspect and review all property you keep in your desk or elsewhere at our offices. Additionally, all computerized and other documents are subject at all times to inspection and review by Sourceree in compliance with the Sourceree Acceptable Use Policy. Accordingly, there is no expectation of privacy with regard to this property or material.

## **7.4 Office Supplies**

Sourceree provides all necessary supplies. All purchasing is performed by the Purchasing Department to whom a Purchase Requisition (PR) should be submitted for necessary supplies. PRs can be found in the Sourceree Library.

Please conserve the office supplies you use to not only minimize waste and protect the environment, but also to maintain low company overhead.

## Appendix A: Acknowledgement of Receipt and Understanding

I acknowledge that I have received the Sourcereer Team Member Handbook and that I have read and understand the policies. I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Sourcereer retains the right to change these policies and benefits, as it deems advisable.

I further understand that I am obligated to familiarize myself with the company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

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Signature

Date

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Please Print Your Name



## Appendix B: Helpful Links

Description	Link
Timeheet – tSheets	<a href="http://Sourcereer.tsheets.com">Sourcereer.tsheets.com</a>
Sourcereer Library – Folder on a shared network drive all team members have access to.	Located on the Sourcereer Sharepoint site

## Appendix C: 2021 Updates

3.3 Updates to Professional Development and Management sections to recognize our new Illumination process

4.4 Working hours – updated to recognize our flexibility in work hours

4.7.1 Time Reports – updated submittal of time to at the end of every pay period instead of weekly

5.5 Consumption of Alcoholic Beverages and Illegal Drug Usage – reworded and updated

6.1.1 Salaries – Updated to reflect Salary reviews happening multiple times a year

6.2.2 Sick and Safety – Communication over Restriction on use of S&S leave

6.2.3 Holiday – Starting January 1st, 2022 – Sourcereer will recognize all 10 federal Holidays and do away with our floating holiday observation.

6.3 Retirement – Starting January 1st, 2022 – New Team Members will be automatically enrolled in a 5% retirement contribution through Voya.

6.6 Military Leave – Employees in the Military will get leave pay of \$500/week for up to 4 weeks