

Chapter Three: General Employment Policies and Information

Equal Employment Opportunity and Diversity

We are committed to equal-employment principles, and we recognize the value of committed worksite employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.

Employment policies and decisions on employment and promotion are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all worksite employees are made in a non-discriminatory manner—without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation, or any other factor (including medical marijuana cardholder status for Arizona applicants and worksite employees) determined to be an unlawful basis for such decisions by federal, state, or local statutes.

No legally protected characteristic will be a factor in decisions regarding any of the following:

- Recruiting
- Hiring
- Termination of employment
- Discipline
- Promotion/demotion
- Training
- Compensation and Benefits
- Scheduling
- Assignments, or
- Any other terms or conditions or privileges of employment.

Moreover, in accordance with federal and applicable state law, the company will make reasonable accommodations whenever necessary for individuals with known disabilities, provided that such individuals are qualified to perform the essential functions and assignments of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the company. The company wishes to have timely, good faith discussions with a disabled applicant or worksite employee to determine what accommodations may be appropriate. Any applicant or worksite employee who requires an accommodation during the application process or in order to perform the essential functions of the job should contact a company manager, a company officer or a TriNet HR Representative to request such an accommodation.

If you have any reason to believe that you (or someone else) haven't been treated in accordance with this policy, you should immediately inform your manager, any other company manager or officer, TriNet HR Representative or the TriNet Solution Center. All managers should immediately report any such matters to a TriNet HR Representative.

Open Door Policy

We have an open-door policy that seeks to encourage worksite employees to participate in decisions affecting them and their daily professional responsibilities. We encourage you to make your concerns, questions, suggestions, and comments known to us. Whether you have a question about any of our policies or programs, or a concern about a decision affecting your job, you can make yourself heard so

Core policies

At-will employer

You are employed on an at-will basis, except where a written agreement to the contrary is signed by you and the company. This at-will employment policy means that, in the absence of such an agreement, as an employee, you have the right to terminate your employment at any time, with or without cause, and with or without advance notice. It also means that, in the absence of such an agreement, we have the option of ending your employment with us at any time, with or without cause, and with or without advance notice. In addition, it means that, in the absence of such an agreement, the terms and conditions of employment, including, but not limited to, your compensation, benefits, duties, schedule, and location of work, may also be changed at any time in the company's sole discretion, with or without cause, and with or without advance notice, and you may be transferred, promoted, or demoted, with or without cause, and with or without advance notice.

Equal opportunity employer

In accordance with all applicable laws, Velocys does not discriminate in any term or condition of employment on the basis of an employee's race, color, ancestry, age, sex, religion, national origin, veteran status, non-disqualifying disability, genetic information, sexual orientation or any legally protected characteristic or status. Terms or conditions of employment include: hiring, training, compensation, benefits, promotion, transfer, demotion, layoff, discipline or corrective action; or discharge.

It is Velocys's policy to employ those who are best suited for the position and who have the necessary skills, education, experience and qualifications. We promote, transfer, demote and discipline without regard to race, color, ancestry, age, sex, religion, national origin, veteran status, non-disqualifying disability, genetic information, sexual orientation, or any legally protected characteristic or status.

Everyone is responsible for following this policy and for maintaining a working environment which is in compliance with the letter and spirit of this policy.

Non-harassment, productive working environment and employee responsibility

All employees of Velocys must ensure that unwelcome conduct which violates this policy does not occur. Our employees must work with each other to respect each other's dignity, differences and boundaries and the dignity, differences, and boundaries of temporary employees, independent contractors, customers, vendors, solicitors, and members of the public. This policy prohibits unacceptable, unwelcome conduct based on race, color, ancestry, age, sex, religion, national origin, veteran status, non-disqualifying disability, genetic information, sexual orientation or any other legally protected characteristic or status.

Policy regarding prohibited conduct

Conduct toward employees, temporary employees, independent contractors, customers, vendors, solicitors, or members of the public which violates the letter or spirit of this policy is subject to disciplinary action. Prohibited conduct includes, but is not limited to, the types of behavior described in this policy. Anyone found to violate this policy will be disciplined as Velocys finds appropriate. All conduct must be reported as described in this policy. No employee will be retaliated against for



reporting behavior or for participating in an investigation/inquiry. Employees are required, as a condition of employment, to participate in, and to provide truthful information during, an investigation or inquiry. Employees must act professionally and must treat all co-workers, temporary employees, independent contractors, customers, vendors, solicitors, and members of the public with dignity and respect.

Following are some general guidelines about what kind of behavior is considered unacceptable.

Unwelcome, unacceptable behavior about, based on, or containing content regarding race, color, ancestry, age, sex, religion, national origin, veteran status, non-disqualifying disability, genetic information, sexual orientation or any legally protected characteristic or status can include statements, gestures or actions which are offensive, uninvited or unwanted by a person receiving or witnessing the statements, gestures, or actions. This behavior may interfere with job performance or cause embarrassment, discomfort, humiliation or harm to another employee, temporary employee, independent contractor, customer, vendor, solicitor, and members of the public.

This policy does not attempt to define what conduct could meet the legal definition or meaning of sexual or any other form of harassment. Rather, Velocys determines if particular conduct, in their judgment, violates this policy. Throughout this policy, the word "harassment" is used in its everyday, ordinary meaning and not in its legal meaning.

The definition of sexual harassment provided by the Equal Employment Opportunity Commission is:

Unwelcome sexual advances or requests or demands for sexual acts or other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to this conduct is made - either explicitly or implicitly - a term or condition of an individual's employment;
2. Submission to or rejection of this conduct by an individual is used as the basis for a "tangible employment action" (i.e., an injury such as a demotion, pay cut, failure to get a pay increase, etc.) affecting that individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating, or resulting in, an intimidating, hostile, or offensive work environment for the recipient.

Any of the above conduct violates this policy; however, other conduct can also violate this policy. Prohibited conduct does not have to have sexual, racial, age, religious, genetic, etc. content or be of a sexual, racial, age, religious, genetic, etc. nature. Also prohibited is conduct which inappropriately singles out or treats another person poorly or less well because he/she is a member of a protected class, such as race, color, gender, religion, etc.

Whether this policy has been violated depends on the individuals involved, their relationship, the conduct in question, the circumstances under which the behavior took place, whether the conduct was unwelcome to the recipient, and other varied circumstances.

Whether or not material, actions or gestures are "offensive" is evaluated generally from the perspective of the recipient, and such evaluations are made solely by Velocys.

Velocys wants this work environment to be one where you can feel comfortable and can have professional, businesslike working relationships without conduct that would violate this policy.

