

# Genesis Software

## Employee Manual

### **Welcome to GENESIS Software.**

As an employee you have the opportunity to share in the excitement of shaping the future success of our company.

Genesis Software, Inc has a strong tradition of excellence and innovation. We recognize that our employees have created that tradition and are largely responsible for our success. As a result, we have a strong commitment to provide the finest possible work environment and the greatest opportunity for personal satisfaction and growth.

Founded in 1988, GENESIS SOFTWARE, INC. has developed into a profitable company with a strong nationwide customer base.

We believe the computer industry is SERVICE first and technology second. We are committed to providing the most advanced and useful software on the market. We believe it is our responsibility to help in all facets of our software system. When our customers invest in Genesis Software, they also invest in the people at GENESIS, INC. who will help them become and stay productive.

It is the combination of practical application in programming technology and the overriding emphasis on SERVICE that sets us apart from the competition. You, the employees, represent the Genesis Company image that our customers have come to expect. As a corporate entity we are ever mindful of our responsibility to our customers and our employees

### **Mission Statement**

The mission of Genesis Software is to provide excellence in product, service, and support with simplicity, ease and personal attention.

### **Strategies**

- Conduct ourselves with clarity and focus.
- Maintain simplicity within a defined structure.
- Work in an environment that offers challenge, support and responsibilities.
- Effectively communicate within our organization and the people we deal with.
- Contribute to the community.
- Re-enforce strong principles, high values, and focus on Gods' will.
- Be extremely efficient and productive.

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### **Open Door Policy**

Genesis Software strongly supports an open door policy. You are encouraged to air creative ideas, issues, or concerns. Feel free to ask for what you need. It is your responsibility to ask about things you do not know or understand, as well as to make suggestions that could improve any part of the operation. It is our responsibility to make sure that the company goals and objectives are known by all and everyone has a chance to participate in their personal and departmental goal setting. The best way to do this is through open discussions with a member of management. The important thing is that you talk to a manager who can answer your questions, help correct problem situations, or help in setting goals that will be recognized as your contribution is evaluated. While you may not always get the answer you want, every effort will be made to provide a timely response.

Differences of opinion may occasionally arise between you and your manager, fellow employees, or the company in general. We encourage you to bring any problems you might have to your immediate supervisor first. If he or she is unable to resolve the problem to your satisfaction, feel free to bring your issue directly to the Chief of Operations or the President. Genesis has an open door policy without fear in the work place.

Management will keep you informed of company progress and items that may affect you through corporate information bulletins and staff meetings.

### **Equal Employment Opportunity**

Genesis Software is committed to providing equal opportunity to all employees and applicants for employment. This commitment is reflected in all aspects of daily operations. The company recruits, hires, trains, pays, promotes, and disciplines employees without regard to race, color, religion, sexual orientation, national origin, sex, age, or disability. Furthermore, the company provides equal employment opportunity for the qualified disabled.

Every effort is made to ensure that all employment decisions, company programs, and personnel actions are administered in conformance with the intent of Equal Employment Opportunity.

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### Work Hours

Genesis Software regular work week begins Monday and ends Friday. The regular workday is 8 hours with a one-hour lunch period. The regular work week is 40 hours.

The office hours for Genesis Software are 8:00 am to 5:00 PM pacific time. Departments or individuals may have different hours. Your assigned workdays and hours will be given in writing when hired or a company memo to affected departments if you are already an employee.

Because of the nature of our business, breaks are taken on a non structured basis. Please work with your supervisor to best coordinate your breaks.

When leaving the office, at times other than lunch and the end of a shift, an employee must sign out with the time of return and their destination.

### Lunch Periods

All employees are required to take a daily, 1 hour unpaid lunch period, which is scheduled by Genesis Software.

### Payroll

Payroll is computed twice a month for salaried employees. Salaried employees pay periods end on the 15<sup>th</sup> and the last day of every month. Payroll will be distributed on the 15<sup>th</sup> and the last business day of the month.

Payroll is computed every other week for hourly employees, bi-weekly. Hourly employees pay periods end every other Sunday, bi-weekly. Payroll will be distributed the Friday following the end of the last pay period.

Hourly employees must fill out payroll time cards daily and log into DR within 5 minutes of signing in.

### Overtime

Hourly employees will receive overtime pay for each day an employee works more than 40 hours a week. Overtime pay is calculated at a rate of 1.5 x hourly wage. Overtime must be approved by your manager prior to working overtime. If you work more than 8 hours in one day, notify your supervisor first thing on the following business day.

Salaried employees are expected to meet the deadlines that they have committed to without overtime compensation. At this time we do not see the need for overtime. However, if directed by management, Genesis reserves the right to give equal time off or pay at the rate of 1.5 x base salary.

### Insurance

Genesis Software offers medical and dental insurance coverage for its employees. For coverage information specific to your department, coverage start dates, plan coverage, request a signed up form, or would like to sign up for this benefit, please contact our Human Resource department.

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### **Part Time Employees**

Part time employees are hourly employees whose regular scheduled workweek consists of less than 32 hours per week. Part time employees do not receive any salary or full time employee benefits. Wages for part time employees will be determined by Genesis Software and the employee at the time of hiring. Part time employees may quit or be terminated at any time without advanced notice.

### **Temporary Employees**

Temporary employees are hourly or salaried employees whose employment is for a relatively short period of time, typically 6 months. Temporary employees only receive the wages or salary agreed upon without additional benefits. Genesis Software may, at its discretion, re-classify a temporary employee as a regular employee after a period of time, but is under no obligation to do so. Temporary employees may quit or be terminated at any time without advanced notice. Part time and temporary employees will sign a hiring agreement relating the above terms of their employment.

### **Jury Duty**

Employees requested to serve on a jury should ask the court for jury exemption because of the need for your services at work. With a small office team, it is a hardship to cover positions when team members are absent.

### **Maternity Leave**

Maternity leave is a negotiable item to be arranged with your supervisor at the appropriate time.

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### Holidays

All regular full time employees are eligible for these paid holidays each year providing they worked the normal working day before and after the holiday:

New Years Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Company floating Holiday
Labor Day	

When a holiday falls on a Saturday it will be observed the proceeding Friday. When a holiday falls on a Sunday it will be observed the following Monday. If a paid holiday should occur during your company paid vacation, you may extend your vacation one-day or take the holiday at a later date.

You must give the personnel department five working days advanced written notice of when you wish to take your floating holiday. Genesis reserves the right to refuse authorized use of a floating holiday if for any reason employee schedule conflicts exist. Employees become eligible for a floating holiday beginning the first day after three months of consecutive employment.

### Vacation

Regular full time employees are entitled to paid vacations based on years of continuous employment. Vacation time is accrued each pay period at a rate in accordance with the following schedule:

Years of Continuous Employment	Days of Paid Vacation per Year
One	5 (5 days = 40 hours)
Two plus	10 (10 days = 80 hours)

Vacation time starts accruing after a 90 day probation period. Accrued vacation may not exceed the maximum days an employee is eligible.

Vacation time is granted upon your administrator's approval, which is in accordance with the needs of your department. A "Time Off Request" form must be filled out and approved by your administrator at least two weeks before the vacation period.

Full time employees accrue vacation days up to a maximum based on the chart above each year beginning the first day after 3 consecutive months of employment. Vacation days are calculated on a full time employee working 40 hours a week. Vacation days for full time employees are accrued by each hour worked. Full time employees that do not work a full 40 hours per week will accrue vacation days based on a percentage of the hours worked. Accrued vacation days may not exceed the maximum days an employee is eligible.

Vacations are not extended due to illness. Employees may not receive cash remuneration in lieu of vacation not taken.

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### **Punctuality and Attendance**

As an employee of Genesis Software, you are expected to be punctual and regular in attendance.

A non-exempt employee is considered late for work if he/she is late to work one minute past their scheduled start time.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meals and or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor by the start of your regular work day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Unless communicated ahead of time, you must call in each day you will be absent from your position. Excessive absenteeism or tardiness, whether excused or not, will not be tolerated.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, Genesis Software will consider that you have voluntarily abandoned or quit your employment.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

### **Sick Leave**

Sick leave is a benefit that employees accumulate in order to provide a cushion for times of illness or injury.

Full time employees accrue up to 5 sick days (40 hours) a year beginning the first day after 3 consecutive months of employment. Sick leave is calculated on a full time employee working 40 hours a week. Sick leave for full time employees is accrued by each hour worked. Full time employees that do not work a full 40 hours per week will accrue sick leave based on a percentage of the hours worked. Accrued sick leave may not exceed the maximum days an employee is eligible.

When ill, the employee or a family member must notify their immediate supervisor at the beginning of that day.

If you are absent longer than 3 days due to illness or injury, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to Genesis Software may be required.

An "Absentee Form" must be filled out and submitted to your administrator immediately upon returning to work.

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### Termination of Employment

Genesis Software will normally not terminate employment without reason. Reasons for termination include but are not limited to:

- Substandard volume or quality of work
- Inability to meet the departmental goals and objectives
- Falsifying or altering company records
- Repetitive tardiness or absenteeism
- Failure to protect company proprietary information
- Theft of company property
- Sexual harassment
- Economic necessity
- Violation of Genesis Software policies

In the event an employee decides to resign from GENESIS, we appreciate early notice that will allow their replacement with minimum disruption. Full time employees that voluntarily terminate and give at least 2 weeks notice will receive pay for any available unused vacation accrued; otherwise vacation days not awarded will be forfeited. Unused sick days are not reimbursed.

When an employee ceases employment with Genesis Software for any reason, a final interview may be arranged. At said meeting the employee will prepare and submit a summary of the status of his/her work and return to Genesis Software; keys, passwords, equipment, etc.

### Sexual Harassment

Employees are to refrain from all forms of sexual harassment towards other employees. Participating in sexual harassment will be grounds for termination. All incidents of sexual harassment must be immediately brought to the attention of the Chief of Operations along with documentation in writing.

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### **Personal Appearance**

Genesis Software requires employees to wear business casual clothing. On days when business calls are to be made, professional attire is required from the start of your working day. Your department may have a separate dress code or personal appearance requirement.

### **Telephone Policy**

Please restrict personal local phone calls to a minimum to ensure our customers can get through. There are no long distance personal phone calls made from our offices. Long distance personal phone calls will not be made on company business lines or charged to the company. Cellular calls will only be made for company business.

### **Computer Software**

Only Genesis approved programs will be allowed on company computers. Exceptions may be allowed on a case by case basis with the approval of the Chief of Operations. However, no games will be allowed.

### **Safety**

It is Genesis policy to provide the maximum degree of safety for our personnel and property and to comply with all federal and state laws and regulations such as those mandated by OSHA (Occupational Safety and Health Administration).

You are one of the main contributors to the safety effort. Each employee is responsible for making sure his or her actions are safe. If you notice hazards or unsafe conditions, please report them to your manager immediately in writing, so that potential accidents can be prevented.

Should an accident or injury occur on the job, notify your immediate supervisor at once, regardless of the nature or severity of the accident or injury. The company insures employees against accidental on-the-job injuries under the State Workers' Compensation Laws.

In case of a serious injury, you should go to the nearest hospital emergency room. An injured employee sent home will be paid for the remainder of the workday. All injuries must be reported to your supervisor the same day the injury occurred.

### **Office Policies**

In an effort to conserve energy and protect our environment, every computer station must be properly turned off at the end of the work day. All stationary lights must be turned off when not in use. All company limited information should be secured under lock and key at the end of each working day or when not in use by the custodian. All blinds closed at the end of the day windows and doors locked. These are the requirements for all employees but especially the last one out.

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#### **Fair Play**

From time to time, problems with rules, workmanship, attendance, relationships with others, safety, or other problems may require corrective action. If this happens, your supervisor will discuss the problem with you and explain why the behavior is unacceptable. Together, you will decide what changes must occur to correct the situation. At this time, it is not necessary to put these decisions in writing.

If the problem is not corrected or if another problem arises, your supervisor will act according to the following procedures. Some or all of the steps described here will be taken, depending on the seriousness of the problem.

Your supervisor will hold another discussion with you. At this time, you will be required to put in writing the changes in your behavior that will be made to correct the problem. This signed commitment will be placed in your personnel file. If the problem is corrected, at the end of six months you may request that the written record be removed from your file.

If problems continue, or if the problem is sufficiently severe, your supervisor and department head will review with you the circumstances up to that point, including your commitment to behavior changes. You may be suspended for up to three days without pay. This will provide an opportunity to decide whether you wish to continue to work for GENESIS SOFTWARE, INC. This, of course, means working by the stated guidelines. You will report your decision at the beginning of your next regularly scheduled shift.

If you decide to continue employment, your supervisor will help you develop a plan of action for improvement and correction. This plan will identify the specific problems and will detail how the problems will be corrected. It can involve your supervisor and even staff support, if necessary. The plan will be written by you and signed by you and your supervisor. The plan will be put in your personnel file and stay for at least 12 months.

If you do not achieve the goals of the plan, termination will result. This will occur because of your unwillingness or inability to bring your behavior up to the minimum standards the company expects from its employees.

Some violations of company rules are of such nature that immediate termination is required. Such violations are listed in GENERAL REGULATIONS.

#### **Revising Company Policy Manual**

Due to periodic employee manual changes, please feel free to download the most current version from our Genesis Corporate web page at any time.

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### Employee Acknowledgement Form

The Genesis "Employee Manual" describes important information about Genesis Software. I understand that I should consult the Human Resource Department if I have any questions that are not answered in this employee manual.

I became an employee at Genesis Software voluntarily. I understand and acknowledge that there is no specified length to my employment at Genesis Software and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate at any time, with or without cause or advanced notice. I also understand and acknowledge that "at will" means that Genesis Software may terminate my employment at any time, with or without cause or advanced notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in this employee manual. The only exception is that Genesis Software will not change or cancel its employment-at-will policy. I understand that Genesis Software may add new policies to this manual as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that employee manual changes can only be authorized by the chief executive officer of Genesis Software.

I understand and acknowledge that this employee manual is not a contract of employment or a legal document. I have received the Employee Manual and I understand that it is my responsibility to read and follow the policies contained in this employee manual and any changes made to it.

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Employee name

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Signature

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Date