

TRUE POLICY #8

PERSONNEL

TRUE RESEARCH FOUNDATION

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TABLE OF CONTENTS

INTRODUCTION	6
GENERAL EMPLOYMENT PRACTICES	7
EMPLOYMENT POLICY	7
EQUAL EMPLOYMENT OPPORTUNITY	7
AMERICANS WITH DISABILITIES ACT	7
POLICY AGAINST HARASSMENT	7
SEXUAL HARASSMENT POLICY	9
EMPLOYMENT OF PERSONS WITH DISABILITIES	10
AFFIRMATIVE ACTION STATEMENT	11
Recruitment	11
Selection	12
Training	12
DRUG FREE WORKPLACE	13
CODE OF ETHICS	14
MANAGEMENT RIGHTS	15
AUTHORITY	15
STAFF DEFINITIONS	16
Regular Employee	16
Exempt Employee	16
Non-Exempt Employee	16
Full-time Employee	17
Part-time Employee	17
Temporary Employee	17
Alumni Employee	17
Off-site Supervisor	17
EMPLOYMENT PROCEDURES	17
SECURITY	17
CERTIFICATION AND TRAINING REQUIREMENTS	18
CCRC CERTIFICATION OF REGISTERED NURSES, LVNS, LPNS AND CLINICAL RESEARCH COORDINATORS	18
RECERTIFICATION	20
EMPLOYMENT DOCUMENTATION	20
ADDITIONAL DOCUMENTATION IN PERSONNEL FILES	21

TRUE ORIENTATION	21
TRAINING AND EVALUATION PERIOD	22
30 / 60 / 90 DAY REVIEW	22
ANNUAL REVIEW CYCLE	22
PROMOTION FROM WITHIN	22
WORKPLACE VIOLENCE	22
EMPLOYEE BEHAVIOR	24
PROHIBITION AGAINST WEAPONS OR THREATS AND NOTICES OF SEARCH	25
EMPLOYEE GRIEVANCE PROCEDURE	26
Off-Site Related Grievance	26
Home Office Grievance	27
EXIT INTERVIEWS	28
SALARY ADMINISTRATION	28
PAY PERIOD	28
WORK WEEK	28
TIME SHEETS	28
OVERTIME	29
HIRING	30
WAGE SCHEDULE	30
DISCUSSION REGARDING SALARY INFORMATION CHANGES	30
SALARY ADJUSTMENTS	30
PAYROLL ADVANCE REQUEST	31
TARDINESS, ABSENCES AND LEAVES	31
CALL-IN TIME	31
TARDINESS	32
Lateness	32
Absence	32
INCLEMENT WEATHER	32
ELECTION DAY	32
PAID HOLIDAYS	32
MILITARY TRAINING AND DOWN DAYS	33
MILITARY TRAINING	33
DOWN DAYS	33

REAL WORLD EVENTS OF WAR and/or NATURAL DISASTERS	33
LEAVE BENEFITS	34
LEAVE ELIGIBILITY	34
ABSENCE	36
BEREAVEMENT LEAVE	36
JURY DUTY AND COURT APPEARANCE PURSUANT TO SUBPOENA	36
OTHER LEAVES	37
RESERVIST CALLED TO INVOLUNTARY ACTIVE DUTY	37
LEAVE WITHOUT PAY	37
FAMILY AND MEDICAL LEAVE	38
DEFINITIONS	38
FORESEEABLE LEAVE - OBLIGATIONS OF EMPLOYEE	38
REDUCED SCHEDULE LEAVE	39
CERTIFICATION OF NECESSITY FOR MEDICAL LEAVES	39
GENERAL	39
SECOND OPINION	40
RESOLUTION OF CONFLICTING OPINIONS	40
RE-CERTIFICATION	40
NOTICE OBLIGATIONS OF EMPLOYEE DURING LEAVE	40
MAINTENANCE OF HEALTH BENEFITS DURING LEAVE	40
RESTORATION TO POSITION	41
CONDITIONS FOR RETURN TO WORK	41
DENIAL OF RESTORATION FOR CERTAIN HIGHLY COMPENSATED EMPLOYEES	41
EMPLOYMENT PRACTICES	42
WORKING HOURS	42
CONFIDENTIAL INFORMATION	42
DUAL COMPENSATION	42
RUMORS	42
INFORMATION TECHNOLOGY	43
MISTAKES	43
REGULATIONS FOR EMPLOYMENT VERIFICATION	44
Verification for Employment Purposes	44
Verification for Credit Purposes	44
Research Personnel	44

LOCKING DESKS	44
OFFICE KEYS	44
PICTURE ID	44
NAME BADGES	45
EMPLOYEES RECEIVING HONORARIA	45
PERSONAL MAIL	45
TELECOMMUTING POLICY	45
TRAVEL AND RELATED EXPENSES	49
TRAVEL POLICY	49
TERMS OF THE POLICY	49
RELOCATION POLICY	49
PRE-TRAVEL EXPENSES	50
AIRLINE TRAVEL	50
HOTEL RESERVATIONS & CAR RENTAL	50
CASH ADVANCE FOR TRAVEL	50
POST TRAVEL EXPENSES	51
TRAVEL REIMBURSEMENT PROCEDURE	51
IMPORTANT TRAVEL NOTICES	51
EXPENSE REIMBURSEMENT	51
NON-REIMBURSABLE EXPENSES	52
SERVING AS HOST	52
USE OF CREDIT CARDS	52
AIRLINE BUSINESS ROOMS OR CLUBS	53
USE OF PERSONAL VEHICLES	53
AUTOMOBILE LIABILITY INSURANCE	53
ACCIDENTS	53
GENERAL OFFICE EXPENSES	53
ECONOMY AND CONSERVATION	53
OFFICE SUPPLIES	53
UTILITIES AND OFFICE SERVICES	54
SAFETY AND WORKING CONDITIONS	54
PERSONAL APPEARANCE	54
SMOKING	54
HOUSEKEEPING	54
ACCIDENTS AND ON-THE-JOB INJURIES	54
SAFETY	55

LIABILITY INSURANCE	55
GENERAL	55
SUGGESTIONS	55
EMPLOYEE BENEFITS	55
EXPLANATION OF BENEFITS	55
SOCIAL SECURITY	55
RETIREMENT PLAN 401(k)	56
BASIC INSURANCE PACKAGE	56
COBRA	56
WORKERS' COMPENSATION	56
EMPLOYEE PAYCHECKS vs. TOTAL COMPENSATION	57
MODIFICATION AND INTERPRETATION	58
STATEMENT OF EMPLOYEE	59

INTRODUCTION

This Personnel Manual has been prepared to describe the relationship, responsibilities and opportunities arising from employment with the TRUE Research Foundation (hereafter referred to as TRUE). The policies contained in this manual are the policies of TRUE and approved by its Board of Directors. Interpretation and explanation of these policies are the responsibility of the Human Resources Department. The Chief Executive Officer is ultimately accountable for all staff activities.

TRUE's attitude toward staff can be stated as follows: A successful organization such as TRUE requires an active and dedicated staff and effective staff resources. Therefore, TRUE must maintain a qualified, professional, enthusiastic and dedicated staff.

Please note that the policies and procedures that are outlined herein may be changed or discontinued at any time with or without prior notice. In addition, nothing in this manual should be construed as a definite term of an employment agreement.

These policies are written in as clear and precise a manner as possible. Employees with questions should address their questions to the Human Resources Department.

GENERAL EMPLOYMENT PRACTICES

EMPLOYMENT POLICY

All applications for employment and employees will be treated courteously and given fair consideration. TRUE's goals are:

1. Pay adequately and competitively for service rendered.
2. Maintain clean and safe working conditions.
3. Place employees in work suited to their abilities.
4. Minimize waste and reduce expenses.
5. Carry on the daily work in a spirit of cooperation and helpfulness.
6. Preserve the dignity of the individual.

As a general rule, all employees of TRUE are hired for an indefinite period of time, and either the employee or TRUE is free to terminate the employment relationship at will. However, employees and independent contractors who have signed an agreement with TRUE will be required to follow the terms of their agreement. No exceptions will be permitted or recognized unless clearly stated in a written agreement signed by the Chief Executive Officer and the affected individual.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of TRUE Research Foundation, Inc. (TRUE) to provide equality of employment opportunity regardless of race, religion, color, national origin, sexual orientation, marital status, sex, age, military status, physical or mental disability that can be reasonably accommodated.

The Equal Employment Opportunity policy will apply to all employment practices of TRUE including, but not limited to, recruitment, hiring, promotion, training, compensation, benefits, layoffs, transfers, and discipline.

Contractors, subcontractors, sub-grantees, and vendors are expected to comply with this policy statement. Failure to do so will jeopardize initial, continued or renewed agreements with TRUE

The Chief Executive Officer for TRUE receives and reviews all documentation concerning filling of positions prior to job offers being made and receives and reviews documents concerning personnel transactions to ensure compliance with this policy. Implementation of the Equal Employment Opportunity policy is the shared responsibility of the management of TRUE

AMERICANS WITH DISABILITIES ACT

TRUE Research is committed to promoting equal employment opportunity for all qualified individuals with disabilities in accordance with the Federal Americans with Disabilities Act.

TRUE Research strictly forbids all forms of intentional discrimination against qualified disabled applicants or employees, and requires reasonable accommodation if necessary for the disabled individual to perform essential job duties efficiently without serious risk to health and safety, unless such accommodation imposes an undue hardship on TRUE Research. Please report any need for accommodation to your supervisor or to the Human Resources Department. TRUE Research will determine appropriate accommodations.

POLICY AGAINST HARASSMENT

TRUE Research Foundation is committed to providing a workplace free of unlawful harassment. TRUE policy prohibits sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, family care leave status, race, religious creed, color, national origin or ancestry, physical or mental disability, marital status, age, or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful.

TRUE's anti-harassment policy applies to all persons involved in the operation of TRUE and prohibits unlawful harassment of employees by any managers, supervisors, or coworkers. TRUE policy also prohibits unlawful harassment by its employees of non-employees with whom TRUE has a business, service, or professional relationship.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments based on pregnancy, childbirth or related medical conditions, family care leave status, race, religious creed, color, national origin or ancestry, physical or mental disability, marital status, age, or any other basis protected by federal, state, or local law, ordinance, or regulation, slurs or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures based on pregnancy, childbirth or related medical conditions, family care leave status, race, religious creed, color, national origin or ancestry, physical or mental disability, marital status, age, or any other basis protected by federal, state, or local law, ordinance, or regulation;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;

4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report harassment.

Any incident of harassment should be reported to the department supervisor/manager (or to any member of management), Human Resources Department and the Chief Executive Officer, who is responsible for investigating the matter. Department supervisors/managers who receive complaints or who observe harassing conduct should inform the Human Resources Department and the Chief Executive Officer immediately. If the supervisor is the individual doing the harassing, the employee may report the charge directly to Human Resources Department.

Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. If TRUE determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by TRUE to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. The Human Resources Department will advise all parties concerned of the results of the investigation. TRUE will not retaliate against the complainant for filing a complaint or for cooperating in an investigation nor will TRUE tolerate or permit retaliation by management, employees or co-workers.

SEXUAL HARASSMENT POLICY

TRUE has “zero tolerance” regarding sexual harassment. All employees should enjoy a work environment free from all forms of discrimination, including sexual harassment. No employee, male or female, will be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

It is illegal and against the policies of TRUE for any employee, male or female, to sexually harass another employee. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of such advances or requests is a condition of an employee's continued employment/service.
2. Submission to or rejection of such conduct is the basis for employment affecting the employee.
3. Such conduct creates an intimidating, hostile, or offensive working environment, which unreasonably interferes with an employee's work performance.

TRUE will take disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely impact the employee's employment, assigned duties, wages, or any condition of employment or career development. An employee will also be disciplined if he or she knows of harassment and does not immediately report the harassment to their supervisor. This discipline can include termination of employment.

TRUE recognizes that the question of whether a particular action or incident is a purely personal, social interaction without discriminatory employment effect requires a factual determination based on an understanding of all the events. Therefore, TRUE will act positively to investigate all alleged sexual harassment claims and to effectively remedy them when the allegation is determined to be valid.

At the same time, given the nature of the type of discrimination, TRUE recognizes that false accusation of sexual harassment can have serious negative effects on innocent - men and women. Therefore, false accusations can result in disciplinary action, which may include termination.

Employees who consider themselves victims of sexual harassment will report the matter at once to their on-off-site supervisor who immediately reports to the Chief Executive Officer. Should the off-site supervisor or Chief Executive Officer be viewed as the source of the sexual harassment, the matter will be reported to the Personnel Chairman of Board of Directors.

Employees will sign a document stating they have read the sexual harassment policy and understand that TRUE has a "zero tolerance" policy against sexual harassment.

EMPLOYMENT OF PERSONS WITH DISABILITIES

For purposes of this policy, a "person with a disability" is any individual who:

1. Has a physical or mental impairment, which substantially limits one or more major life activities.
2. Has a record of such impairment.
3. Is regarded as having such impairment.

All TRUE employment is based upon the qualifications of the applicant as those qualifications meet the requirements of the position for which the applicant is applying.

It is the policy of TRUE that it will not:

1. Discriminate against any otherwise qualified person with a disability with respect to hire, compensation, hours worked, or other terms and conditions of employment solely on the basis of the disability;

2. Limit, segregate, or classify persons with disabilities in a way which deprives or tends to deprive them of employment opportunities or otherwise affects employee status; unless such limitation, segregation, or classification is because of exceptions provided by law;
3. Discharge any person with a disability because of their disability unless such disability renders them unqualified to continue working. This policy does not prohibit the discharge of a person with a disability.

TRUE will, on a case-by-case basis, make or consider making accommodations, which would permit, otherwise qualified persons with disabilities to perform the essential functions of a specific position. In order to determine if a reasonable accommodation is available to an employee with a disability, the following procedure will be used:

A candidate must make it known in advance of employment to the Human Resources Department that an accommodation is necessary because of some mental or physical condition. The Human Resources Department will meet with the candidate, the off-site supervisor and the head of the department in order to determine what limitation or disability is present. The candidate may be required to provide medical information in order to have expert opinion available concerning the effect of the disability on work performance. Medical documents may also supply information necessary to make judgments about others in the community who may be helpful in determining or designing an accommodation.

An employee who is not satisfied with the resolution of his/her request for a reasonable accommodation must notify the Human Resources Department in writing. If the employee has additional or new information, which may be helpful in resolving the issue(s), she or he should also provide that information to the Human Resources Department. An appropriate response to an employee request may be to conduct a new analysis, which includes the additional/new information provided by the employee.

Once an employee has requested a review of the analysis and received a response from the Human Resources Department, the employee may request a review by the Chief Executive Officer. The employee must provide written information concerning the issues and will receive a response from the Chief Executive Officer within thirty (30) days. The Chief Executive Officer will determine if and when a meeting with the employee or others would be helpful.

AFFIRMATIVE ACTION STATEMENT

TRUE establishes the following policies:

1. **Recruitment**

In the recruitment of personnel, the following procedures are to be used:

- A. Position vacancies will be made known to TRUE employees and the public through TRUE's Website and media advertising.
- B. A positive effort will be made to contact and utilize those organizations and/or agencies, which promote the employment of qualified minority group candidates.
- C. All classified advertising for help will incorporate "Equal Opportunity Employer" identification.
- D. The employment application form will not require the applicant to give his/her birth date, marital or military status. However, because TRUE is a government contractor and is required to comply with government regulations concerning affirmative action, applicants will be asked to complete a separate EEO (Equal Employment Opportunity) Data Form which will be kept separate from the employment application form.
- E. Notices required by the Equal Opportunity Employment Commission, the Department of Labor's Office of Federal Contract Compliance, and any municipal human rights agency will be displayed in working areas.

2. **Selection**

In the selection and placement of personnel, the following procedures will be used:

- A. Where tests are used in the selection process, they will be restricted to those measuring actual skills required for performing the job.
- B. Candidates who, because of cultural deprivation, are unfamiliar with the test situation will be provided with instructions and practice in test taking.

3. **Training**

In order to provide opportunities for advancement within the organization, the following training development plans will be implemented whenever and wherever possible

- A. Each employee will be given opportunities for acquiring additional skills by being provided with the opportunity to fill in and gain experience on higher level jobs during absences of the incumbents while on leave.
- B. To the greatest extent possible, all personnel will have the opportunity to participate in TRUE training programs appropriate to enhance professional development within TRUE.

DRUG FREE WORKPLACE

To ensure a safe, productive work environment for all TRUE employees and to safeguard Company property, the use, sale, purchase, transfer, receipt, or possession of alcohol, drugs, or controlled substances on or within Company premises, company cars, or cars parked on TRUE's premises, is strictly prohibited. In addition, the Company strictly prohibits any employee being at work under the influence of alcohol, drugs, or controlled substances. Any employee found in violation of the above-stated policy will be discharged upon the first offense.

Any employee taking a drug or other medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and a productive manner must notify his or her on/or off-site supervisor or other management official prior to starting work. Employees do not need to report the medications they are taking, but rather the potential effects of the medication on the employee's judgment, coordination or other senses, which may adversely affect the employee's ability to work in a safe and productive manner. The on and off-site supervisor, after consultation with the Human Resources Department, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary. Any employee violating this policy will be discharged upon the first offense

TRUE reserves the right to conduct searches, inspections, or tests of TRUE employees and their personal effects, lockers, purses, and other containers located on Company premises, as well as employees' private vehicles, if parked on the Company's premises. Entry onto TRUE's premises or work off-sites constitutes consent to searches or inspections. The purpose for such searches or inspections under this policy is to determine whether any employee is in possession of or under the influence of alcohol, drugs, or controlled substances. Searches or inspections may be conducted at the discretion of TRUE from time to time without announcement. When appropriate, items discovered as a result of TRUE's searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities.

TRUE has implemented alcohol and controlled substance abuse testing for applicants and employees. All employees must have a confirmed test result in the personnel record. Testing consists of the following:

1. Pre-employment testing: for controlled substance abuse.
2. Post-accident testing: for alcohol and controlled substance abuse.

Blood and/or urine samples or other medical tests may be required of employees and screened by a laboratory for the presence of alcohol, drugs, and controlled substances. Such tests may be required among groups of employees on a random selection basis, or on an individual basis whenever the employee is observed or other evidence raises

any question about the employee's physical condition or fitness to perform his or her job. Any employee who refuses to submit to a search or inspection, refuses to give blood or a urine sample, or is found to be in possession of or under the influence of alcohol, drugs, or controlled substances will be discharged upon the first offense.

Employees will be required to sign a written agreement to submit to a search, inspection, and/or test pursuant to this policy upon request.

Within the meaning of this policy, "under the influence" is defined as being in a physical or mental condition rendering the individual unable to perform one or more job duties in a productive manner without risk to the safety and well-being of the individual, other employees, the public, or Company property, due to the introduction of any substance into the body having an alcohol concentration in the individual's system of 0.08% or more, and/or having any detectable level, in excess of a trace, for drugs or controlled substances in the body. A "detectable level" for the use of marijuana is 50 milligram per milliliter. A "controlled substance" is defined as any substance, chemical, or any agent the use, possession, or sale of which without a valid doctor's prescription has been declared illegal by state or federal law. Any employee found in possession of alcohol or marijuana in a usable quantity or of any other drug or controlled substance in any quantity while on duty or on TRUE premises will be presumed to have intended to use or sell such substance while on duty or on TRUE premises.

ALL employees of TRUE Research Foundation will be subject to random drug and alcohol testing and will be **REQUIRED** to test on the same day upon notification from TRUE that they have been selected. Random drug screening will be at TRUE's discretion. Any employee violating this policy will be discharged upon the first offense.

CODE OF ETHICS

TRUE, because of its leadership and contributions, is a trustee for the public. TRUE invests funds to further the cause of medical research. Its success and methods are, therefore, subject to public appraisals that create special responsibilities on the part of the staff, which may not apply to positions in the private sector. Acceptance of employment with TRUE requires acceptance of these responsibilities:

In general, these responsibilities include:

1. Performing the duties of employment in a manner, which will reflect favorably on TRUE
2. Refraining from personal or professional activities, which would adversely affect the public view or the integrity and stewardship of TRUE
3. Avoiding any activity, which does or could create a conflict of interest. Such activities include but are not limited to:

- A. Accepting employment or any type of financial gain from any firm or organization doing business with TRUE
 - B. Giving TRUE's business to any firm or organization in which the employee has a financial interest's.
 - C. Advising or recommending any TRUE programs or activities, from which the employee expects to gain financially.
4. Not using or disclosing to anyone, other than in the ordinary course of employment with TRUE, any trade secrets or confidential information learned as a result of such employment with TRUE.

MANAGEMENT RIGHTS

The continued progress of TRUE depends on the efficient operation of TRUE'S activities and personnel. The Board of Directors establishes policies, but the monitoring of procedures is charged to the Chief Executive Officer of TRUE. TRUE reserves the exclusive right to operate TRUE as it deems appropriate and specifically:

1. To establish, abolish, or change practices and procedures at any time for the regular conduct of business.
2. To determine the working hours of TRUE.
3. To determine the number and types of employees required to support TRUE.
4. To establish and change work schedules and assignments of an employee.
5. To take any necessary personnel actions, including but not limited to: hire, promote, demote, discipline, or terminate any TRUE employee.
6. To establish and enforce rules of conduct and to take disciplinary action when necessary for the orderly conduct of business.

AUTHORITY

Authority with respect to all personnel policies and practices of TRUE is vested as follows:

1. The Board of Directors has final authority with respect to all personnel policies and practices of TRUE
2. The Board of Directors will review this personnel manual and other policies and procedures at least annually.
3. The Chief Executive Officer of TRUE will have the authority to represent the

Board of Directors on matters of personnel policy and practice

4. All administrative and operational responsibilities of TRUE are vested in the Chief Executive Officer including authority for the administration of approved personnel policies and practices. Unless specifically limited by the Board of Directors, this includes employment or dismissal of subordinate staff to or from approved positions, assigning staff to positions, determining rates of pay within budgetary constraints, performance appraisals and other related matters.
5. The Chief Executive Officer may delegate some of these authorities to the Human Resources Department, but retains final accountability for any actions taken.

STAFF DEFINITIONS

The term "staff" refers to all paid employees of TRUE

Regular Employee

An active employee who is employed and working on a regular basis, as an Exempt or Non-Exempt, and is either full or part time

Exempt Employee

An exempt employee is one who is employed in a bona fide executive, professional, or administrative capacity and is exempt from minimum wage and overtime pay under the Fair Labor Standards Act. Typically, employees in exempt positions are paid a set salary at specified time intervals, such as weekly, bi-weekly, semi-monthly, etc.

Non-Exempt Employee

A non-exempt employee is one who is not employed in a bona fide executive, professional, or administrative capacity and is therefore not exempt from minimum wage and overtime pay under the Fair Labor Standards Act. Typically, employees in non-exempt positions are paid an hourly rate for hours worked. They are subject to wage and hour laws, i.e., overtime pay.

- a. Non-Exempt Salary Status – Employees are paid one set wage and salaries are adjusted the following payroll if necessary.
- b. Non-Exempt Hourly Status – Employees are paid based on the actual number of hours worked. Time sheets determine pay and must be received by the payroll office before the payroll cut off date

Full-time Employee

An employee who consistently works between 30 and 40 hours per workweek and is eligible for benefits.

Part-time Employee

An employee who consistently works less than 30 hours per workweek is not eligible for most company benefits such as health insurance, leave, or holiday pay.

Temporary Employee

An employee who is employed with or without an agreement for a designated period of time, either full or part time. All employees with an agreement are temporary employees.

Alumni Employee

A past TRUE employee in good standing who voluntarily terminated their employment and is available for rehire

Off-Site Supervisor

An off-site Supervisor may or may not be an employee of TRUE. The Off-site Supervisor, supervises the TRUE employee or employees on protocols and research programs, signs off on leave requests, and other documents at the discretion of the Chief Executive Officer of TRUE.

EMPLOYMENT PROCEDURES

SECURITY

All TRUE personnel are required to undergo a security clearance. Some Federal facilities will do these clearances directly, while some require TRUE to process them. You should receive a Security packet with your new hire information which will clearly define instructions for processing and your responsibilities.

All personnel should begin the clearance process within the first week of hire.

Employees cleared at "Confidential" and higher are required to attend a yearly security briefing at a location determined by TRUE.

CERTIFICATION AND TRAINING REQUIREMENTS

All off-site employees must comply with the following and provide to the Human Resources Department, within the time required, all documents in section # 1, 2, 3 and 4.

1. On initial date of employment:
 - a. Proof of license or certification and drug test are due on or before date of employment before reporting to off-site

2. Within ten days of hire:
 - a. Must have Computer Security Access and email address on-site.
 - b. Immunizations screening titer status:
 - c. TB/PPD test (date, result)
 - d. Hepatitis B vaccine
 - e. Hepatitis B vaccine titers
 - f. Rubella and Varicella titers
 - g. Gain access to TRUE's website
 - h. Must comply with all site requirements

3. Within 30 days of hire:
 - a. Proof of off-site Orientation
 - b. Proof of Universal Precaution Training
 - c. Verification of Infection Control training
 - d. Verification of Fire, safety, HAZCOM training
 - e. Proof of CPR/BCLS training
 - f. Verification of full or interim security clearance

4. Annual Recurring Training
 - a. Within ten (10) days of the Birth Month Annual Review (BMAR), after the initial training, an annual recurring training on the employee's birth month is required. Documentation of the training must be submitted to the Human Resource Department within 7 days of completion.

TRUE shall maintain all original employee records to include training and shot records. Employee's file shall contain only information as needed to conduct business or as required by federal, state, or local law. Access to personnel files shall be controlled by the Human Resources Department or Chief Executive Officer and limited to Supervisors with a need-to-know. Copies of the training and shot records will be provided to off-site designates only by written request with approval given by the Human Resources Department as to where the files will be maintained. Personnel files on any employee will not be retained in the department where the employee has been assigned.

CERTIFIED CLINICAL RESEARCH COORDINATOR (CCRC) CERTIFICATION OF REGISTERED NURSES, LVNS, LPNS AND CLINICAL RESEARCH COORDINATORS:

It is a requirement, that Registered Nurses (RN's), LVN's, LPN's and Clinical Research Coordinators, who work directly on a research study, take and pass the Certified Clinical Research Coordinator (CCRC) examination in order to be eligible for continued employment with TRUE Research. This requirement may be waived if the employee is required to take courses or training through the work sites that are equivalent to the CCRC Examination. The employee must submit all completed training and a written summary of the content of the course and its relation to the CCRC exam to the Human Resources Department within the first year of eligibility. The CEO will make the final approval of course eligibility.

1. To be eligible to take the CCRC Exam, a candidate must have accumulated, by the date of the exam, a minimum of two (2) years full time (forty [40] hours or more per week) or four (4) years part time (twenty [20] hours or more per week) experience in enrolling subjects, conducting subject study visits and maintaining source documents. The Principle Investigator must attest to the candidate's work experience by completing the Verification Statement on the candidate's CCRC Exam application form.
2. Once the employee reaches eligibility to take the exam, he/she will have one year from the date of eligibility to take and pass the certification exam. Failure to pass the certification exam within the allotted time frame will result in termination.
3. In order to receive reimbursement for the a) cost of certification, and b) up front cost for one-time lodging, food and travel, the employee must adhere to the following requirements.
 - a. Complete the CCRC application listing TRUE Research's address on the application form.
 - b. Ensure that the certification is mailed directly to TRUE, and not to the employee's home address. TRUE's address **MUST** be listed on the application. Only certifications mailed directly to TRUE from the Association of Clinical Research Professionals will be reimbursed.
 - c. Although the employee is responsible for paying the initial examination fee, it is important that the application and request for up-front expenses be approved by the CEO in advance and prior to taking the examination.
4. When TRUE receives a copy of the successful certification of the employee, the employee will be reimbursed for the cost of certification, upon submission of an expense reimbursement report and all applicable receipts. The original certificate will be given to the employee and a copy of which will be kept in the

employee's file

5. If an eligible employee does not take, or fails to pass, the certification examination or submit equivalent training by the required date, the employee will be terminated unless the Principal Investigator chooses to assume responsibility for the eligible employee who did not pass the exam or submit equivalent training for an additional year. During this year, the employee must retake the examination or present training for approval.

RECERTIFICATION

1. CCRCs must be recertified every two years. Recertification requires the completion of 24 documented continuing education contact hours. Fifty percent of these hours must be in clinical research-oriented training courses, home study programs or symposia/conferences.
2. Notices from the Association of Clinical Research Professionals are sent to candidates three months prior to the expiration date of their current certification. Employees are ultimately responsible for maintaining their CCRC certification
3. Once an employee has been notified by the Association of Clinical Research Professionals that it is time for recertification, the employee must follow steps 3a, 3b, 3c, 4 and 5 above

EMPLOYMENT DOCUMENTATION

Each new employee is provided, by TRUE, a copy of TRUE's Personnel Policy, a job description, Conflict of Interest Statement, Credentialing Information, Employee Confidentiality Agreement, a Drug-Free Workplace Policy, and an Anti- Harassment Policy. Employer's Resource will provide the new employee with the following documents: Application for employment, W-4, Direct Deposit, I-9 form, and Health Benefit information. Employees working at a Military off-site are given an employee agreement of employment. Each employee must acknowledge in writing that she/he has received and signed each agreement. The statements and the employee's resume are maintained in the employee's personnel file.

Please note that effective September 8, 2009, TRUE is required to provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization through the E-Verify system. If the Government cannot confirm that an employee is authorized to work, TRUE is required to provide the employee written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against the employee, including terminating employment.

TRUE does not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use in the Form I-9. If an employee believes that TRUE has violated its responsibilities under

this program or has discriminated against an employee during the verification process based upon and employee's national origin or citizenship status, than the employee may report this behavior to the Office of Special Counsel at 1-800-255-7688. More information about E-Verify can be found on U.S. Citizenship and Immigration Services website (www.uscis.gov).

ADDITIONAL DOCUMENTATION IN PERSONNEL FILES

TRUE will maintain an individual personnel file for each employee. Such files are kept confidential and used by authorized employees only. The Chief Executive Officer and Human Resource Department have authorized access to Personnel files. Employees have the right to inspect and review their personnel files upon request but may not remove any of the content, nor make copies of the contents. The personnel files are the property of TRUE Depending on the research off-site or DCI/CID; personnel files may also include the following documents:

1. Employee job application, employee agreement, employee license, resume, references, and all other information concerning the employment of the employee including a Conflict of Interest Statement.
2. All correspondence and memoranda pertaining to the employee including an offer of gift, a new employee letter to department, interview forms, and reference check.
3. Copy of employee's job description, including alterations.
4. All records pertaining to the benefit programs.
5. Emergency information.
6. Yearly evaluation, commendations, and documentation of all disciplinary actions.
7. All certifications and training that is required by each off-site, including yearly updates.
8. Any other documents or information pertaining to the employee's job history and performance with TRUE.

TRUE ORIENTATION

All new employees are required to attend an orientation concerning TRUE. The orientation will include the following:

1. A description of TRUE, its goals, objectives and purpose, its administrative structure, and programs.

2. A complete review of the Personnel Policies of TRUE.
3. A detailed explanation of all benefits programs with instructions as to enrollment and all time requirements affecting eligibility and participation.
4. The securing of information for emergency purposes.

Orientation to the job and his/her duties will begin on the employee's first day of work and continue as needed. This orientation includes the following:

1. Introduction of staff members.
2. Description of general office practices.
3. Information regarding department hours, work schedule, lunch, and restroom areas.
4. A facility and unit DCI department orientation will be provided at specific work sites.
 - a. Off-site badges, parking information and required off-site credentials will be provided by each off-site department.
 - b. Off-site military procedures, as applicable
5. Any other information deemed appropriate
 - a. Proof of orientation completion must be provided to TRUE's Human Resources Department within 45 days of hire

TRAINING AND EVALUATION PERIOD

Each employee will serve a training and evaluation period for the first 90 days of employment. For each new position the employee will receive a 30, 60 and 90-day review. This is a trial period for both the employee and the employer to determine suitability and interest in the work and to provide the opportunity for adjustment. Home office employees will not be issued a parking space until the training and evaluation period is completed. A waiver may only be granted by the Chief Executive Officer.

The training and evaluation period may be extended for another 90 days when the employee's performance does not meet TRUE's standards or policy and/or agreement violations have been committed. Completion of the period does not change the employee's at-will status and both parties retain the right to terminate the employment relationship at any time, for any reason. Employees with an agreement should refer to that agreement.

30 / 60 / 90 DAY REVIEW

TRUE's policy requires that all employees receive a 30 / 60 / 90 day evaluation so that both the employee and supervisor have the ability to make course corrections early in the employee's performance period, if necessary. Human Resources will notify the employee and supervisor when the 30 / 60 / 90 day evaluations are due, and complete instructions will be given to each as to how to proceed.

ANNUAL REVIEW CYCLE

TRUE's policy requires that all employees receive an annual performance evaluation from their supervisor. These evaluations are timed according to the anniversary of the employee's hire month. Human Resources will notify the employee and supervisor when the Annual Performance Review is due, and complete instructions will be given to each as to how to proceed.

PROMOTION FROM WITHIN

TRUE encourages and facilitates the principle of promotion from within, where possible, in filling all vacancies of both exempt and non-exempt positions. All vacancies will be posted on TRUE's web site. Current employees will be given an opportunity to apply for vacant positions. Employees will be evaluated based on their job related knowledge, skills, and abilities.

WORKPLACE VIOLENCE

TRUE Research Foundation has a zero tolerance policy for violence in the workplace. "Workplace Violence" is defined to include:

1. Physically aggressive, violent or physically threatening behavior, such as attempts to instill fear in others in intimidation.
2. Physical threats of any sort.
3. Any other behavior that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of TRUE property, belligerent speech or a demonstrated pattern of insubordination and refusal to follow TRUE policies and procedures.
4. Causing physical damage to TRUE's facilities, off-site locations or defacing company property.
5. With the exception of authorized security personnel, bringing firearms or, weapons of any type or kind onto TRUE's premises, in TRUE's parking lots, or while conducting TRUE's business.

If any TRUE employee becomes aware of or observes any of the above-referenced behavior or actions by a co-worker, consultant, customer, third party vendor, visitor, or anyone else, she or he should notify his/her supervisor and/or the Human Resources department immediately. Supervisors should notify Human Resources immediately after being made aware of any of the aforementioned situations. Employees should notify the Human Resources department if they are aware of any restraining orders that are in effect, or of the existence of any other non-work-related situation with the potential to erupt into workplace violence

All reports of violence in TRUE's workplace will be taken seriously and will be investigated thoroughly and promptly by the Human Resources department. To the extent possible, TRUE will keep the identity of the reporting employee confidential. However, under certain circumstances, TRUE may need to disclose the reporting employee's identity (for example, to protect that individual's safety). TRUE will not tolerate retaliation in any form against an employee who makes a report of workplace violence

If, after a thorough investigation, TRUE determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of appropriate discipline will depend on the facts in each case, but may include oral or written warnings, reassignment of responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, TRUE will take corrective action to ensure that such behavior is not repeated.

EMPLOYEE BEHAVIOR

TRUE has established a policy of hiring qualified, dedicated employees. There are times, however, when problems may arise and result in disciplinary action, up to and including termination. Following is a list of conduct that illustrates when an employee may be disciplined and may include termination:

1. Intentionally giving false or misleading information in applying for employment, while employed, or in representing TRUE.
2. Failing to carry out reasonable instructions or assignments from the on off-site supervisor with regards to the research program and failure to comply with the duties detailed in the position job description.
3. Destruction or removal of property of TRUE or other thefts.
4. Failure to comply with the confidential statements and confidential information in accordance with TRUE's policies and procedures.
5. A lack of employee/employer confidence.
6. Conviction of a felony.

7. Failure to comply with rules, regulations and policies, including insubordination, that are contained in this manual and established by authorized individuals or the Board of Directors of TRUE.
8. Failure to work conscientiously toward achieving the objectives of TRUE in keeping with its philosophy, policies and procedures.
9. Failure to perform assigned duties and responsibilities at a high level of quality, accuracy, neatness, effectiveness and integrity.
10. Failure to work cooperatively with other employees, to respect their opinions, views, and actions as individuals and to use appropriate channels to express judgment on these matters.
11. Failure to speak publicly only as an individual, except when designated to speak as a representative of TRUE
12. An off-site supervisors gaining or requesting access to an employee confidential information regarding benefits, wages and private employee information.

This is not a complete list of all conduct that may lead to discipline or discharge. It is provided to give employees guidance on how to properly conduct themselves in the workplace.

An employee requiring disciplinary action will receive documented verbal counseling or a documented warning. The documented warnings will be sent to the Human Resources Department for acknowledgement and filed in the employee's personnel file. Three documented warnings may result in an employee's termination.

Generally, an employee will receive verbal warnings prior to written warnings and written warnings prior to termination; however, TRUE may choose to immediately proceed to written counseling or termination if TRUE deems it appropriate.

PROHIBITION AGAINST WEAPONS OR THREATS AND NOTICE OF SEARCHES

TRUE prohibits possession or use of weapons, including firearms, in the workplace, Company vehicles, as well as private vehicles parked on Company premises in accordance with State law when applicable, the employer retains the legal right to prohibit weapons in the workplace, including those firearms that are carried in compliance with the State law.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment. Due to the serious nature of this offense, an employee will be terminated unless extraordinary circumstances warrant a lesser punishment.

Employees must report any violation of this policy. Failure to report a violation is prohibited, and any employee who fails to make such a report is subject to disciplinary action, up to and including termination of employment.

TRUE reserves the right to conduct searches or inspections of employees personal effects, desks, lockers, briefcases, purses and other containers located on Company premises, as well as employees' private vehicles, if parked on TRUE's premises. Entry onto Company premises constitutes consent of a search or inspection. Searches or inspections may be conducted at the discretion of TRUE from time to time without announcement. When appropriate, items discovered as a result of TRUE's searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities. Any employee who refuses to consent to or permit a search by TRUE will be terminated, unless extraordinary circumstances warrant a lesser punishment.

Verbal threats of violence or threatening behavior are prohibited. Violation of this policy will subject the employee to disciplinary action, up to and including termination. If you receive a threat or are treated in a hostile manner, do not respond in kind, but report the matter to your on/or off-site supervisor who will consult with the Chief Executive Officer and one or both will deal with the parties involved. Responding in kind, except to legitimately defend yourself if in physical danger, is a violation of this policy and will result in disciplinary action, up to and including termination.

EMPLOYEE GRIEVANCE PROCEDURE

TRUE has established this grievance procedure to provide employees with a means by which any grievance can be heard and considered. This procedure is to be followed in all instances involving a grievance any employee might have. Any employee of TRUE without fear of a penalty may use this grievance procedure. The following steps comprise the procedure for filing a grievance:

1. Off-Site Related Grievance

- A. The employee's initial grievance should be addressed in a verbal discussion, one on one, with the person to whom the grievance is directed.
- B. If the employee grievance is not satisfied through verbal discussion, the grievance is provided in writing and given to the person to whom the grievance is directed. The written grievance should be specific.
- C. The person who has received the written grievance has five (5) working days to answer the grievance
- D. If the employee grievance is still not satisfied, the same grievance is provided in writing to the employee's off-site supervisor as designated in

employee Job Description. The off-site supervisor will consider the grievance and respond in writing within two weeks. This step may be bypassed if the employee's complaint is about the on/or off-site supervisor and the employee feels that discussing the matter with the on/or off-site supervisor is inappropriate. In such a case the grievance can then be directed to the Human Resources Department.

- E. If the situation remains unresolved after A, B & D (listed above), the employee may request consideration from the Chief Executive Officer. The complaint and response will be considered along with any new information the employee wishes to provide. The Chief Executive Officer will respond within two weeks.
- F. If the employee wishes to appeal the decision of the Chief Executive Officer to TRUE's Board of Directors all documents plus a request for consideration will be sent by the Chief Executive Officer to the Chairman of the Personnel Committee. The Chairman will review the complaint in the manner deemed appropriate by the Chairman. The decision of the Chairman will be final.

2. **Home Office Grievance**

- A. The employee's initial grievance should be addressed in a verbal discussion, one on one, with the person to whom the grievance is directed.
- B. If the employee grievance is not satisfied through verbal discussion, the grievance should be provided in writing and given to the person to whom the grievance is directed. The written grievance should be specific.
- C. The person who has received the written grievance has five (5) working days to answer the grievance
- D. If the employee grievance is not still satisfied, the same grievance is provided in writing to the employee's supervisor as designated in the employee Job Description. The Supervisor will consider the grievance and respond in writing within two weeks. This step may be bypassed if the employee's complaint is about the Home Office supervisor and the employee feels that discussing the matter with the Home Office supervisor is inappropriate. In such a case, the grievance can be directed to the Human Resources Department. The Human Resources Department will consider the grievance and respond in writing within two weeks.
- E. If the situation remains unresolved after A, B & D (listed above), the employee may request consideration from the Chief Executive Officer. The complaint and response will be considered along with any new information the employee wishes to provide. The Chief Executive Officer

will respond within two weeks.

- F. If the employee wishes to appeal the decision of the Chief Executive Officer to TRUE's Board of Directors all documents plus a request for consideration will be sent by the Chief Executive Officer to the Chairman of the Personnel Committee. The Chairman will review the complaint in the manner deemed appropriate by the Chairman. The decision of the Chairman will be final.

EXIT INTERVIEWS

It is recommended that an employee leaving TRUE complete an exit interview with TRUE's Human Resources Department. The purpose of the exit interview is to assure that the (voluntary termination) was not caused by a misunderstanding which could be resolved and information and opinions which could improve TRUE and its working conditions. The employee will be notified of the termination date of the benefits package and be given information regarding COBRA. A written summary will be placed in the employee's file and if possible, signed by the employee.

SALARY ADMINISTRATION

PAY PERIOD

Employees of TRUE are paid semi-monthly on the 15th and last day of each month. If the 15th or last day of the month falls on a Saturday or Sunday, payday will be on the preceding Friday.

WORK WEEK

TRUE's workweek is 40 hours from 12:01 a.m. Wednesday to 12 midnight the following Tuesday.

TIME SHEETS

All part-time employees **MUST** complete and submit a timesheet one (1) day prior to the payroll submission to Employers Resource, as indicated by the payroll calendar. All full-time non-exempt employees **MUST** complete and submit a timesheet on the first business day after payday. All full-time Exempt Federal Study employees **MUST** complete and submit a timesheet on the 1st business day of each month for the prior month. Full-time, non-federal, exempt employees are not required to submit or complete a time sheet.

1. Time sheets for non-exempt and federal employees are provided on the web site and are required in order to keep an accurate record when reporting for work, when leaving and returning from lunch, to account for personal business, and

leaving at the end of the work period. Specific instructions for completion are listed on the time sheet.

2. The employee is responsible for completing the time sheet with the following: employee name, work site, name of study, study account number, supervisor's name, and pay period ending date. Record all hours per pay period to include any or all of the following hours: regular hours, leave benefits, holiday, leave without pay, bereavement, jury duty, training, military leave, PTO, compensatory time and uncompensated overtime hours (for non-exempt employee only). Overtime will not be approved for employees without prior written authorization from his or her supervisor. The Payroll Department must be notified in advance of all overtime.
3. Accurate and complete preparation of each time sheet is the absolute responsibility of the employee. Failure to follow the instructions for the total completion of each time sheet may result in a delayed paycheck.
4. The supervisor **MUST** approve, verify and cosign all timesheets. Then the employee **MUST** fax or e-mail each timesheet to payroll as outlined at the beginning of this section. If the supervisor is not available to sign the time sheet, the employee will send it without the supervisor's signature. The employee will then re-send the time sheet when the supervisor is available to sign.
5. The supervisor is prohibited from completing an employee's time sheet unless the employee is absent for a prolonged period of time on some form of authorized leave. However, upon the employee's return, the employee should turn in his/her time sheet and attach it to the one prepared by the supervisor.
6. If any employee has no hours to submit for a pay period, he/she **MUST** still submit a timesheet signed by his/her supervisor indicating that no hours were worked. If an employee has not worked due to extended authorized leave, the supervisor may submit the timesheet on behalf of the employee, but the employee must sign and submit duplicate copies upon return.

OVERTIME

Due to the nature of the organization, exempt employees are expected to be on the job in excess of the normal workweek when required. Overtime payment applies only to non-exempt employees, including regular, full-time, part-time and temporary employees. Overtime is defined as time worked in excess of forty (40) scheduled hours in a seven (7) day workweek by non-exempt employees. Only hours actually worked count in the overtime calculation. Therefore, holidays, leave days, etc., are not counted in actual hours worked. The fact that an employee receives holiday pay, or leave pay, is of no consequence for overtime purposes. The test is hours worked rather than hours paid. All non-exempt overtime must be authorized and approved in writing in advance by the off-site supervisor or Chief Executive Officer and forwarded to the Payroll Department

for recording. Employees who work overtime hours without prior authorization may receive disciplinary action, up to and including termination of employment. Refusing to work overtime when needed, may result in disciplinary action up to and including termination.

Compensation for covered employees authorized to work beyond forty (40) hours is computed at one and one-half (1-½) time's regular rate of pay.

Variations to scheduled work hours must be approved in advance by the employee's supervisor with a copy provided to the Chief Executive Officer. Variations without authorization will result in disciplinary action, up to and including termination.

HIRING

Generally, all new employees are hired at the entry to mid-level for all positions.

WAGE SCHEDULE

The Board of Directors has provided a wage schedule for each employee position. The wage is determined by "The Register of Wage Determination under the Service Contract Act," directed by the Secretary of Labor, and the local wage market. The wage levels are identified as entry level, medium level and high level. The wage levels are reviewed and adjusted yearly by the Board of Directors.

DISCUSSION REGARDING SALARY

An employee's salary is confidential. An employee should refrain from discussing their salary with anyone other than the Human Resources Department or the Chief Executive Officer or other authorized central office personnel. If employees have questions or complaints regarding their wages, they are encouraged to discuss those concerns with the Human Resources Department or the Chief Executive Officer. The employee's supervisor has no control over salary. TRUE will not discuss salary with the supervisor. Any discrepancies in payroll will be discussed with the Accounting Department.

INFORMATION CHANGES

An employee will immediately report in writing any changes in address, telephone number, name, tax exemption status, persons to notify in case of accident, beneficiaries or family status to the Human Resources Department. Forms are available on the web site or from the Human Resources Department.

SALARY ADJUSTMENTS

Salaries are adjusted at the beginning of the fiscal year. Adjustments are based upon a minimum of six (6) months of continuous service, a "Staff Performance Evaluation" or 90-day review if employed less than one (1) year, and the availability of funding in the department or study. The Board of Directors establishes these adjustment guidelines.

PAYROLL ADVANCE REQUEST

The purpose of the “Payroll Advance” is to provide a mechanism for the employee to request an advance on their wages in an emergency situation.

1. TRUE Research Foundation employees may request a “Payroll Advance”.
2. The request cannot exceed the net amount of the employee’s semimonthly wages.
3. The request must be submitted on a “Payroll Advance Request Form” available on the web site
4. The request is **confidential** and must be sent directly to the Chief Executive Officer.
5. Payroll Advances must only be discussed with the Chief Executive Officer
6. An employee may make two requests per year:
 - a. One request from **July 1 - December 31**, and
 - b. One request from **January 1 - June 30**
7. Repayment of the “Payroll Advance” is deducted from the employee’s wages beginning the pay period following the payroll advance request.
8. The advance is deducted from the employee’s wages and must be repaid to TRUE within six months.
9. No second advance will be made until the first advance has been repaid.
10. When an employee is terminated, the unpaid funds are deducted from the final paycheck.
11. Employee advances are subject to approval by the Chief Executive Officer.

TARDINESS, ABSENCES AND LEAVES

CALL-IN TIME

An employee who is unable to report to work is required to call their site by 9:30 a.m. to report their absence. An absence must be called in every day unless absence is caused by an illness which is of several days duration, and an approximate date of return has been given. Failure to contact the office for three (3) consecutive days without previous arrangements will constitute voluntary termination on the part of the employee.

TARDINESS

Tardiness will be monitored by the employee's supervisor and reported to the Human Resources Department. An employee who is tardy because of extreme weather conditions is not assessed a penalty if a good faith effort is made to make up work upon arrival

Employees are expected to arrive on time at the beginning of the workday and return from lunch on time. Excessive tardiness may result in disciplinary action up to and including termination.

ABSENCE

An employee, who is absent the entire day, or major portion of it, will not be paid for the time absent. The employee may, however, elect to have such absence charged against his/her PTO. An exception would be if conditions are extremely poor causing the closing of the office or the off-site location. In such cases, no penalty will be assessed. Employees in the field who are unable to return to the office because of bad weather will not be penalized.

INCLEMENT WEATHER

1. During inclement weather, employees who are able to safely reach work are expected to report to their assigned workstations. The employee's supervisor will be responsible for the decision as to whether the employee should report to work. If the supervisor determines that the employee cannot safely report to work, the employee will not be considered absent or tardy.
2. When conditions are extremely poor causing the closing of the office or the off-site, no payment penalty will be assessed. Employees in the field who are unable to return to the office because of bad weather will not be penalized.

ELECTION DAY

Employees are encouraged to exercise their voting right during a city, state or national election. Employees should be able to exercise that right before or after working hours. In the event that an employee is unable to vote before or after work, time off will be granted as necessary not to exceed two hours.

PAID HOLIDAYS

TRUE recognizes the following observed Holidays for regular full-time employees upon hire. The hours paid on holidays are dependent upon the number of hours which are regularly worked in a week. Employees who work an average of forty (40) hours weekly

will be paid for eight (8) hours per holiday. Employees who work an average of thirty (30) hours weekly will be paid for six (6) hours per holiday.

Holidays:

- | | |
|---------------------------------|-----------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr. Birthday | Columbus Day |
| Presidents Day | Veterans Day |
| Memorial Day | Thanksgiving Thursday |
| Independence Day | Christmas |

Employees must complete a PTO Form and submit it to TRUE two weeks in advance if they wish to take the day before and/or the day after a designated holiday as paid time off. Any employee who takes unapproved PTO the day before or the day after a designated holiday will not be paid for the requested days. This time will be charged as leave without pay.

When a holiday falls on a Sunday, Monday will be observed. When a holiday falls on a Saturday, Friday will be observed. For any non-designated holiday, a PTO form must be submitted by the employee for any Holiday designated by the President of the United States or Congress under special circumstances.

MILITARY TRAINING AND DOWN DAYS

MILITARY TRAINING

Employees will receive paid time off for military training of one day or less when it has been determined that the employee cannot perform their duties due to unit closure (or assist at other sites). Military training days greater than one day may be taken as accrued leave, or leave without pay.

DOWN DAYS

Employees with agreements may take accrued leave, or leave without pay for unit down days.

REAL WORLD EVENTS OF WAR and/or NATURAL DISASTERS

Employees with an agreement will receive a maximum of three days of paid time off for a real world event when they cannot perform their duties due to unit closure. Once employees have received official notice that they will not be allowed to perform their duties due to closure, they must immediately provide TRUE a copy on the notice to include the official order itself, the time of the evacuation and the time for return to work. If closure of the unit is scheduled for greater than three days, TRUE will assign the employees to an alternate work location. If the employees are not able to perform their primary duties, the employees will be assigned to alternate duties by TRUE until the

situation is resolved.

LEAVE BENEFITS

LEAVE ELIGIBILITY

1. All full-time employees who work an average of 40 hours weekly shall receive leave credit in accordance with the following schedule:

Years of Service	Number of PTO days accrued per year	Monthly Hours Accrued	PTO Hours Accrued Per Pay Period	PTO Hours Per Year
0-5	19	12.66	6.33	152
6-10	24	16.00	8.00	192
11-15	27	18.00	9.00	216
16+	29	19.33	9.66	232

2. All full-time employees who work 30 or more hours but less than 40 hours weekly (based on a six hour work day) shall receive leave credit in accordance with the following schedule:

Years of Service	Number of PTO days accrued per year	Monthly Hours Accrued	PTO Hours Accrued Per Pay Period	PTO Hours Per Year
0-5	19	9.50	4.75	114
6-10	24	12.00	6.00	144
11-15	27	13.50	6.75	162
16+	29	14.50	7.25	174

3. PTO is provided as a benefit, in response to an employee's need for time off, and is accrued based on the schedules above
4. Regular full-time employees begin to earn and accrue PTO upon their date of hire (DOH). Full time employees, who work a minimum of 30 hours, will receive PTO on a pro-rata basis. PTO hours become available when an employee has completed six (6) months of continuous service.
5. Although full-time employees are not eligible to take PTO prior to the completion of six (6) months of continuous service, you may be granted PTO if approved by your supervisor during this timeframe. However, should you terminate your employment with TRUE before completing six months of continuous service, those ineligible PTO hours will be deducted from your final paycheck.

6. Leave will not be approved for employees who have a deficit of eight (8) hours. If the PTO is approved by the supervisor but the employee has a deficit of eight hours, the time will be considered leave without pay and be deducted from the employee's paycheck. The PTO taken past an eight hour deficit will be considered unpaid time off and deducted from the exempt employee's paycheck the following pay period. Furthermore, no employee will be allowed to take PTO until his or her balance is brought back into the positive. It is the responsibility of the employee to assure through the Payroll Department that he or she has adequate PTO time accrued for any requested paid time off. Excessive unpaid PTO will be evaluated by the employee's supervisor and the CEO and may result in termination.
7. PTO must be requested at least two (2) weeks in advance for approval. Variations may only be granted by the individual's supervisor or the Chief Executive Officer. Additionally, PTO may be taken in increments of one-half day.
8. PTO that is requested for the benefit of sick absences that exceed three (3) consecutive days will require a doctor's statement certifying there was an illness or disability requiring the employee's absence.
9. Employees who are terminated for any reason, prior to six (6) months of continuous employment, are not eligible to be paid for accrued PTO.
10. After completing six months of continuous service, an employee who voluntarily resigns or receives a termination from TRUE will be paid all accrued and unused PTO. However, once a resignation notice has been provided by an employee or a termination notice has been given to an employee by TRUE Research, no PTO may be authorized, granted, taken or accrued during the "termination notice" period.
11. Employees must complete a PTO Form and submit it to TRUE two weeks in advance if they wish to take the day before and/or the day after a designated holiday as paid time off. Any employee who takes unapproved PTO the day before or the day after a designated holiday will not be paid for the requested days. This time will be charged as leave without pay.
12. Employees may carry over PTO from fiscal year to fiscal year in the amount indicated above (page 33). Additionally, the carried over amount or a portion of the carried over amount must be used no later than December 31st following the twelve-month "Leave Year" starting July 1st and ending June 30th. For ALL employees ALL leave hours over the maximum allowable amount (indicated above), not taken by December 31st, will be lost.
13. To apply for PTO, please complete a PTO form found on TRUE's website at www.trueresearch.org, under Human Resources, under Employee Page, sign-in, click on Employee PTO Form.

ABSENCE

Absences of non-exempt employees, due to tardiness (excluding medical appointments), will be charged against leave time. Exempt employees will not be charged, but are expected to make up work missed. The on and off-site supervisor signs off an employee's absence and final approval is from the Chief Executive Officer. A workweek is considered forty (40) hours for full-time employees. Employees who know in advance that they are taking leave for vacations or appointments must submit an Employee Leave Form in advance of the leave: two weeks for vacation and one week for appointments. An employee who has missed a workday due to illness must submit an employee leave form the day they return to work. PTO forms submitted after the absence for other than illness will be regarded as leave without pay.

BEREAVEMENT LEAVE

TRUE shall allow employees eligible for employee benefits, to take up to three days of paid Bereavement Leave if the death of an immediate family member occurs. Two days of Bereavement Leave is allowed if the funeral is to be held in the same city or town where the employee lives. Up to Three days of Bereavement Leave is allowed if the funeral is to be held 100 miles or more from where the employee lives. Bereavement Leave may be used in conjunction with leave, as available and approved. Bereavement Leave is allowed for members of an employee's immediate family, as follows:

Parent	Grandchild
Sister	Parent-in-law
Brother	Brother
Step Parent	Sister-in-law
Grandparent	Brother-in-law
Spouse	Significant others living in the household
Child	
Aunt	Cousin
Uncle	

JURY DUTY AND COURT APPEARANCE PURSUANT TO SUBPOENA

Employees should exercise their civic responsibilities and serve as jurors or respond to subpoena when required. An employee should notify the Human Resources Department, in writing, of notice to report to jury duty or receipt of a subpoena. Upon return to work, the certification of dates of jury duty provided by the County or City should be provided to the Human Resources Department. An employee on jury duty (or responding to subpoena for non-personal matters) will receive full pay for up to ten (10) days per calendar year. Efforts should be made whenever possible for employees to serve on jury duty at times when their work will be least disrupted by their absence

OTHER LEAVES

The following leaves may also be granted at the discretion of the Chief Executive Officer:

RESERVIST CALLED TO ACTIVE DUTY

A leave of absence for reservist being called to active duty in the Armed Forces or National Guard, or for attendance at regular military encampment or cruise, and the terms of Re-employment shall be governed by the Uniformed Services Employment and Re-employment Rights Act of 1994 and other applicable laws. Prior to active duty, the employee must submit a written notice and presentation of appropriate military orders.

While on active duty, employees will receive no pay from TRUE. However, at the end of military leave, the employee must submit a military pay statement to TRUE. To ensure no loss of regular pay, the company will make up the difference between the pay received from the government and company base pay for maximum of 120 days.

LEAVE WITHOUT PAY

With the approval of the Chief Executive Officer and subject to the needs of TRUE, leaves without pay may be granted to employees. This will include leaves needed due to a disability related to either an on-the-job or off-the-job injury or pregnancy. Under no circumstance will this leave, in conjunction with any other leave taken, exceed six (6) months. Generally, leaves must be requested at least 30 days in advance of the leave beginning. Such leaves may be granted in emergency situations, for compelling personal business not connected with other employment, or for other reasons, which have been approved by the Chief Executive Officer.

Requests for leaves without pay will be made in writing to the Chief Executive Officer, giving the reason for the leave, the effective date, and the conditions under which the leave is granted.

Any accrued leave time may be paid to employees granted a leave without pay. Leave benefits accrued prior to a leave of absence without pay is retained but no additional days will accrue while on leave. Unless on FMLA, the employee is responsible for paying all insurance premiums related to the employee and his/her dependent coverage

Leaves without pay, other than FMLA, are granted with the understanding that the employee's position is not guaranteed upon return, but that the employee will be returned to active status if TRUE has a position open and funds available. The needs of TRUE may require the position to be filled in order to carry out necessary tasks and responsibilities.

An approved leave of absence without pay will not be considered a break in service determining continued eligibility in the retirement plan and seniority.

Employees on extended leave of absence without pay may continue their participation in-group hospitalization, life insurance, and disability plans of TRUE, provided the employee pays the full cost of the plans during their leave of absence

Employees may make written requests for extensions of leave without pay. Such extensions will be subject to the approval of the Chief Executive Officer and must be made prior to the termination date of the original leave. Extension of a leave without pay will be granted solely at the convenience of TRUE

FAMILY AND MEDICAL LEAVE

The purpose of the Family Medical Leave Act (FMLA) is to allow eligible employees to take unpaid leave for medical and/or family reasons up to a maximum of twelve (12) weeks of leave during any twelve (12) months, as measured by the calendar year.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

"Health care provider" means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices; or any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

"Parent" means the biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a son or daughter.

"Reduced schedule leave" means a leave of an absence schedule whereby an employee's hours per work week or hours per workday are reduced below the employee's usual number of hours per workweek or work day.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either (1) inpatient care in a hospital, hospice, or residential care facility; or (2) continuing treatment by a health care provider.

"Son or daughter" means a biological, adopted, or foster child, a step child, a legal ward, or a child of a person standing *in loco parentis* who is (a) less than eighteen (18) years of age; or (b) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

FORESEEABLE LEAVE – OBLIGATIONS OF EMPLOYEE

Where the necessity for leave is foreseeable due to the expected birth or placement of a son or daughter, the employee must provide TRUE with a no less than thirty days advance of the intent to take leave, except that if the date of the birth or placement

requires leave to begin in less than thirty (30) days, the employee must provide as much advance notice as is practical. As to leaves due to a serious health condition of the employee or the employee's spouse, son, daughter, or parent, where the necessity for leave is foreseeable based on medical treatment, the employee must:

1. Make a reasonable effort to schedule the treatment so as not to unduly disrupt company operations (subject to the approval of the health care provider).
2. Provide no less than thirty (30) days advance notice of the intent to take leave, except where the date of treatment requires that the leave begin in less than thirty (30) days, in which case the employee must provide as much advance notice as is practical.

REDUCED SCHEDULE LEAVE

A leave of absence due to the serious health condition of the employee or the employee's spouse, son, daughter, or parent may be taken on an intermittent or reduced schedule basis, if an intermittent or reduced schedule leave is determined to be medically necessary by the health care provider and with specific agreement of both the employee and the Chief Executive Officer.

CERTIFICATION OF NECESSITY FOR MEDICAL LEAVE

General

In order to obtain a leave necessitated by a serious health condition (whether an employee or the employee's spouse, son, daughter, or parent), the employee must provide TRUE, in a timely manner, with written certification from the health care provider, which states:

1. The date on which the serious health condition commenced.
2. The probable duration of the condition.
3. The appropriate medical facts known to the health care provider regarding the condition.
4. As to leave due to the employee's own serious health condition, a statement that the employee is unable to perform the functions of his or her position.
5. As to leave for the care of the employee's spouse, son, daughter, or parent with a health condition, a statement that the employee is needed to provide such care and an estimate of the time that the employee is needed to care for the spouse, son, daughter, or parent.

6. As to leave needed to be taken on an intermittent or reduced schedule basis for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment.

SECOND OPINION

TRUE requires the employee to obtain, at TRUE's expense, the opinion of a second health care provider designated or approved by TRUE (but not one employed by TRUE on a regular basis) as to any information contained within the original medical certification provided by the employee

RESOLUTION OF CONFLICTING OPINIONS

If the second opinion differs from the certification provided by the employee, TRUE may require the employee to obtain a third opinion regarding the information in the original certification, at TRUE's expense, from a health care provider designated or approved jointly by TRUE and the employee. The opinion of the third health care provider will be final and binding on both TRUE and the employee.

RE-CERTIFICATION

Employees on a leave due to a serious health condition (whether their own or of a spouse, son, daughter, or parent) are required to provide subsequent medical recertification of the continued necessity for such leave as reasonably requested by TRUE.

NOTICE OBLIGATIONS OF EMPLOYEE DURING LEAVE

In addition to any medical re-certifications required by TRUE during a leave, an employee on family or medical leave must:

1. Provide a written report to the Chief Executive Officer who will copy the off-site supervisor, at least once every four weeks and more often if otherwise requested, regarding the employee's status and intent to return following a leave.
2. Provide the Chief Executive Officer, who will copy the on off-site supervisor, at least two weeks advance final written notice of the employees expected return to work date.

MAINTENANCE OF HEALTH BENEFITS DURING LEAVE

During a period of family or medical leave under this policy, an employee's coverage under TRUE's group health plan(s), if any, will be maintained at the level and under the conditions that such health plan coverage would have been provided if the employee had not taken leave. This means that during a leave under this policy, TRUE will continue to pay that portion of the cost for health plan coverage, if any, as is paid for

similarly situated employees who are not on leave, and that for coverage to continue the employee must also pay that portion of the cost of coverage, if any, which is not ordinarily paid by TRUE.

RESTORATION TO POSITION

In general, any employee who takes leave to which he or she is entitled under this policy will be restored, upon return from the leave, to the position held prior to the start of the leave, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. While seniority and other accrued benefits will not continue to accrue during a leave of absence, taking leave to which an employee is entitled under this policy will not result in the loss of any employment benefit, which accrued prior to the commencement of the leave. Upon return from such leave, the employee will not be entitled to any position, benefit, or right to which the employee would not have been entitled had the leave not been taken.

CONDITIONS FOR RETURN TO WORK

For all forms of family or medical leave, reinstatement to employment is conditioned upon the employee having provided TRUE the periodic written notices of the employee's status and expected return date, and the advance final notice of the expected date for return to work. In addition, except as otherwise provided by state or local law or a collective bargaining agreement governing return to work from leave, all employees seeking reinstatement following a leave due to his or her own health condition must provide TRUE with written certification from the health care provider that he or she is able to resume work.

Unless adequately explained by compelling circumstances, as determined by TRUE in its sole discretion, any of the following actions will be regarded as job abandonment by the employee:

1. Failure of the employee to discharge his or her certification, re-certification or notice of obligations under this policy; or
2. Failure to obtain an extension of leave, or return to work, by the next regularly scheduled workday following expiration of a leave (NOTE: Under no circumstances is an employee allowed to extend a family or medical leave beyond a maximum of twelve (12) weeks of such leave)

DENIAL OF RESTORATION FOR CERTAIN HIGHLY COMPENSATED EMPLOYEES

As to salaried employees who are among the highest paid ten percent (10%) of TRUE's employees within a radius of the facility at which the employee works, TRUE may deny restoration to employment following leave in those instances where

1. Restoration would cause substantial and grievous economic injury to the corporation; and
2. The employee is notified of the intent to deny restoration due to the economic injury before the commencement of the leave

EMPLOYMENT PRACTICES

WORKING HOURS

The San Antonio, business office hours of TRUE are from 8:00 a.m. to 5:00 p.m. Monday- Friday. On and off site business hours will be assigned by the supervisor and be provided to TRUE within fifteen days of employment. Non-exempt employees are provided a ½ hour, unpaid lunch break. All employees are expected to be prompt and not abuse the lunch privilege. All off-site employees will provide to the Human Resources and Payroll Department a copy of their work schedule within fifteen (15) days of hire and all subsequent changes as they may occur.

CONFIDENTIAL INFORMATION

During employment, an employee may be exposed to proprietary information. TRUE expects the employee to keep this information private. If there are any questions about such information, the employee should speak to the Chief Executive Officer or Human Resources Department. All private personal information, including information regarding compensation is confidential to the specific employee to whom it relates. Any disclosure of this type of information will result in disciplinary action and may result in termination.

DUAL COMPENSATION

Employees of TRUE are not permitted to receive compensation from another company on work performed as an employee of TRUE. This prohibition applies to compensation in the form of merchandise, services, money or any other form of benefits. Any offer of such compensation, whether by a research sponsor or from any other source, should be reported immediately to the Chief Executive Officer. Failure to comply with this policy will result in termination.

RUMORS

Employees should not discuss TRUE business among themselves unless required to perform their jobs and should speak with the Chief Executive Officer when questions about information arise. TRUE's management is committed to the fullest sharing of information possible. A mutual, candid and frank communications system is essential between management and employees.

INFORMATION TECHNOLOGY

TRUE Research uses various forms of electronic communication including, but not limited to, computers, e-mail, telephones, voicemail, fax and photocopy machines; the Internet and all online services are paid for by TRUE Research. All electronic communications, including all software and hardware, remain the sole property of TRUE Research and are to be used only for company business and not for any personal use

The use of electronic communication, i.e, computers, email, telephones, voicemail, fax, photocopy machines, the Internet, or other communication devices for personal use is strictly prohibited.

HOME OFFICE ONLY - The use of personal cellular phones during times other than one's lunch hour or a family emergency is strictly prohibited.

Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against company policy or not in the best interest of TRUE Research. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to disciplinary action up to and including immediate termination. Personal software may not be installed in TRUE Research computer systems. All electronic information created by any employee using any means of electronic communication is the property of TRUE Research. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information, nor its ability to inspect all Company equipment and its content at any time without notice

TRUE Research will override all personal passwords if it becomes necessary to do so for any reason. For these reasons, employees should not place or retain anything on company computers which the employee considers to be personal or private or otherwise, would not want TRUE Research to see. We reserve the right to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications as is necessary to ensure that there is no misuse or violation of company policy or any law.

Failure to adhere to the Information Technology policy, as outlined above, may lead to disciplinary action, up to and including termination.

MISTAKES

When an employee realizes a mistake has been made, action should be taken immediately to correct it. Serious mistakes should be reported to:

Off-site supervisor for research related solutions
Chief Executive Officer for TRUE business solutions

Payroll Department for payroll

Hiding a mistake can, at the discretion of the Chief Executive Officer, result in disciplinary action, up to and including termination.

REGULATIONS FOR EMPLOYMENT VERIFICATION

Inquiries for employment verification will be referred to the Human Resources Department. After acquiring the name of the firm represented by the inquirer and the reason for verification, the following information will be provided:

1. **Verification for Employment Purposes** - The date of employment, date of termination, position held, confirmations of salary (provided the employee has given authorization for this), attendance, and reason for leaving and eligibility for rehiring will be provided to prospective employers.
2. **Verifications for Credit Purposes** - Date of employment, position held and confirmation of salary information (provided the employee has given written authorization) will be provided to credit establishments.
3. **Research Personnel** - Research Personnel will have all licenses verified with the appropriate licensing agency. In addition, certain other specifics may apply, which will be fully explained during the initial signing of the agreement.

LOCKING DESKS

It is not the intent of TRUE to provide a storage area for an employee's valuables. Desks are the property of TRUE and/or the United States Government and should not be locked. In specific cases when desks must be locked for security of TRUE property or the employees personal property on a United States Government off-site, the employee is required to provide his/her on and off-site supervisor with a key in case that employee should be unable to report to work. TRUE reserves the right to inspect and search any and all TRUE property at any time without notice even if the employee has placed a personal lock on the property. This includes all lockers and desks or other storage containers that may be provided to employees working off-site at a client's facility.

OFFICE KEYS

Employees of TRUE may be provided with a key to TRUE's office or off-site facilities. Upon separation, the employee's final check may be held until all keys have been returned to the Human Resources Department.

PICTURE I.D.

All Research Personnel are required to have a picture I.D. The P.I. or a designated person in the department will assist in obtaining a picture I.D.

NAME BADGES

All TRUE employees working at federal facilities are required to wear nametags identifying them as a TRUE employee, TRUE will supply these nametags within one month of employment.

EMPLOYEES RECEIVING HONORARIA

As the expertise of TRUE's staff increases, it is reasonable to assume that an employee may be asked by another group or organization to make presentations, participate in meetings or serve as a consultant. It is possible that an honorarium may be offered for such activities.

TRUE allows and encourages, within reason, such activities, as they lead to professional development and bring credit to TRUE. Under usual circumstances, any honorarium received for these activities will be turned into TRUE'S general fund.

Exceptions may be granted by the Chief Executive Officer (or, in the case of the Chief Executive Officer, by the Board of Directors) in unusual circumstances. Exceptions will only be granted if it is clearly evident that the honorarium is for personal expertise, not given on TRUE time and not involving utilization of TRUE resources.

PERSONAL MAIL

Unless mail received in the office is marked "Personal" or "Confidential," all incoming mail will be opened in our mail opening process.

TELECOMMUTING POLICY

TRUE considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with TRUE Research Foundation.

Procedure:

1. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
2. Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or formal, as will be described below. Other informal, short-term arrangements may be made for employees on

family or medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing on the business needs of the organization first. Such informal arrangements are not the focus of this policy.

3. Individuals requesting formal telecommuting arrangements must have been employed with TRUE for a minimum of 12 months of continuous, regular employment and must have exhibited above average performance, in accordance with the company's performance appraisal process.
4. Any telecommuting arrangement made will be on a trial basis for the first 3 months, and may be discontinued, at will, at any time at the request of either the telecommuter or the organization.
5. TRUE will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The Human Resources and Information Technology Departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. TRUE Research Foundation accepts no responsibility for damage or repairs to employee-owned equipment. TRUE Research Foundation reserves the right to make determinations as to appropriate equipment; subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment all company property will be returned to the company, unless other arrangements have been made.
6. Consistent with the organization's expectations of information asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
7. The employee will establish an appropriate work environment within their home for work purposes. TRUE will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

8. After equipment has been delivered, a designated representative of TRUE will visit the employee's home - work site to inspect for possible work hazards and suggest modifications. Repeat inspections will occur on an as-needed basis. Telecommuting employees are responsible for notifying the employer of job related injuries immediately in accordance with company worker's compensation.
9. TRUE will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities.
10. The employee and the supervisor will agree on the number of days of telecommuting allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule
11. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements will require the advance approval of the Chief Executive Officer. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.
12. Before entering into any telecommuting agreement, the employee and the supervisor, with the assistance of the Human Resources Department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:
 - A. Employee Suitability - the employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - B. Job Responsibilities - the employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - C. Equipment needs workspace design considerations and scheduling issues.
 - D. Tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee

13. If the employee and manager agree, and the Human Resources Department concurs, a draft telecommuting agreement will be prepared and signed by all parties and a 3-month trial period will commence
14. Evaluation of telecommuter performance during the trial period will include daily interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the conclusion of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than time-based performance
15. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.
16. Telecommuting is NOT designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.
17. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
18. In certain limited circumstances, TRUE may contract with an office space provider to meet the needs of employees who wish to telecommute but who do not have appropriate home office space, or for groups of employees whose proximity to the organization and to each other makes such an arrangement feasible
19. The availability of telecommuting as a flexible work arrangement for employees of TRUE can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days notice of such a change to accommodate commuting, childcare and other problems that may arise from such a change. There may be instances, however, where no notice is possible.

TRAVEL AND RELATED EXPENSES

TRAVEL POLICY

TRUE will reimburse an employee for actual expenses incurred while traveling on official business. An employee should neither lose nor gain financially from traveling on TRUE business. An employee will be expected to maintain his/her normal mode and standard of living while traveling on behalf of TRUE. All expenses that are incurred while traveling should be kept at reasonable levels.

TERMS OF POLICY

TRUE will provide pre- and post travel expenses for Staff while on official business of TRUE per the following:

RELOCATION POLICY

TRUE Research Foundation may agree to pay all or a portion of reasonable moving expenses for ordinary household goods of new employees when such action may be the determining factor in securing the services of qualified individuals. Approval of the Chief Executive Officer is required prior to making any commitment for such expenditure. The Chief Executive Officer will determine what the allowance is at the time of approval, and the actual expenditure will be the actual moving costs or the maximum amount established, whichever is less. The allowance given by the Chief Executive Officer will never exceed two thousand dollars (\$2,000).

The allowance given will cover the following:

- Transportation of household effects
- One round trip airfare to explore housing opportunities, which includes one week of car rental, hotel costs and a daily per diem
- Mileage and hotel expenses during the actual relocation
- Furnished housing to await the arrival of household furnishings

The allowance will not cover the following:

- Packing or unpacking charges
- Boats and other recreational vehicles
- Personal collections
- Gratuity to moving companies
- Kenneling of domestic pets
- Storage of furniture
- Shipment of new furniture

Once the move has been completed, the employee must forward all receipts and invoices to TRUE's Accounting Department for record. The employee will return any unused money. Unaccounted for charges will be deducted from the employee's second paycheck. If the employee resigns prior to one full calendar year of employment, the moving costs will be deducted from the employee's paycheck at the rate of 1/12th of the cost for each uncompleted month.

PRE-TRAVEL EXPENSES

AIRLINE TRAVEL

TRUE staff or volunteers may only travel "Business Class" or "First Class" for overseas travel and for "domestic travel" where "economy" or "coach" is unavailable or of equal price and delay would compromise the success of the trip. For "domestic" travel, employees should seek the lowest economy or coach rate and upgrade only if you have enough points to do so.

1. Airline reservations are the responsibility of the employee, and MUST be made through TRUE via the AXIOM travel website. All employees will be required to register online using the directions provided on TRUE's website. All guidelines for airline travel set forth on AXIOM must be followed. All reservations will not be booked without the final approval of TRUE.
2. Reservations made through TRUE will be paid with TRUE Research Foundation's corporate credit card ONLY.
3. Employee is responsible for canceling reservations through AXIOM should travel plans change.
4. TRUE will not reimburse an employee for airline travel placed on their personal credit card.

HOTEL RESERVATIONS & CAR RENTALS

1. Hotel and car reservations are the responsibility of the employee and must be made through the AXIOM travel website.
2. All guidelines on AXIOM set forth by TRUE must be followed.
3. All reservations will not be booked without the final approval of TRUE.

CASH ADVANCE FOR TRAVEL

Cash Advance for Travel must be requested ten (10) working days prior to travel. Cash advances must be accounted for within ten working days of return from a trip.

Cash Advance for Travel Funds will be provided for the following expenses:

Food	\$38.00 per diem	(receipts required)
Luggage handling	Up to \$9.00/trip for one piece of luggage	(documentation required)
Transportation	Depending on destination	(receipts required)
Others	Explanation required	(receipts required)
Lodging	Geographical standard	(receipts required)

Employee will complete the Cash Advance for Travel Form provide by TRUE, and submit the form a minimum of ten (10) working days prior to start of travel. Cash Advance for Travel Forms are available on TRUE's website at www.trueresearch.org under Accounting / Employee Page / Cash Advance for Travel Form.

POST-TRAVEL EXPENSES

TRAVEL REIMBURSEMENT PROCEDURE

1. Employee will, within ten (10) working days of return from travel, complete an "Employee Expense Reimbursement Form" attaching corroborating receipts. "Employee Expense Reimbursement Forms" can be found on TRUE's website at www.trueresearch.org under Accounting / Employee Page / Employee Expense Reimbursement Form.
2. All funds not used from the "Cash Advance for Travel" will be submitted to TRUE at the time the "Employee Expense Reimbursement" Form is submitted. A receipt will be issued to the employee for the returned funds.
3. If reimbursable expenses are due to an employee, a check will be issued to employee provided receipts and documents are submitted with the "Employee Expense Reimbursement Form". All reimbursements must be approved by the Chief Executive Officer.
4. Reimbursable expenses must be submitted no later than fifteen (15) days after the budget close for the fiscal period in which the expenses were incurred. Reimbursable expenses submitted after the close of budget will not be honored.

IMPORTANT TRAVEL NOTICES

EXPENSE REIMBURSEMENT

TRUE will only reimburse expenses that were unforeseen by the employee. The employee must request in advance money for anticipated events and costs, such as meals, transportation and gratuity. The employee is required to be conservative in his or

her spending. TRUE does not guarantee reimbursement. Any expenses not approved are the responsibility of the employee for payment.

Expenses, which are reimbursable by TRUE, must be submitted in writing on an "Employee Expense Reimbursement Form". All expenses must be itemized and receipts attached. Expense reimbursement forms MUST be submitted within ten (10) working days of the employee's return trip. TRUE normally issues a reimbursement check within twenty working days of the report's submission. The employee must make every attempt to receive funds prior to travelling and should request reimbursement only for unforeseen costs.

NON-REIMBURSABLE EXPENSES

The following expenses incurred while traveling will not be reimbursed by TRUE

1. Personal entertainment.
2. Fines for parking or traffic violations.
3. Personal bar bills.
4. Other expenses incurred that are of a purely personal nature

SERVING AS HOST

There may be an occasion when an employee will serve as host for TRUE business purposes. When such functions serve to TRUE's betterment, these costs will be reimbursed. Good economic judgment should be used in each such case and costs should be kept at reasonable levels. A detailed report of these expenses, showing all persons hosted, should be included on the expense reimbursement form, along with appropriate receipts.

USE OF CREDIT CARDS

Only one credit card per department will be issued.

TRUE Employees not working in the main office cannot use a TRUE American Express Credit Card to pay for travel expenses. Airline, hotel, and rental car expenses will be paid by the main TRUE corporate card by way of the AXIOM travel reservation program. Any travel expenses must be requested prior to travel using TRUE's "Cash Advance for Travel Form." Any unforeseen costs will be reimbursed by completing the "Employee Expense Reimbursement Form."

Employees working the main office should use their American Express card to pay for travel related expenses. However, airline, hotel, and rental car expenses will be paid by the main TRUE corporate card by way of the AXIOM travel reservation program. All authorized expenses on the credit card will be paid for by TRUE.

Receipts generated from the use of TRUE's Corporate Credit Card MUST be attached to the "Employee Expense Reimbursement Form". The corporate credit card is NEVER to be used for personal expenses.

AIRLINE BUSINESS ROOMS OR CLUBS

For frequent travelers, at the discretion of the Chief Executive Officer, TRUE will pay for one airline business room membership fee per year.

USE OF PERSONAL VEHICLES

It may sometimes be necessary for employees to use his/her personal transportation for TRUE's business. Such use will be reimbursed at the current approved rate. Employees must provide proof of current automobile liability insurance and current driver's license to the Human Resources Department, prior to using personal vehicle for TRUE Business

AUTOMOBILE LIABILITY

TRUE carries a Non-Ownership Liability Insurance policy that covers all employees' cars used in TRUE's business. This policy protects TRUE in the event of an accident. It does not provide personal liability or property damage coverage for the employee. It is not a substitute for or replacement of personal liability or collision coverage. Employees are required to provide proof of insurance on their personal vehicles. When on TRUE business, employees must have a valid driver's license and proof of insurance

ACCIDENTS

Any employee traveling on behalf of TRUE, who is involved in an accident while traveling, should immediately notify the Human Resources Department and provide a written report as soon as possible thereafter.

GENERAL OFFICE EXPENSES

ECONOMY & CONSERVATION

Employees should keep in mind that the nature of TRUE requires sound economy at all times. Every effort should be made to avoid waste or misuse of TRUE's resources.

OFFICE SUPPLIES

Each employee is furnished with supplies which are necessary and appropriate for his/her duties. It is the responsibility of every employee to conserve these supplies and

avoid waste. Office supplies are routinely ordered, and each employee is urged to submit requests according to established office procedures. Each order will be reviewed. If a request for supplies is not granted for reasons of economy or other circumstances, the employee will be given an explanation of the denial.

UTILITIES AND OFFICE SERVICE

Each employee is urged to keep economy in mind in all aspects of the office environment. Simple measures like turning off unneeded lights and equipment can reduce costs substantially. Economy in services such as cleaning can be achieved by keeping individual areas neat and assuming responsibility for cleaning up after each day's work.

SAFETY AND WORKING CONDITIONS

PERSONAL APPEARANCE

TRUE expects all employees to dress in a professional manner in keeping with their position in the organization. Each employee is expected to be neat and clean. The Chief Executive Officer may establish procedures governing dress or other personal habits. TRUE reserves the right to discuss with any employee his/her dress or hygiene and require changes if deemed necessary.

SMOKING

TRUE recognizes smoking as an important risk factor for serious diseases. Therefore, it is the policy of TRUE that all employees and visitors refrain from smoking while present in TRUE facilities.

HOUSEKEEPING

Each employee is expected to keep his/her work areas neat and clean. Employees are also to share responsibility in keeping common areas clean. An employee is expected to put supplies and equipment away when not in use and to strive to keep all equipment in a clean and working order.

ACCIDENTS AND ON-THE-JOB INJURIES

On the job injuries must be reported within twenty-four hours to the Human Resources Department whether or not medical treatment is required. If medical attention is required, the employee must follow all guidelines and procedures established by the work site. The employee may obtain an ERM Authorization for Medical Treatment form to take to the medical provider if treatment is not received at the work site or when Workman's Compensation insurance information is needed.

All employees involved in injury incidents must complete a post-accident drug screening. The results will be kept in the employee's personnel file and forwarded to Employers Resource.

Forms are available from the Human Resources Department or Employers Resource.

SAFETY

Every employee is responsible for safety in the workplace. Each employee should be alert for unsafe conditions in his/her areas. Unsafe conditions, which cannot be immediately eliminated by an employee, should be reported to the Chief Executive Officer and/or Human Resources Department and to the off-site supervisor.

LIABILITY INSURANCE

TRUE provides professional liability insurance for all employees.

GENERAL

SUGGESTIONS

Employees are encouraged to share all suggestions about TRUE activities with the Chief Executive Officer.

EMPLOYEE BENEFITS

EXPLANATION OF BENEFITS

Employee benefits have been outsourced to Employers Resource.

Each employee will be provided with written information that details the insurance coverage currently in force. This information will be updated whenever a change in coverage occurs. Each employee is entitled to personal telephone calls or personal visits with Employer's Resource.

SOCIAL SECURITY

TRUE has waived its exemption from the Social Security Act so that its employees may participate in the Social Security Benefits program of the United States Government. Employees may contribute to their Social Security accounts at a rate established by Congress by means of payroll deductions. TRUE contributes an amount equal to that contributed by the employee

RETIREMENT PLAN 401(k)

TRUE offers a 401(k) Profit Sharing Plan. Employee's eligibility for enrollment begins on the date of hire. Employee may begin making personal contributions immediately, however, to be eligible to receive matching contributions under this plan, employees must be at least 21 years of age, be employed on the last day of the plan year and have worked one full year as an employee. Refer to the "401 (k) Summary Plan Description."

BASIC INSURANCE PACKAGE

The Insurance packages outlined below are offered at the employee's orientation. All full time employees who work 30 hours or more per week are offered these benefits by Employer's Resource, paid for by TRUE. Dependent coverage is offered at the expense of the employee

New employee's insurance coverage will begin on the first day of the month following thirty days after their actual date of hire (DOH).

Coverage available includes:

1. Group Major Medical or PPO
2. Dental
3. Vision
4. Life Insurance equal to 1 X annual salary, not to exceed \$20,000.
5. Other insurances are available for purchase. Additionally, TRUE will pay the cost for employees enrolled in TRICARE/TRICARE Prime. Employee's dependents are not covered in this payment. TRUE must be provided the bill documenting the premium one month before the bill is due for payment. The employee will be provided a copy of the bill once it has been paid.

COBRA

Employer's Resource complies with the CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 and amended February 1999.

WORKERS' COMPENSATION

Employer's Resource carries Workers' Compensation Insurance. The purpose of this insurance is to provide protection to employees in the event they are injured on the job. All employees regardless of classification are covered by Workers' Compensation.

All employee injuries and accidents must be reported immediately to the on/or off-site supervisor. The on/or off-site supervisor must immediately report the injury or accident to the Human Resources Department. Medical and hospital expenses are paid by Workers' Compensation.

If the employee is unable to work due to an on-the-job injury, a weekly benefit will be paid by Workers' Compensation. Employees receiving these weekly benefits may, at their option, charge absences due to such injuries to any accrued leave they may have. In such cases, leave is to be charged on a pro-rated basis, determined by the amount of the benefits. The pro rata leave plus the weekly benefits will equal the employee's base pay.

EMPLOYEE PAYCHECKS vs. TOTAL COMPENSATION

There is more to an employee's compensation than just his/her 'take-home' pay. The real paycheck, the monetary value, which is placed on an employee's position, may be judged by not only his/her pay check but by other items, such as the benefits package, compensation and leave benefits.

MODIFICATION AND INTERPRETATION

This Handbook supersedes prior employee handbooks but does not supersede current existing manuals.

As in the case with any set of rules, regulations, or policies, changes, deletions or additions may become necessary in the future. If such changes become necessary, you will be notified by posted notices on TRUE's website or announcements in the newsletter by the Human Resources Department or the Chief Executive Officer. Policies on the web site will have the same effect as if they were in this handbook.

At the discretion of TRUE, and subject to applicable statutes and regulations, the benefits described in this Handbook may be modified, suspended, or terminated by reason of changed circumstances. Nothing contained in this Handbook is to be construed as a guarantee or as a contract of employment.

This Handbook is intended to describe regulations for employment and benefits provided by TRUE. Any questions involving the interpretation of these regulations and any benefits shall be resolved by the judgment of TRUE whose judgment shall be binding for all purposes.



STATEMENT OF EMPLOYEE

NOTE TO EMPLOYEE – Please read this Employee Handbook and keep it handy for future reference. You are required to sign this form indicating that you have received and read this copy of TRUE Research Foundation Employee Personnel Policy #8 that outlines the policies, benefits and expectations of TRUE Employees. Please return this form signed by you and your supervisor, to the Human Resources Department within ten (10) working days after you receive this handbook. Also, keep a copy of this statement for your files.

I have received a copy of TRUE Research Foundation’s Employee Handbook as updated through June 30 the date on the front cover and understand all changes appear on the website. This Handbook supersedes all previous handbooks and/or materials or any other representations made prior to the date shown below on the cover page. I have carefully read and I understand all policies and information contained therein, including the benefits and privileges to which I may be entitled.

I understand that TRUE may from time to time change, modify, alter, add, or substitute new policies concerning working conditions at TRUE. In turn, reasonable notification will be provided by TRUE of such changes and the incumbent rights, obligations and privileges as a result of such alterations. These changes will appear on the TRUE website.

It is expressly understood and agreed by me, my heirs and assigns that nothing contained in this handbook or any subsequent changes or modifications shall act as a contract or guarantee of employment.

By signing below, I agree that the grievance procedures described on Pages 25 and 26 shall survive and continue in effect for a period of 30 days after termination of employment, regardless of whether the termination is by me or by TRUE. Any failure to follow the required steps shall be construed as insubordination and may constitute tortious interference with contractual and other administrative relations of TRUE.

I also understand that my employment with the Company is at-will and may be terminated by either the Company or myself at any time, for any reason. Any exception to this at-will condition must be set out in a written agreement, signed by the Human Resource Department and/or the Chief Executive Officer of the Company.

Employee Signature

Date

Supervisor Signature

Date