

**Employee Handbook for
the U.S. employees of
HIGHBROW TECH LLC**

Employee Handbook

Version 1.1

Introduction

Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with HIGHBROW TECH LLC is "AT-WILL." This means employees or HIGHBROW TECH LLC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with HIGHBROW TECH LLC for any set period of time. Offer will be given separate offer letter.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

Welcome Message

Dear Valued Employee,

Welcome to Highbrow Tech LLC! We are pleased with your decision to join our team.

Highbrow Tech LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or email us at corporate@highbrow-tech.com

Welcome aboard. We look forward to working with you!

Warm Regards,

Shweta G Shindhe

President

Changes in Policy

Change at HIGHBROW TECH LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by HIGHBROW TECH LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or email us at corporate@highbrow-tech.com.

General Employment

At-Will Employment

Employment with HIGHBROW TECH LLC is "at-will." This means employees are free to resign by giving 2 weeks of notice and HIGHBROW TECH LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with HIGHBROW TECH LLC for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by HIGHBROW TECH LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between HIGHBROW TECH LLC and any of its employees.

Immigration Law Compliance

HIGHBROW TECH LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with HIGHBROW TECH LLC within the past three years, or if their previous I-9 is no longer retained or valid.

HIGHBROW TECH LLC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, HIGHBROW TECH LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Equal Employment Opportunity

HIGHBROW TECH LLC is an Equal Opportunity Employer. Employment opportunities at HIGHBROW TECH LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Hr Manager. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

HIGHBROW TECH LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Highbrow Tech LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

Employee Grievances

It is the policy of Highbrow Tech LLC to maintain a harmonious workplace environment. Highbrow Tech LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the corporate@highbrow-tech.com.

After receiving a written grievance, Highbrow Tech LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Highbrow Tech LLC's Sexual and other Unlawful Harassment Policy.

Highbrow Tech LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Internal Communication

Effective and ongoing communication within HIGHBROW TECH LLC is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

HIGHBROW TECH LLC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address HIGHBROW TECH LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, HIGHBROW TECH LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension,

harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Management directly. Employees should also review their state and local requirements for any additional reporting guidelines.

HIGHBROW TECH LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related or any state or local agency responsible for investigating alleged violations.

Reporting requirements should contact their supervisor or Hr manager.

Employment Status & Recordkeeping

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Highbrow Tech LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Highbrow Tech LLC or if your job responsibilities change, you will be informed by the HR Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per

week. Generally, regular full-time employees are eligible for HIGHBROW TECH LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some HIGHBROW TECH LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [HIGHBROW TECH LLC benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by HIGHBROW TECH LLC Management, of a change.

Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Hr Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the HR Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)/Change in home address
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses
- Person to be notified during an emergency

Expense Reimbursement

HIGHBROW TECH LLC reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Management.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Hr Manager for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

Resignation - Voluntary employment termination initiated by an employee.

Termination - Involuntary employment termination initiated by Highbrow Tech LLC. In most cases, Highbrow Tech LLC will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.

Layoff - Involuntary employment termination initiated by Highbrow Tech LLC for non-disciplinary reasons.

Retirement - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with Highbrow Tech LLC, shall provide Highbrow Tech LLC with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Highbrow Tech LLC is based on mutual consent, both the employee and Highbrow Tech LLC have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with HIGHBROW TECH LLC shall return all files, records, keys, and any other materials that are the property of HIGHBROW TECH LLC.

Employee benefits will be affected by employment termination in the following manner:

All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.

The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

Office Decorum

The efficient operation of a center depends upon adherence to disciplinary rules and personal standards of conduct at all the times by employees. There are certain standard set of guidelines for each employee to facilitate and protect company's goodwill, as well as the health and safety of all employees.

Any employee who fails to maintain proper standards of conduct at all times may be subject to disciplinary action, up to and including termination.

Behavior:

The wrong behavior of an employee will lead to disciplinary action. These are classified as "Critical" or "Serious" in nature, depending on type of misconduct.

Critical Violations:

These justify immediate termination without consideration of an employee's length of service or prior conduct. The employee whose conduct is considered as a critical violation may be suspended without pay while the incident is being investigated.

Serious Violations:

These do not justify immediate termination, but do necessitate immediate disciplinary action. Employees may be reminded verbally, and a note is made in the personal file of the employee. However, failure to correct the behavior in the specified period will lead to progressive disciplinary action, up to & including termination.

Disciplinary action, up to and including termination may be imposed at the discretion of management for any of the following:

- Coming to work under influence of alcohol or illegal drugs.
- Repeated absenteeism, tardiness or overall poor attendance records
- Stealing products, materials or equipment belonging to the company, or other employees, removing company property or equipment from the company premises without proper authorization
- Vulgarity / Passing obscene Comments
- Falsifying information of any kind, including but not limited to employment applications, time, project records etc.
- Conducting personal business in office hours.
- Tobacco usage in the office
- Negligent/careless usage or destruction of company property
- Harassment of fellow employees
- Insubordination or disrespectful conduct
- Violation of rules and policies set forth by management from time to time.
- The above list provides examples for which disciplinary action may be taken, but this is not an all-inclusive list.

If you have any questions or concerns regarding this policy, direct them to the Hr Manager.

Payroll Deductions

HIGHBROW TECH LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Account Team immediately. Highbrow Tech LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Working Conditions & Hours

Company Hours

HIGHBROW TECH LLC is open for business from Monday 08.30 AM to 06 PM. This excludes holidays recognized by Highbrow Tech LLC. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by Highbrow Tech LLC management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

Parking

Highbrow Tech LLC provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Highbrow Tech LLC. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

Workplace Safety

Highbrow Tech LLC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Highbrow Tech LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of

how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to: Management.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

HIGHBROW TECH LLC expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or email us at corporate@highbrow-tech.com.

Security

The purpose of Highbrow Tech LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees.

Closing Procedures

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the HR Manager.

Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If

for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

HIGHBROW TECH LLC will schedule meal and break periods in order to accommodate Company operating requirements.

Meal & Break Periods (Washington Employees)

Employees are entitled to a 30-minute meal period when scheduled to work more than 5 consecutive hours. The meal period will be provided between the second and fifth hour of work. Employees working 3 or more hours longer than their normal workday are entitled to an additional 30-minute meal period. For purposes of this policy, "normal workday" is the shift the employee is regularly scheduled to work. A second 30-minute meal period will be given within 5 hours from the end of the first meal period and for each five hours worked thereafter.

For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using Highbrow Tech LLC's timekeeping system.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the applicable meal period that they are provided, the employee must notify his or her supervisor immediately.

Non-exempt employees are also entitled to a 10-minute break period when scheduled to work 3 or more consecutive hours. Break periods will be provided for every 4 hours of work and will be scheduled as close as possible to the midpoint of the employee's work period. Break periods of 20 minutes or less will be paid.

Break Time for Nursing Mothers

Highbrow Tech LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the HR Manager.

Employee Benefits

Health Insurance

HIGHBROW TECH LLC's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits On the first day of the month after completing the introductory period.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Highbrow Tech LLC, as well as copies of the plan documents, contact the

HR Manager or email us at corporate@highbrow-tech.com.

Life Insurance

An important facet of your benefits at Highbrow Tech LLC is your life insurance. Employees may also purchase additional protection at preferred rates, above and beyond what is covered by your plan.

Eligible employees may elect to begin life insurance benefits after 3 months of continuous service. Upon attaining eligibility for Highbrow Tech LLC's life insurance coverage, employees will be asked to designate a beneficiary. You may request a change in beneficiary at any time.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific life insurance plans offered through HIGHBROW TECH LLC, as well as copies of the plan documents, contact the HR Manager or email us at corporate@highbrow-tech.com.

Retirement Plan

HIGHBROW TECH LLC employees have the opportunity to participate in a company-sponsored retirement plan following 30 days of service. Full-time employees only are eligible to participate in the plan.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through HIGHBROW TECH LLC, as well as copies of the plan documents, contact the H Manager or email us at corporate@highbrow-tech.com.

Holidays

HIGHBROW TECH LLC observes the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

- Day after Thanksgiving Day
- Christmas Day

Due to the nature of our business, Highbrow Tech LLC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

Typically, employee can avail 2 types of leaves

1. Privilege leave
2. Sick leave

All leave calculations are done as per calendar year i.e. January 01 to December 31.

Leaves will be credited to the employees account from date of joining on pro-rata basis.

It is the employee's responsibility to regularize their attendance and maintain timely communication with their respective supervisors and the Human Resource department regarding their leaves.

Employees in Probation / Trainees are not eligible for above categories of leaves, until they are confirmed as permanent employees. However, leaves may be sanctioned on an advance basis, depending upon the need /merit, by the management and the balance for the same will be adjusted when the employee is con

1. PTO:

PTO leaves are accrued per month by all employees

Every employee is entitled to take PTO leave as per mentioned on offer letter. (on pro-rata for new joiners)

Employees are encouraged to plan their privilege leaves well in advance and inform manager appropriately.

Un-availed PTO's cannot be carry forward. It will lapse, unless the same is availed by December 31 (i.e. at the end of the calendar year)

2. Sick Leave:

Specified limit as per mentioned on offer letter

If an employee has to take or has taken Sick Leave for three or more days, he/she must submit the Medical Certificate along with the leave application form.

In case of sickness, the employee is required to inform their immediate Manager on the same day.

Sick Leave form must be submitted for sanction immediately on resuming the duties.

Un-availed Sick Leave cannot be carry forward. It will lapse, unless the same is availed by December 31 (i.e. at the end of the calendar year)

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Highbrow Tech LLC operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

Employees have to sign non paid vacation for long term vacation. Also all leave or vacation requires advance approval.

Employee Referral Program

Highbrow Tech LLC offers an employee referral program to encourage employees to recommend qualified candidates. Our referral program provides employees with a referral bonus for successful hires made based upon an employee's recommendation.

If a recommended candidate is hired and completes 500 days of service, the employee who provided the referral will be entitled to a bonus.

All referred candidates will be considered and evaluated based on experience and qualifications and will be subject to the same pre-employment standards as all other candidates.

Scope and Eligibility: The referral scheme is applicable to all permanent employees.

Management team and HR team shall not be eligible for employee referral incentive.

Details:

- HR Team will post resource requirements on tagline website or communicate through email.
- Employees may refer suitable candidates through email only to respected HR team members.
- The referred candidate will undergo HR pre-screening as per the recruitment process map and if found suitable, will be short listed for further interviews to be conducted by the concerned clients.
- If HR already has the referred resume in the database, it will not be considered as reference resume. HR will revert about the same to the employee.
- Referred resume will be active for a period of 6 months from the date of referral.
- Contact the HR Team to know the status of your referral.
- The incentive amount is \$1000 and it is taxable and will be paid along with the salary of the employee upon successful completion of 1 month of the referred candidate in the organization.
- The decision of Director-HR on hiring referral candidate will be final and binding.

Questions regarding this policy should be directed to the HR Manager or email us at corporate@highbrow-tech.com.

Military

Leave

HIGHBROW TECH LLC grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is

otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the 206-326-8283.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

HIGHBROW TECH LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the HR Manager.

Family Military Leave (Washington Employees)

Employees may be eligible to take up to 15 days of leave when their spouse, who is a member of the United States Armed Forces, National Guard or Reserves, is notified of a call to active duty before deployment, or when the military spouse is on leave from deployment.

To be eligible, an employee must work an average of twenty or more hours per week for Highbrow Tech LLC.

Within five days of receiving official notice of a call to active duty, or of a leave from deployment, the employee must provide Highbrow Tech LLC with notice of the employee's intention to take leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt Highbrow Tech LLC's operations.

Employees must be prepared to provide Highbrow Tech LLC with certification from the proper military authority to verify the employee's eligibility for family military leave.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Questions Regarding Family Military Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or Hr Manager or email us at corporate@highbrow-tech.com.

Jury Duty

HIGHBROW TECH LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Highbrow Tech LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, Highbrow Tech LLC may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

Workers' Compensation

Employees who are injured on the job at Highbrow Tech LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance

with workers' compensation laws. This protection is paid for in full by HIGHBROW TECH LLC. No premium is charged for this coverage and no individual enrollment is required. HIGHBROW TECH LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the HR Manager to obtain the required claim forms and instructions.

Domestic Violence Leave and Safety Accommodations (Washington Employees)

An employee may be entitled to a reasonable amount of leave if the employee, or their family member, is a victim of domestic violence, sexual assault, or stalking. Such leave may be taken on a continuous, intermittent, or reduced schedule basis.

Domestic violence leave may be used to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, legal proceedings related to or derived from domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining mental health counseling or services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to promote the safety of the employee or his or her family members.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

Notice:

Except in cases of imminent danger to the health or safety of the employee or their family member, an employee requesting domestic violence leave must inform their supervisor of the need for leave as soon as practical. When advance notice cannot be given because of an emergency or unforeseen circumstance, the employee or their designee must give notice no later than the end of the first day that the employee takes such leave.

Reinstatement:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Reasonable Safety Accommodations:

Effective June 7, 2018, employees who are victims of domestic violence, sexual assault, or stalking may request a reasonable safety accommodation. HIGHBROW TECH LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company.

A reasonable safety accommodation may include but is not limited to:

- A transfer or reassignment.
- Modified schedule.
- Changed work telephone number and/or email address,
- A different workstation,
- Installed lock
- Implemented safety procedure
- Another adjustment to a job structure, workplace facility, or work requirement in response to an actual or threatened incident.

Verification:

Employees must be prepared to provide HIGHBROW TECH LLC with certification to verify the employee's eligibility for the leave or accommodation requested, such as a police report, court order, or documentation from a victim's advocate, an attorney, a member of the clergy, or a medical or other professional.

Confidentiality:

HIGHBROW TECH LLC will maintain the confidentiality of any information provided by the employee relating to the domestic violence, sexual assault or stalking, unless disclosure is required by law.

Retaliation Prohibited:

HIGHBROW TECH LLC will not tolerate any retaliation against employees who exercise their rights as victims of domestic violence, sexual assault, or stalking, including requesting leave and reasonable safety accommodations.

Paid Sick Leave (Washington Employees)

Effective January 1, 2018, employees are entitled to accrue paid sick leave.

Basic Leave Entitlement:

After their 90th day of employment, eligible employees may use accrued paid sick leave for:

Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;

A closure at their workplace or their child's school due to a public health emergency; and

Absences that are covered by the state's Domestic Violence Leave Act. Employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may carry over up to 40 hours of accrued, unused paid sick leave to the following year.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy.

After employees use paid sick time for more than three consecutive days, they will be required to provide reasonable documentation that the time was used for a covered purpose.

Pay:

During paid sick leave, employees will be compensated at the minimum wage or their normal hourly wage, whichever is greater.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the Hr Manager or email us at corporate@highbrow-tech.com.

Employee Conduct

Standards of Conduct

HIGHBROW TECH LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or

processes. Wages and other conditions of employment are not considered to be confidential information. This policy is not intended to restrict an employee's

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding HIGHBROW TECH LLC's standards of conduct, please direct them to your supervisor or the HR Manager.

Disciplinary Action

Disciplinary action at HIGHBROW TECH LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. HIGHBROW TECH LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

HIGHBROW TECH LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging HIGHBROW TECH LLC business practices or any other confidential information
- Any misrepresentation of HIGHBROW TECH LLC to a customer, a prospective customer, the general public, or an employee

Confidentiality

HIGHBROW TECH LLC takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Highbrow Tech LLC and as a direct result of your job responsibilities with Highbrow Tech LLC. Wages and other conditions of employment are not considered to be Confidential Information.

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of Highbrow Tech LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Hr Manager.

Personal Appearance

The purpose of Highbrow Tech LLC's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Highbrow Tech LLC strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing Highbrow Tech LLC, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Button-down shirts

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

HIGHBROW TECH LLC understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on Highbrow Tech LLC.

Questions regarding appropriate workplace attire should be directed to your supervisor or the HR Manager.

Workplace Violence

Highbrow Tech LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. HIGHBROW TECH LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

HIGHBROW TECH LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

Drug & Alcohol Use

HIGHBROW TECH LLC is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for HIGHBROW TECH LLC is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of HIGHBROW TECH LLC, or in any vehicle owned or leased on behalf of HIGHBROW TECH LLC or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

HIGHBROW TECH LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Hr Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, HIGHBROW TECH LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, HIGHBROW TECH LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with HIGHBROW TECH LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug &

Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between HIGHBROW TECH LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Sexual & Other Unlawful Harassment

HIGHBROW TECH LLC is committed to a work environment in which all individuals are treated with respect. HIGHBROW TECH LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favor
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions

- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure

HIGHBROW TECH LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to: Management

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

HIGHBROW TECH LLC expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Telephone Usage

HIGHBROW TECH LLC telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Personal Property

Employees should use their discretion when bringing personal property into the workplace. HIGHBROW TECH LLC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on HIGHBROW TECH LLC premises.

Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

HIGHBROW TECH LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

Smoking

HIGHBROW TECH LLC provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

Visitors in the Workplace

To ensure the safety and security of Highbrow Tech LLC and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on Highbrow Tech LLC premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

Computer, Email & Internet Usage

Computers, email, and the Internet allow Highbrow Tech LLC employees to be more productive. However, it is important that all employees use good business judgment when using Highbrow Tech LLC's electronic communications systems (ECS).

Standards of Conduct and ECS

Highbrow Tech LLC strives to maintain a workplace free of discrimination and harassment. Therefore, Highbrow Tech LLC prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

HIGHBROW TECH LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Highbrow Tech LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Highbrow Tech LLC prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. Wages and other conditions of employment are not considered confidential material.
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.

- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of HIGHBROW TECH LLC.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by HIGHBROW TECH LLC are the property of HIGHBROW TECH LLC. Employees have no right of personal privacy when using HIGHBROW TECH LLC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the HR Manager.

Company Supplies

Only authorized persons may purchase supplies in the name of HIGHBROW TECH LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of HIGHBROW TECH LLC or bind HIGHBROW TECH LLC by any promise or representation without express written approval.

Timekeeping & Payroll

Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. HIGHBROW TECH LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that

warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. HIGHBROW TECH LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, HIGHBROW TECH LLC will presume that the employee has voluntarily resigned. HIGHBROW TECH LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

HIGHBROW TECH LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Paydays

HIGHBROW TECH LLC employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

Based on company profile there will be bonus given.

Due to cash flow issue if there is less salary and it will be paid as bonus.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

Payroll Deductions

HIGHBROW TECH LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Management immediately. Highbrow Tech LLC will promptly

investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

No dues policy

Employee(s) those who resigned or terminated from the job are expected to return the company asset without fail. If employee failed to comply, company has all rights to deduct this from salary or take appropriate action.

Salary Compliance

Adjustment of the salary will be done as per LCA policy. This is mainly applicable for H1B workers.

Biweekly salary will be paid late by Thursday follow on week.