



Employee Policy Guide

Human Resources

APPROVAL			
ROLE:	NAME:	SIGNATURE:	DATE:
Vice President	Bernie Bernard		24 February 2021
President	Jim Brooks		24 February 2021

AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
26 May 2020	9	BBB/JS	Company Policy changes
29 May 2020	10	BBB/JS	Changes in Approval Date / Document Number, clarifications to a few policy elements.
25 Feb 2021	11	BBB/JS	Changes to and introductions of new policies

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1. OUR VISION

A. OUR CORE VALUES

- We believe in pursuing true, systematic, effective safety.
- We believe in technical and business integrity.
- We believe in persevering until we deliver.
- We believe in delivering more value than our customer specifies.
- We believe in being relentless in our drive to improve.
- We believe in giving first and receiving later.
- We believe in treating our customers and suppliers as friends.
- We believe in honoring the commitments we make.
- We believe in showing good faith.
- We believe in having fun.
- We believe that our reputation is more valuable than our net worth.

B. OUR MISSION

We strive to safely deliver high-quality services, including sample and data acquisition, laboratory analysis, scientific and engineering interpretation, and project management to the marine environmental, met-ocean, and seabed geochemical, geotechnical, and geophysical survey marketplace. We intend that, in this effort, we are contributing to the successful lives of our people.

C. OUR VALUE PROPOSITION

We will deliver services of value to our customers using our initiative, competence, experience, training, learnings, systems, expertise and good judgement in these market niches, in trade for fair compensation, learnings, and the joy of discovery.

D. OUR BUSINESS STRUCTURE

TDI-Brooks International, Inc. (“TDI-Brooks”) is our flagship company and is the entity with which our customers generally interact. B&B Laboratories, Inc. is our affiliated laboratory company. GEO3, Inc. is our affiliated facilities company. All of these companies are structured as Texas C Corporations, and all are co-owned by **Jim Brooks** and **Bernie Bernard** (the **Owners**). You will be paid by one or more of these companies. The words “*we*” and “*our*” refer to any and all of these companies. These corporate distinctions are transparent to our customers, who see us by the services we offer as a unified team, per the **Service Lines** table below:

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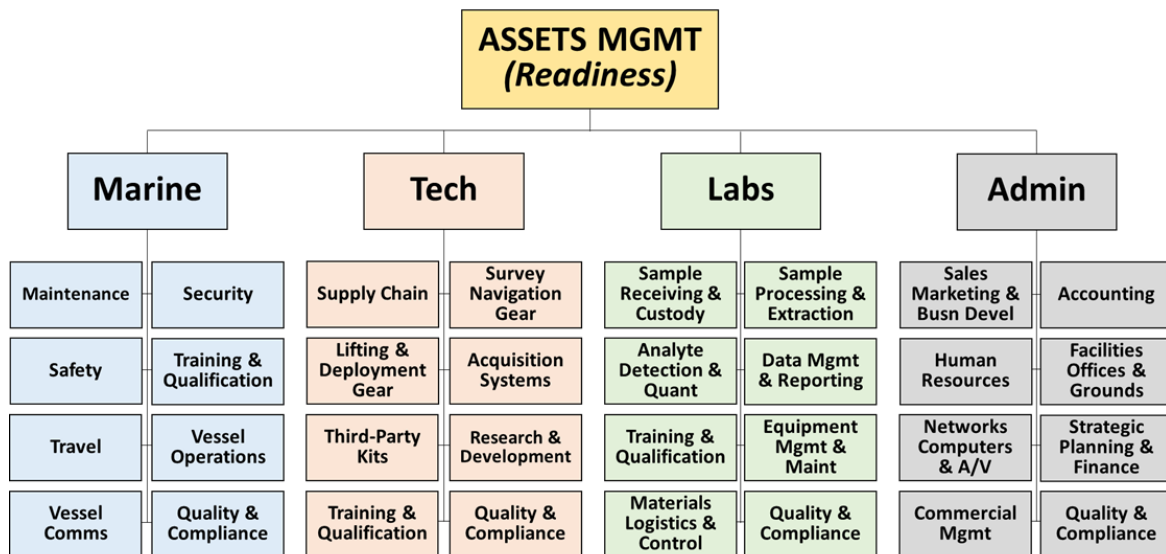
E. OUR SERVICE LINES

Here is a table of the services we offer to the market place.

Type of Survey	Project Management	Field Data and Sample Acquisition	Laboratory and Data Analysis	Scientific/ Engineering Interpretation
Marine Environmental	In-house capability	In-house capability	In-house capability	Outsourced
Seabed Geochemical	In-house capability	In-house capability	In-house capability	In-house capability
Marine Geotechnical	In-house capability	In-house capability	In-house capability	In-house + outsourced
Seabed Geophysical	In-house capability	In-house capability	In-house capability	In-house + outsourced
Oceanographic/ MetOcean	In-house capability	In-house capability	In-house capability	In-house capability

F. OUR ASSETS MANAGEMENT

We have divided the management of our Assets (people, gear, and vessels) into **four** Departments, as shown in the diagram below.



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Each Department is headed by a trained and experienced professional employee. The overarching responsibility of each of these Departments is to make and keep our people, our gear, and our vessels fit and ready for service. Elements of responsibility are shown under each Department as **eight** distinct endeavors for readiness. Each of these eight has an underlying set of processes and SOPs underlying each of those. Each of the eight also an objective quality measure defined with it.

The eight elements assigned to each Department are each managed by a supervisor. Some of these elements support other departments as shared services. For example, the Marine element Travel provides, manages, and tracks personnel travel for the Tech staff as well as for the Marine crews. In the same way, the Tech element Supply Chain provides, manages, and tracks procurement and logistics for Marine resupply as well as for Tech needs. Essentially all of the Admin elements are shared services as well. This is a more efficient way to manage these elements with higher overall quality than for each Department to have its own such effort by duplication of resources and processes.

G. OUR EMPLOYMENT PROPOSITION

To continue to achieve our mission in the commercial marketplace, we need capital, tools, and people. We are building and growing our company with great people and innovative tools, and are providing a work environment that fosters creative new developments and improvements. We each fit somewhere in the above Service Lines or Assets Management tables, or in both.

The ***we-vs-they*** syndrome is a natural tendency in every society of people, and we consciously work to minimize it here. You may wear several hats, and your manager may loan you to another manager for a time. We have found that a lab or admin employee is better after as a tech working in the field and a field employee is better after working in the lab or with our admin team. We are unique in this employee cross-competence and our clients recognize it. Our team competence is a competitive advantage that we have created and that we now foster and promote. Each of us should strive to be able to contribute to our Value Proposition in more than one area.

A job offer to you reflects our best judgment about the level of value that you will initially add to our company. It is our expectation that you will not only quickly prove up this anticipated value, but grow in your personal value-added, after which you will be regularly considered for further reward.

We are always looking for people who bring with them these attributes:

- An ability to exercise non-self-serving good judgment and discipline.
- A sustained deep-seated drive to add value each day.
- An ability to work on a team and to foster effective teamwork.

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Once on our team, more ways in which you can develop increasing value include:

- An ever-growing technical competence in one or more areas of our offered services.
- An understanding of a service line deep enough to hold your own with our world-class clients.

H. OUR SAFETY INTEGRITY AND COMMITMENT

- It is our goal to keep everyone healthy, with no one injured, and with no damage to the environment. We have, and we strive to maintain, an exemplary safety record.
- We are committed to ensure the health, safety, and environmental wellness of our employees, contractors, clients, suppliers, neighbors, and visitors.
- All of our business conduct is to be safe and environmentally sound.
- We are dedicated to pursuing ever-safer systems, effective training, teamwork and camaraderie, and constant process improvement.
- We will provide employees with appropriate training and ensure you are formally qualified as being proficient in the technical tasks assigned. The equipment and tools you work with are designed to the highest standards of performance and safety.
- Meeting clients' needs in the field and the lab can be demanding at times. While much may be asked of you, we will not lose sight of the fact that you have a family and interests beyond your job, and we will work with you to achieve a good and sustainable work/life balance.
- We intend to maintain a workplace that is safe, comfortable, welcoming, and engaging for all our employees. Our **Health, Safety, & Environmental (HSE) Policy** is designed to support this in all applications. Any behavior or practice inconsistent with the safety, health, respect and dignity of our employees, contractors, clients, suppliers and visitors will not be tolerated.
- Our safety commitment and integrity are a sacred bond between all of us in the Company. We will not sacrifice that bond in the interest of commercial gain. We believe that safety trumps quality, and quality trumps efficiency. The higher will not be sacrificed for the lower.
- We work in a dynamic market and one in which our programmatic and technical needs are always changing and evolving. We believe that we must adapt to survive in our business. We will keep you advised of events that shape our plans and impact our safety performance, as well as the new risks presented to us.

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I. OUR COMMUNICATIONS

- We promote and intend to maintain excellent employee relations. We believe that a key factor in doing so is open communications with all employees.
- We encourage honest two-way communications to discuss work-related problems, and we encourage you to share your suggestions, questions, ideas, and or concerns with your supervisor or with upper management.
- Our goal is to make our working environment a place where you can focus, enjoy and succeed in your job, and it helps if you can communicate ideas on how we can continually improve our organization.
- You are encouraged to bring any work-related problems or concerns to the attention of your supervisor. However, depending on the sensitivity of the concern, you may instead directly contact a Human Resources (HR) Representative. This may be done confidentially and without fear of retribution. For very serious matters, you may bring your concern directly to an Owner.
- We have designated the following as HR Representatives solely in areas listed below:

Gail Mills	Benefits & Payroll - All, HR
Megan Brooks	Designated Employee Representative – Marine & Tech, HR
Jennifer Simonson	Employee Development & Support- All, HR

2. OUR HIRING AND RECORD-KEEPING POLICIES

A. EMPLOYMENT ELIGIBILITY VERIFICATION

The Immigration Reform and Control Act of 1986 requires us to verify and record both your identity and right to work. All offers of employment are conditioned upon you furnishing satisfactory evidence of identity and authorization to work in the United States. Specifically, you must complete an **I-9 Employment Eligibility Verification Form** and provide its required documents.

B. TEXAS EMPLOYMENT AT-WILL DOCTRINE

You are considered to be an **employee-at-will** in the State of Texas. This **at-will** doctrine is not negated or altered by any statements contained in employee handbooks, employment applications, company memoranda or other materials conveyed to you in connection with your

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employment here. Also, such documents do not create an implied contract of employment for a definite period or a guarantee of employment. Completion of any new-hire probationary period will not change your status as an *employee-at-will* or in any way restrict our rights as an employer. The information in this guide is in summary form for ease of reading, and we will be happy to more fully explain any of our policies and purposes to you. We may change any of our policies, and such changes would typically apply from the date specified in a notice of policy change. We may also issue updated employee guide revisions from time to time, to include new policies and recent policy changes that are already in place.

C. EQUAL EMPLOYMENT OPPORTUNITY

We are an equal opportunity employer. We value and enjoy the diversity of our people, and we are committed to providing an equal and fair opportunity in all aspects of employment to all personnel without regard to race, color, gender, religion, age, national origin, citizenship status, military service, reserve or veteran status, sexual orientation, disability or any other status or class protected under Federal, state or local laws. None of these distinctions among people will be a deciding factor in connection with our:

- Hiring, placement, promotions, demotions, or transfers of people.
- Recruiting, advertising, or solicitations for employment.
- Treatment or conditions during your employment.
- Rates of pay or other forms of compensation or benefits.
- Selections for training.
- Layoffs or terminations.
- Other employment policies and decisions.

Rather, the elements listed earlier as our Core Values and our Employment Proposition will be used in our decision-making.

D. PERSONNEL RECORDS

i. Personnel Files

Your personnel files will be kept confidential. Senior management will resolve disputes concerning the necessity of making a file available. Only to those with specific authorization may access personnel records. These include:

- Supervisory employees responsible for your work product, when senior management or designated agent decides it necessary and in our best interest;
- Supervisory employees with a legitimate business interest, who have the permission of senior management;

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- A representative of a public agency with statutory authority to examine personnel records;
- Any person with a court order authorizing inspection of the file or portions of it;
- Our department responsible for personnel file maintenance.

ii. Personal Medical Records

In accordance with the Health Insurance Portability and Accountability Act (HIPPA), we will provide you access to your protected health information with limited exceptions in a designated record set maintained at our corporate office.

iii. Injury and Illness Record-Keeping

All medical and other records are kept if they are related to a work injury or illness. All of our recordable illnesses or injuries are recorded on the **OSHA 300 Log** within 7 calendar days of receiving information that the injury or illness occurred. The **OSHA 300A Summary** is signed and posted in a place visible for all employees to see.

iv. Updating Personal Records

It is your responsibility to promptly inform the HR Representative of any change in name, personal contact information (for example: personal email address, home address, telephone number), and/or emergency contact information.

It is your responsibility to promptly make any necessary changes in your IRS **Form W-4** in order to adjust income tax withholding from your pay check. Your **Form W-4** declarations affect whether you get a tax refund from the IRS or must pay additional personal income tax at the end of each year.

3. *WHAT WE EXPECT OF YOU* POLICIES

A. ATTIRE AND CONDUCT

You are asked to present yourself each day in a manner suitable for the work you perform and the environment in which you work, and with good personal hygiene. Some positions and tasks may require safety clothing or other personal protective equipment (PPE), as is required in a lab or onboard a vessel. All company Health, Safety, and Environmental policies must be adhered to. The failure to adhere to specified safety requirements as instructed may result in disciplinary action up to and including termination. We may provide, or subsidize the purchase of,

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appropriate work related Personal Protective Equipment (PPE) and other attire as required for the performance of the job.

We expect you to exercise reason and judgment that reflect your responsibility as our employee. You should be polite, respectful, and professional while on the job. You should be cooperative and supportive in your dealings with supervisors and other employees.

Honest differences or disagreements with fellow employees or supervisors need not go unexpressed, but should be handled properly, using courteous and open dialog. Additionally, you should abide by all policies and procedures developed specifically for your job and location, as well as new and revised policies published and issued to you between revisions of this manual. Inappropriate conduct may result in disciplinary action up to and including termination.

B. CLASSIFICATION OF EMPLOYEES AND WORKING HOURS

Land-based employees, in general, will work 8 hours per day Monday through Friday, but must be flexible in meeting company workload demands. Work hours are as mutually agreed with your supervisor. Employee attendance at off-site lectures, meetings, and training programs are considered hours of work, if your supervisor requires and authorizes attendance.

Full-Time Employees-work 30-hours or more per week. These employees may also work in the field for several days or weeks in a given year for additional pay.

Part-Time Employees-work less than 30 hours per week. These employees may also work in the field for several days or weeks in a given year for additional pay.

Day-Rate Employees-work in the field (on our vessels) and are paid by the day.

Temporary Employees-work on an intermittent basis for a varying number of hours. These are as-needed positions of a temporary nature, and include employees working as interns.

US Domestic Seafarer Day-Rate Employees will be provided with a SEA or Offer Letter, signed by both the Seafarer and a management representative of TDI-Brooks. Note. Terms and conditions of this application are covered under the Employee Resources Policy Guide – Seafarer’s Supplement dated October 2020.

Foreign Seafarers Day-Rate Contractors will be provided with a SEA, which serves as evidence of a contractual arrangement. Additionally, the SEA provides Contractors with the expectation and requirements for living, working, and care aboard the ship as specified in **ILO MLC 2006**. Note. Terms and conditions of this application are covered under the **Employee Resources Policy Guide – Seafarer’s Supplement dated October 2020**.

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C. JOB RESPONSIBILITIES

We will provide you with a description of your job responsibilities and our expectations. Because of our business strategy for staying competitive in our market niches, you may also be expected to perform duties in addition to those considered to be your primary job responsibilities. Your job responsibilities may also evolve over time as we jointly develop your skills, experience, and strengths and as our company responds to the ever-changing marketplace needs.

D. JOB PERFORMANCE AND PERSONAL GROWTH

We want each employee to strive to exercise non-self-serving good judgment and discipline and to sustain a deep-seated drive to add value each day in line with our goals and objectives. Performance appraisals and feedback provide one way for you and your supervisor to discuss your job expectations, performance and core job-related competencies. Appraisals may include discussion and evaluation of your job-related skills and behaviors in the following specific areas: level of value added, teamwork and cooperation, safety, quality of work; efficiency, job knowledge, versatility; problem solving; continuous improvement; dependability, punctuality; company loyalty, and orderliness.

We encourage you to grow in value to the organization by accepting increased responsibility and showing increasing technical and managerial competence in your position. In order to add great value, you need to exhibit a solid combination of these three attributes:

1. Being technically competent in your job.
2. Being credible and respected in client interactions.
3. Being able to work well as a member of the team.

E. TRAINING

Technical and safety training will be provided to you and will typically be conducted on a continuing basis. Personnel performing specific job functions will be qualified for those functions on the basis of appropriate education, training, experience, and/or demonstrated skills. Training will sometimes be on the job

F. CAMPUS SECURITY

Any time you enter a company building after hours, please immediately lock the door behind you. Do this even if the door was unlocked when you entered. If you are issued a building key, it must be returned to your supervisor when you are no longer an employee. Please DO NOT make any copies of company keys.

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G. CONFIDENTIAL INFORMATION

You may be exposed daily to confidential information in the form of trade secrets, competitive bids and pricing, and proprietary data and results. Security of this information is critical and should not be provided to, or discussed with, anyone except as is necessary in carrying out our business. Any materials pertaining to our company or our clients are not to be released to any outside agency or individual without proper authorization from a company officer. Any request from an outside party (on the phone, by email, or in person) for information regarding another employee, such as telephone number or address, should be directed to your HR representative.

H. TRAVEL

We have at least these specific expectations of a traveling employee as a part of your job responsibility. If your job requires you to travel, we expect you to:

- Have the skills/experience/character to effectively and safely get from the travel origin to the destination.
- Represent our best interest and values at all times.
- Maintain the ability to pay and account for costs of travel, using personal funds to be reimbursed if necessary (this means having an effective credit card, for example). Extraordinary travel costs (>\$1,000) may be covered directly by us or by cash advance.
- Be in possession of a valid passport and immunization records.
- Be prepared (by bringing tasks/materials to work on, for example) to add value during work-captive situations in order to make the most of work time.

I. ABSENCE FROM WORK

You are required to notify your immediate supervisor and to request prior approval if you find it necessary to be absent from work for any reason. If you have not obtained prior approval and cannot come to work because of illness or a personal emergency, please call your supervisor (or the person in charge in your supervisor's absence) as soon as you know you will be absent. While the preference is for you to call personally, you may ask someone to call for you. If you are absent from work for three (3) consecutive days without making contact with your supervisor as to your whereabouts, we will interpret such as your voluntary resignation.

J. VISITORS AND GUESTS

Visitors should sign-in at the Administration or Technical buildings on our campus, and you will be notified of their arrival. Any visitors to the Laboratory building should enter from the Administration building. If you are hosting a visitor, it is your responsibility to make sure the visitors adhere to our policies while on our campus.

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K. SMOKING IN THE WORKPLACE

It is our intent to provide a work environment free from the hazards of first- or second-hand smoke and associated vapors. Designated smoking areas may be provided on campus, on all vessels, and other facilities we operate. All other areas are considered non-smoking and non-vaping areas. This provision for smoking areas relies on the thoughtfulness, consideration and cooperation of smokers for its success and continuation. In general, we encourage all tobacco users to minimize what we consider to be an unhealthy practice.

L. HARASSMENT AND BULLYING

Our workplace environment will be free from all forms of harassment, bullying and improper discrimination, as these undermine the integrity of the employment relationship. Examples include, but are not limited to, the following:

- Verbal or physical conduct that degrades or shows hostility or aversion toward an individual or group.
- Epithets, slurs, or negative stereotyping.
- Threatening, intimidating, or hostile verbal or physical acts toward an individual or group.
- Written or graphic material that denigrates or shows hostility or aversion toward any individual or group.

We expressly prohibit and will not tolerate harassment and bullying by you, by an employee, by a supervisor, or by another person with whom you must have contact with as part of your duties.

M. WORKPLACE VIOLENCE

It is our policy to maintain an environment free from workplace violence. Workplace violence (defined as physical abuse or the threat of physical abuse) is another form of misconduct that undermines the integrity of the employment relationship. We expressly prohibit and will not tolerate workplace violence. It is our policy that:

1. All employees will be provided with a work environment free from workplace violence;
2. Every complaint of workplace violence will be thoroughly investigated; and
3. Appropriate sanctions will be applied to persons who are found to have been abusive as defined here.

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N. FIREARMS AND WEAPONS

The use of firearms or any other type of weapons are not permitted on company property without express permission from the Owners, nor are they allowed inside our offices or on our vessels.

O. REPORTING CONCERNS

Employees who are aware of a violation of any policy by another employee contained under all sections of this Policy Guide may report the violation to their supervisor or the designated HR Representative. Employees may also report accounting, compliance, legal or ethical complaints to their supervisor or the designated HR Representative.

Any employee may submit a good-faith complaint regarding a violation of a policy or applicable law to management without fear of dismissal or retaliation of any kind. Retaliation in relation to any complaint made in good faith is prohibited. Any retaliatory conduct will be considered a violation of our policy and is subject to disciplinary actions, up to and including termination.

We recognize that it can be difficult to address or report violations of policies contained within this Policy Guide. We will ensure that any complaints are addressed in a sensitive and confidential matter using either a formal or informal means of resolution.

When reporting an incident, the statement should include:

- The name of the persons, departments, and job titles involved in the incident.
- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
- The names of other employees who might have been subject to the same or similar incident, as well as any steps taken.
- Any other information you believe to be relevant.

Upon receiving any complaint, we will act promptly to investigate any incidences and will take appropriate actions.

In the event of a dispute between two parties, we will ensure the following:

- The complainant and respondent are aware of the nature of the incident and complaint.
- Explain the policy to the complainant and the respondent.
- Explore informal means of resolving the complaint.
- Arrange and conduct an investigation of the incident, if warranted.

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P. RESIGNATION

Upon your decision to resign, your plans should be given in writing or by email to your supervisor at least two weeks prior to the effective date of the resignation. Please contact the HR Representative early in your two-week departure period to aid in the scheduling of an exit interview and the disposition of any 401(k) balance, insurance, and accumulated PTO. All company issued property must be surrendered to your supervisor on your last day of employment. We define your last day as an employee as your last working day on the job.

4. COMPANY PROPERTY POLICIES

A. COMPANY PROPERTY - GENERAL

You are expected to properly care for any company equipment you use or that is assigned to you. You are also asked to use supplies prudently and economically. Please notify your supervisor should you have problems with equipment or supplies.

B. COMPANY COMPUTERS AND LAPTOPS

Computers (including laptops) issued to you are for company business with business programs including anti-virus protection pre-installed. Non-approved programs should not be installed. You are responsible for the care and whereabouts of the property at your workstation or in your possession. You are also responsible for defending against computer viruses and other malware on your company-issued computer with your own disciplined practices in addition to using the anti-virus software. The inadvertent infection of our computer network via one of our computers is a serious and costly problem. Company-issued computers and smart phones may be inspected or checked at any time.

Limited personal use of IT assets is permissible, provided such use is not detrimental to the company. While using any company IT assets for personal use, employees must:

- Not conduct any activities that may slow down company systems and services, such as streaming videos from the internet, downloading large files, or running file sharing applications.
- Not store excessive personal or private data.
- Not conduct any activities that undermine or can lead to a breach of security (such as running peer-to-peer software or hacking utilities).
- Not conduct any activity that may be construed as defamatory, discriminatory, harassing, illegal, or unethical, including but not limited to pornography, gambling sites, and online dating.

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C. COMPANY VEHICLES

Company owned vehicles are available for selected employees who have been assigned frequent tasks between locations and whose duties require use of a company vehicle. Additionally, employees whose duties require them to travel to company operations, meetings, clients, or vendors may also be assigned a company vehicle.

Company vehicles are to be used for company business only, except by the express permission of a company owner. When using a company vehicle, you will exercise due care, follow all applicable traffic laws and safety regulations and adhere to proper driving etiquette. Seat belts are to be worn at all times by the driver and any passengers. Cell phone use, unless hands-free and voice-activated, is prohibited when driving a company vehicle. We have a ZERO TOLERANCE policy for possession or use of any illegal drugs or alcohol while operating or riding in a company vehicle. No intoxicating beverages, illegal drugs, paraphernalia or equipment related to illegal drug use are allowed in a company vehicle. Any employee found in possession of or using alcohol/ illegal drugs while in a company vehicle is subject to immediate termination. Any accident involving a company vehicle will trigger a for-cause drug and alcohol test at the discretion of the HSE Manager. The negligent, unsafe, improper, unauthorized or destructive misuse or operation of equipment, tools or vehicles will result in disciplinary action, up to and including termination.

You are directly responsible for the costs related to any traffic and parking violations as a result of your negligent, unsafe, improper, unauthorized or destructive misuse or operation of a company vehicle. Additionally, damage or destruction to a vehicle resulting from your unauthorized use or intentional misuse of the vehicle may result in our pursuit of reasonable recovery of costs from you. If such damage was caused by more than one employee, the recovery cost will be divided based on the scope of responsibility for each employee and as the law allows.

D. COMPANY PURCHASING AUTHORITY AND CREDIT CARDS

Selected employees have purchasing training and authority, and are thus the only authorized Buyers in our system. If you are a Buyer, you should always include a purchase order number when you buy anything on the phone or online or by e-mail. The purchase order number (PO#) you issue should contain at least your three initials and the date as YYMMDD. We keep a listing of all Buyer' initials, so that we will know to whom a package should be delivered, and which Buyer is to approve the matching invoice for payment. It is our policy that no employee use our name, our purchasing power, or our assets or resources for your personal purchasing benefit without proper approval.

We also issue company credit cards to selected Buyers. These Buyers must accept responsibility by reviewing, signing, and adhering to a specific written policy. Any credit card we issue to you must be used for business purposes only. You must also regularly and promptly report, reconcile,

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and certify credit card charges on a form we provide, and you must provide the receipts for the charges with the balance shown for the account. Buyers are not required to use a PO# on items that you purchase on a credit card assigned to you, but you may find it useful for your own tracking of your buying or for your own validation that it was indeed you that made the purchase charged to the credit card.

If you are a Buyer who is travelling on company business, you may use your company-issued credit card for bona fide business travel expenses. You should keep all receipts and submit them with your regular reports, as you do with your other purchases (above). You should not pay for alcoholic drinks with a company card, unless the drinks are during a meal with a client or potential client. Sound and conservative judgement should be used in all entertainment of clients, including the amount and type of food and alcohol purchased and consumed.

E. COMPANY EMAIL AND TELEPHONE COURTESY

Email and telephone courtesy is important in the workplace and refers to our code of conduct that conducts behavior to maintain professionalism and demonstrate mutual respect . Please apply email etiquette in all email correspondences. Answer all calls promptly, make inquiries tactfully, give your undivided attention to the call, avoid unnecessarily long conversations and treat the telephone as one of your most valuable business tools. Much business is conducted on the telephone and land lines should not be tied up with personal calls. If a personal call is necessary, please try to make the call as brief as possible. All long-distance calls must pertain to official business.

F. COMPANY EMAIL AND INTERNET

You will be issued a Company email address, using your first and last names joined together and followed by our domain **@tdi-bi.com**. An example is: **janesmith@tdi-bi.com**. Each one of has such an address and we also have several group email addresses such as **travel@tdi-bi.com** and **DPR@tdi-bi.com**, each aimed at a defined set of our people who should receive all such Company business correspondence. Company email capabilities are for business use. Personal use of the business email capabilities should be as brief as possible. Because unsolicited e-mails sometimes contain viruses and other malware, you should receive email to your personal address only on a non-company computer. Visiting non-business-related Internet sites using company computers is discouraged for the same reason. The use of social networking sites is highly discouraged using company computers, especially during your work-day. Violations of this policy have consequences ranging from negative elements of your performance appraisal to dismissal, depending on severity.

G. COMPANY CELLULAR PHONES

We have certain positions that require you to be actively engaged in business using a cellular phone, whether it be through talking, texting, email, hot-spotting Internet, or data

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transmissions. We provide such employees with a company phone that we pay for. With that benefit also comes some responsibility. Below are listed the policies for company phones issued and listed on our Verizon Wireless account.

i. Upgrades

All phones are eligible for upgrades every two years with our current plan. However, this does not mean that you must use your upgrade. If there are any plan changes necessary to upgrade your phone, you must obtain plan supervisor permission.

ii. Lost or Damaged Phones

We provide certain employee positions a company phone and pay for the monthly charges. It is the employee’s responsibility to maintain the phone. If a phone is lost or stolen or damaged beyond use then it is the employee’s responsibility to cover the charges of replacement. If there is not an upgrade available for the specific line in question then it is up to the plan supervisor to decide if upgrades can be borrowed from other areas in the plan for cost minimization on replacement equipment.

iii. Use as a Mobile Hotspot

Most all smartphones can be used as a Mobile Hotspot if internet access is needed outside of an area with wireless internet connection. The Hotspot WILL NOT be used for streaming videos or anything other than business-related work. It is not advisable to do this internationally unless you have been approved for an international data roaming plan.

iv. International Use

All phones have international data packages turned **off**. If you are traveling worldwide with a company phone, you must contact the **plan supervisor** (currently Brad Bernard) before departing the country (preferable 1 week prior to departure if possible) to discuss the most efficient use of your phone while in a foreign country.

v. Purchases

Any and all application, music, ringtone, video and all other possible purchases must be made by the employee using their own credit card or iTunes gift card. No purchases are to be made that are billed to our service provider.

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vi. Data Usage

Wi-Fi function must be turned on at all times and must be marked to ‘ask to join networks’ must also be turned on so that you can always connect to a local Wi-Fi. You must avoid using cellular (LTE) data if there is an available Wi-Fi connection.

vii. International Data Usage

International data access will be activated upon approval from your supervisor when a monthly international roaming package is required.

viii. Expectation of Response

A company cellular phone is a privilege for employees with job responsibilities that require quick contact and response. All business calls should be answered or returned in a timely manner throughout the work day, and also in evenings, during paid time off, and on weekends. It is a requirement that voicemails on company phones are set-up and checked accordingly.

H. USE OF PERSONAL CELL PHONES FOR BUSINESS PURPOSES

You may be entitled to a monthly stipend relating to the use of your personal mobile device for business purposes. Such stipend will be a reimbursement amount for charges (including roaming and other overage costs generated by business use).

5. TIME OFF POLICIES

A. PAID TIME OFF

The annual accrued Paid Time Off (PTO) for those eligible and qualified is 21 days (168 hours). Qualified, full-time, 40-hr-per-week employees accrue PTO at a rate of six (6) hours per bi-weekly pay period at the end of each of the 26 full pay periods worked each calendar year. These employees are also given twelve (12) starting hours each new year. For new employees, we prorate: (1) these starting hours to their actual start date that year, and (2) the accrued PTO for their initial pay period to the fraction worked. Hours are carried over to the next year and do not expire. However, the maximum PTO that may be carried over each calendar year is *one hundred (100) hours, though your PTO balance may rise above this during a year*. Accrued PTO is forfeited by an employee who resigns or who is terminated for cause. It cannot be used to extend the final paid day of employment.

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You should plan with your supervisor to use PTO hours effectively. Use of your PTO requires advance approval by your supervisor and may not be taken if your absence would hinder or prevent us from meeting our objectives and commitments. However, it is our responsibility to provide you a reasonable opportunity to take time off. PTO is a benefit we provide qualified employees in recognition of a career-focused person’s need to regularly decouple from work pressures for the sake of physical, emotional, and spiritual rejuvenation. We encourage you to take this time off in large enough blocks to help accomplish this purpose. You need not use PTO for short-duration errands or personal appointments. In these cases, you would simply agree with your supervisor on that day’s work schedule.

In 2014 we defined an employee class of senior manager whose time off is not to be tracked within our PTO logging system. Rather, each manager so-designated is compensated for managing the accomplishment of a set of senior-level responsibilities without regard to the amount of work-time this requires one week to the next. As essential personnel, these staff members simply take time off of work duties when appropriate and in view of their work load, using good personal judgement, in the best interests of the company, and accompanied by proper planning and communication. Employees that fall within this class for meeting performance expectations and objectives should track their time independently of our PTO logging system and be able to generally account to executive management for their time upon request.

B. SICK TIME

We consider time taken off due to common illness or non-work-related injury as part of your Paid Time Off, and thus do not offer a separate or additional paid sick leave benefit. Absences due to illness or injury should be reported to your supervisor as soon as it is apparent you will be absent from work. If you cannot come to work because of illness, accident, or other unanticipated event, call your supervisor before the next time you are scheduled to report to work. While our preference is for you to call personally, ask someone to call for you if you are unable.

C. MATERNITY, PATERNITY, PARENTAL, FAMILY AND BEREAVEMENT LEAVE

We consider the eligibility requirements and entitlements for our female employees due to work restrictions imposed by a physician during the time period surrounding childbirth to fall under the provisions of our **Short-Term Disability Policy** as presented below in the **OTHER EMPLOYEE BENEFITS POLICIES** section. We do not consider this physician-ordered period as Maternity Leave, but rather Disability Leave (per Texas state law).

We consider Maternity, Paternity, Parental, Family and Bereavement Leave to be those days when your newborn or other family member needs your immediate attention as a priority over your ability to report to work. We also consider the time taken off due to the death of a family member or other loved-one as Family Leave. You should use your PTO for these times

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of parental and family need, as this is one of our purposes in providing it as a benefit. We believe that such family needs should indeed take priority over job in all of our employees' lives. We encourage you to save some PTO to cover such events.

D. PROFESSIONAL AND ACCREDITATION TRAINING

Where online training is not available, time off required for in-class training will be at the sole discretion of management.

E. CIVIC DUTY

Full and part-time employees are granted unpaid leave as required by law for the following duties:

- Voting
- Military
- Jury duty

We have traditionally paid our employees during Jury Duty, though state law does not require paid leave for this purpose. You are encouraged to serve when summoned to jury duty or as a witness in a civil, criminal, legislative, or administrative proceeding. Such a summons ordinarily is received well in advance of the date you are required to report, and facility is now commonly made for you to tell the court which days you are not available. Therefore, you should determine with your supervisor the best proposed time for this service.

F. WORKING REMOTELY

The ability to work remotely from home is an approved agreement between you and your supervisor. Remote working may fall under a permanent or temporary status arrangement. Both arrangements require your availability of work during core working hours, which has been identified between the weekday hours of 8 AM – 5 PM.

i. Definitions

Permanent remote work employees are individuals whose primary location of residence forms the basis of their employment outside of our main campus in College Station, Texas.

Temporary remote-work employees are individuals whose primary location of work is our main campus, but are assigned to work at a base away from our main campus for periods at a time. Permission will be sought from your supervisor or request to do so communicated to you by your supervisor. Such instances of temporary remote work may relate to shelter-in-place ordinances, travel restrictions, or for other reasons.

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ii. Equipment

Both permanent and temporary remote workers will be provided with company equipment necessary to perform office-based related tasks upon request and at the discretion of your supervisor. Such equipment will include computer laptops, and cellular phones. Other equipment not listed will be at the sole discretion of your supervisor. Such equipment may include printers, additional screens, stationary, etc. This paragraph is supplementary to our Company Property policies.

G. COVID PTO POLICY

Effective December 31, 2020 the mandated **Emergency Family and Medical Leave Expansion Act** (EFMLEA) and the **Emergency Paid Sick Leave Act** (EPSLA) expired. Prior to this date, we have been extending paid leave benefits to eligible employees for absences due to certain COVID-19 related reasons, in some cases in excess of these mandates.

Beginning January 1st, 2021, any requested paid time off (PTO) for COVID-related reasons will be treated as any other request for PTO under our regular policy stated on pages 20-21 of our Employee Policy Guide.

For those who do not have sufficient PTO hours to cover a COVID-related absence in 2021, employees who accrue PTO will be able to borrow up to 80 hours of not-yet earned PTO for COVID-related absences from work. In this case, discretionary PTO may not be borrowed, so vacation or holiday time off would not be taken or would be unpaid until PTO hours are sufficient. Unpaid time off may also be used for additional leave requirements not covered by this limited PTO benefit.

We ask and expect you to continue to take reasonable precautions to safeguard your health and the health of your family to minimize COVID's impact on your life and ability to work, and to also conduct yourself in a responsible manner with consideration of your influence on the health, exposure-risk, and work needs of your co-workers.

H. OTHER LEAVES OF ABSENCE

Other leaves of absence may require you to use any and all available PTO. We encourage you to save some PTO in anticipation of such events. If no PTO exists, unpaid leave may be granted at the sole discretion of management. The effects of a leave of absence on your benefits should be reviewed with the HR Representative before leave is taken.

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6. OTHER EMPLOYEE BENEFITS POLICIES

A. SHORT TERM DISABILITY PAYMENTS

Our short-term disability benefits provide you continued income during periods of serious medical disability. For the purpose of this benefit, you are considered to be disabled if you are unable to perform your job duties due to a major medical condition or accidental injury. Full-time employees are eligible for this benefit once they have completed ninety (90) calendar days of service and work at least thirty (30) hours or more per week on a regular basis. This benefit provides short term disability pay of up to 15 days of base pay for salaried employees, or a maximum of 120 hours of base wages for hourly employees, within a twelve-month period.

Under our Short-Term Disability benefits, eligible employees are paid 100% of their normal base salary or wages. This means you will be paid based upon your regular rate of pay excluding overtime, bonus, vacation, and any other accrued paid leave or additional compensation. Short Term Disability benefits will not exceed 100% of your base salary.

For hourly employees, the hourly equivalent of a day of benefit pay will be determined by the number of hours in your regular work day. If you normally work 30 hours per week then a Short-Term Disability benefit day would equate to 6 hours of pay for hourly wages. If you normally work 40 hours per week then a Short-Term Disability benefit day would equate to 8 hours of pay for hourly wages. The maximum hours of pay for any benefit day is 8 hours.

Your total disability period must exceed five (5) consecutive working days to qualify for Short Term Disability benefits. During the first five days of disability you may use accrued PTO for continued income. Once this initial five (5) day elimination period is met, we will pay Short Term Disability benefits beginning with the 6th day of disability and will continue to pay until you return to work or until the maximum allowable amount of Short Term Disability benefit has been paid, whichever occurs first.

If you have additional payments from worker's compensation or you are collecting state or federal disability while you are being paid Short Term Disability benefits, your Short Term Disability benefits will be reduced so that your total compensation for the affected time period will not exceed 100% of your base salary. Group health benefits will continue on the same basis as prior to the onset of Short-Term Disability benefits. Short Term Disability benefits will be subject to your payroll withholding elections that were in effect prior to your short-term disability.

It is important you provide your supervisor, if requested, the treating doctor's statement as soon as you know an illness or injury will result in an absence of more than five (5) consecutive work days. The doctor's statement must identify the nature of your disability and the date you are expected to be able to return to work. We may require a second medical opinion, at our expense, and periodic recertification of your disability. If there are discrepancies in the first and

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second opinions, we may require a third doctor to render a medical opinion. This third doctor will be selected jointly with you, and the third opinion will be binding on both parties. Upon returning to work, you must provide, if requested, a release or return to work form from the doctor treating your illness or injury.

HEALTH, DENTAL, LONG-TERM DISABILITY, AND LIFE INSURANCE POLICIES

NOTE REGARDING THE FOLLOWING BENEFITS

The following information is a summary of the benefits provided on the date of publication of this handbook. Please refer to your benefits booklet for more detailed information. Your benefits may change from time-to-time as a result of renegotiations of our employee benefits package. It is the responsibility of the employee to ensure he/she has the most current benefits information.

A group insurance plan is available to eligible employees. These basic plans include health, dental, Rx, long-term disability, accidental death & dismemberment, and life coverage. Each month we contribute a set amount to the plan for each eligible employee. These benefits are fully funded by us and are a component of your total compensation package.

i. Enrollment

Eligible employees may apply for health insurance at the time of initial employment or during our annual open enrollment period. Coverage is effective on the 1st day of the month following your date of eligibility, provided that enrollment forms have been completed and turned in. If you decline coverage at the time of initial employment, then later choose to enroll in the group health insurance plan, you must wait until the next open enrollment period. Currently, open enrollment begins on **April 1st** for 30 days, with an effective date of May 1st of each year. However, if you have a qualifying event you may enroll within 30 days of the event.

ii. Changes

During your first 30 days of employment, you may change your coverage (for example, electing higher coverage or adding dependents). After that time, you must wait until the next open enrollment unless you have a qualifying event. Examples of qualifying events for adding a dependent are: marriage, adoption, birth, court order, and loss of other coverages. Examples of qualifying events for removing a dependent are: divorce, death, and ageing out.

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iii. Changes in Employee Status

To ensure proper coverage, it is your responsibility to notify us of any changes to your family unit’s information and to request any benefit changes.

iv. Assistance with Insurance Coverage

We can assist you in applying for insurance, making changes (such as adding a spouse or new dependent), filing claims, and with any questions about coverage. The appeal process for claims is detailed in the insurance handbook. Please read your insurance handbook carefully.

B. RETIREMENT – 401(K) MATCHING BENEFIT

Eligible full-time employees may elect to participate in our 401(k) plan after all of these events:

- You have reached your one-year anniversary of employment.
- You have reached 1,000 hours of service in a 12-month period.
- You have reached 21 years of age.

Participation is entirely voluntary. You may enroll any time after you become eligible. Your contribution will then begin the first payroll cycle following your enrollment. Your contributions to the Plan may be made from your eligible earnings before taxes are taken out or you may contribute to a Roth account with after-tax dollars. You may contribute from 1 to 90% (in whole percentages) of your eligible earnings with possible restrictions that apply to certain higher paid employees. We will make a matching contribution equal to 100% of the first 5% that you contribute to the plan. For example, if you contribute 5%, we will also contribute that amount. If you contribute 6%, we will contribute 5% more. If you contribute 4%, we will contribute 4% more. If you contribute nothing, we will contribute nothing. You must make Salary Deferral Contributions in order to receive the Safe Harbor Matching Contribution which will be made each pay period.

C. WORKER’S COMPENSATION BENEFITS

Workers' compensation coverage refers to an insurance policy that protects employees under Texas state law and provides medical care, death, disability, and rehabilitation benefits for workers who are injured or killed while on the job. Our land-based employees are covered by the Workers' Compensation Insurance that we keep continually in force. Workers Compensation benefits do not apply when injured while working at sea.

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NOTICE TO NEW EMPLOYEES

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained workers' compensation insurance coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

7. COMPENSATION POLICIES

A. TIME REPORTING

Hourly employees and non-exempt salaried employees are to report actual time worked (regardless of in-office, -home or -field) during each defined two-week period. These hours are to be shown on your timesheet. All hourly workers are personally responsible for submitting time sheets to their supervisor per the payroll schedule. You may be compensated for travel time to and from a field location. We encourage salaried employees to maintain a record of time worked during each defined two week period, simply as project management records.

B. PAYROLL DEDUCTIONS

Standard IRS deductions from your gross compensation, including Federal income tax, Social Security, and Medicare tax withholding, will be deducted from your pay. You will be provided a paystub that identifies these deductions and your net pay. The amount of federal income tax withheld from your paycheck depends on your compensation amount and the declarations you made to us on your IRS **Form W-4**. It is your responsibility to submit to us any necessary or desired changes to your W-4. What you declare on your W-4 affects the amount of income tax refund or obligation you will have on your personal tax return each year.

C. ELECTRONIC PAYROLL DEPOSIT

Payroll is normally distributed by direct deposit into your designated bank account on designated pay days. For this, you must complete and Authorization for Direct Deposit Form providing us with accurate payroll deposit information.

D. MERIT INCREASES & BONUSES

Merit increases and bonuses are based on our profitability as well as your performance. These may be issued from time to time at the sole discretion of management.

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E. SEA-BASED COMPENSATION PROGRAM

Except for our Day-Rate employees, when you work on-board a vessel at sea, our supplemental sea-pay policy will apply. This program is a pay supplement to compensate you for the additional hardship of sea service, mobility constraints, disruption of other priorities and commitments, and inconvenience to family life, as compared to your land-based job responsibilities. Sea-based service is a normal part of many of our employees' professional responsibilities, and immediate return to work is expected upon your return unless you take PTO. No additional PTO accrues for this compensated sea time.

8. REIMBURSEMENTS POLICIES

A. TRAVEL REIMBURSEMENTS

We will reimburse you when you travel and personally pay for valid business expenses. Those expenses may include reimbursement for transportation, meals, and lodging expenses. Management must authorize all business travel, in advance. We will **not** reimburse expenses for alcoholic drinks, unless the drinks are during a meal with a client or potential client. Sound and conservative judgement should be used in all entertainment of clients, including the amount and type of food and alcohol purchased and consumed.

Personal automobile mileage incurred while traveling on official business will be reimbursed as authorized by completing an Expense Form. We will set the reimbursable mileage rate each year. Commercial airline tickets for business travel will be reimbursed at coach class cost unless otherwise authorized by senior management. We do not use a per-diem reimbursement option.

Reimbursement requests must be itemized, totaled, signed, and accompanied by valid receipts. More specific and detailed information on completing travel vouchers and reports may be obtained from our Accounting department.

We will cover fees for your passport and for the procurement of visas, yellow fever, and other required documents required for work designations. This includes other associated expenses such as mileage, gas, parking, mail costs, expediting, and processing fees.

B. REQUIRED CERTIFICATIONS FOR SEA-BASED SERVICE

This provision applies only to technical personnel who require basic marine merchant certifications (ordinary seamen certificate, survival-at-sea or other) outside of the required certifications ordinarily held to perform work designations. Such fees will only be reimbursed as requested and approved by your supervisor.

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C. PROFESSIONAL AND ACCREDITATION TRAINING

Professional and accreditation training required for specific job-related purposes or training proposed by your supervisor will be reimbursed as requested and approved by your supervisor. An individual course or multiple courses that are part of a degree, licensing, or certification program must be related to your current job duties or a foreseeable future position in order to be eligible for reimbursement. We have the sole discretion to determine whether a course relates to your current job duties or a foreseeable future position. We reserve the right to deny reimbursement for colleges and universities not meeting acceptable accreditation standards. Please discuss with your supervisor to determine both applicability and relevance of such training.

D. PERSONAL PROTECTIVE EQUIPMENT (PPE)

You should refer to the HSE Matrix for **Personal Protective Equipment (PPE)** to understand and be responsive to our requirements. We will provide hard hats, safety gloves, and safety glasses free of charge. Coveralls will be issued upon request. Personally owned PPE including hard hats, personal flotation devices, steel-toed shoes, and safety glasses are the responsibility of the employee. We will reimburse you for your purchase of steel-toed safety boots up to \$150.00 per pair per year.

E. COVID-19 REIMBURSEMENTS

In certain instances, COVID-19 Testing is covered by our company insurance. In the instance you do not have company insurance, we will reimburse you for your COVID-19 testing when you have been potentially exposed to another employee at work. We will also reimburse you for COVID-19 testing required for travel. We will **not** reimburse expenses for COVID-19 testing if potentially exposed outside of the work place. Any COVID-19 Testing should take place at an accepted facility. Details provided by the HSE Facilities Manager.

9. HEALTH, SAFETY AND SECURITY POLICIES

A. CAMPUS EMERGENCY RESPONSE PLAN

You should become familiar with the campus emergency plan, where it is posted, and who to call. Please refer to the table below for a list of designated HSE Representative while on Campus who will also provide you with a copy of the emergency response plan.

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Department	Designees
Admin	HSE Manager - Facilities, Facilities Manager, Office Manager
Marine	HSE Manager
Lab	HSE Facilities Manager

Department	Designees
Tech	Technical Systems Manager
Campus – Annex (Nacogdoches)	Cone Services Supervisor
Geochemical	HSE Manager - Facilities
Geotechnical	HSE Manager – Facilities
Geophysical	HSE Manager – Marine Operations
Environmental	HSE Manager - Facilities

B. ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES

It is the policy of this company to maintain a work environment that is safe for employees and conducive to attaining and sustaining high work standards. We have a "ZERO TOLERANCE" policy for use of any illegal drugs, or their possession while on our property or in our vehicles. As well, no intoxicating beverages, illegal drugs, or paraphernalia related to illegal drugs are allowed aboard our vessels, in our offices, or at any of our other job locations. The single exception to this policy is by management approval of alcoholic beverages during social events held at our facilities or in other sanctioned locations. Except for this events-exception, such possession or consumption of alcohol or illegal drugs may result in immediate dismissal.

i. Definition

A drug is any substance, natural or synthetic, which when taken into the body, is intended to bring a change in medical, behavioral, or perceptual states. All drugs are of concern to us because of their effects; however, this policy is primarily concerned with drugs that are “controlled” or illegal. Alcohol is considered to be a controlled drug, and is typically a liquid containing ethyl alcohol. Illegal drugs include marijuana and similar substances, and all other drugs not prescribed by a licensed physician for use by the person possessing them.

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ii. Reasonable Cause Testing

Reasonable cause testing will be undertaken whenever a supervisor determines that there is a reasonable cause to believe that an employee is under the influence of drugs or alcohol. The supervisor will base this assumption on physical, behavioral, and performance issues. Any near-misses, accidents, or suspicious behavior can trigger a drug and alcohol test. The supervisor will complete a Reasonable Cause Testing form before the test is performed. If an employee refuses to comply with reasonable cause testing, that employee can be removed from the job and may face termination.

We do not have a designated Medical Review Officer. In the absence of a Medical Review Officer, an HSE Manager, the Party Chief or the HSE Officer on board may make the decisions usually delegated to that position. Any reasonable cause testing will be reported to senior management as soon as possible. If the results of a field drug test are positive, the employee will be removed from performing safety-sensitive functions for 24 to 48 hrs. Before returning to duty, the employee must retest with negative results. Any potential disciplinary action is at the discretion of management.

iii. Searches

Entry into or upon any vessel, office or other work location is conditioned upon our right to search the person, personal effects and vehicle of any entrant for illegal drugs, intoxicating beverages, or possession of unauthorized property or equipment.

From time to time and without prior warning, searches by authorized company representatives may be made of anyone entering or on company premises, including vessels, or company vehicles and such searches may be made of employees as well as employees of contractors having business with us. This search may include lockers and rooms if appropriate. Searches on vessels are conducted according to Federal Regulations 33 CFR 104.265(e)(2) and 33 CFR 105(e)(2). These statutes can be found by web search.

When appropriate, such items discovered through these company searches may be taken into custody and may be turned over to the proper authorities. Violation of the above policy or refusal to submit to a search will be cause for disciplinary action up to and including immediate termination.

iv. Retesting

If an employee currently working on a vessel or in a safety sensitive position ashore (such as operating heavy machinery, welding equipment or transporting equipment for company business) tests positive for drugs or alcohol, he/she will immediately stop any work and wait for further instruction from management. If deployed on a vessel,

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the employee will get off the vessel at the next port of call. Before the employee is allowed to return to work, he/she will take another drug test with the time, date and location scheduled by the HSE Manager.

The HSE Representative will not accept any second attempt drug and alcohol test results from an employee without prior knowledge of the employee taking the test. It is our goal to obtain the results of drug and alcohol tests of all crew members before they board the vessel.

v. Testing Facilities

Only certified facilities will be used to analyze all drug and alcohol tests. Should a test need to be administered in a foreign country, every effort will be made to assure that standard chain-of-custody protocols are followed to ensure the integrity of the tests.

vi. Resources for Rehabilitation

At request of the employee, information on resources may be provided for the recovery of drug and alcohol abuse. Please contact the Health and Safety Representative if you are interested in these resources.

C. PERSONAL HEALTH

If you become aware of any personal health-related issue that may directly affect your ability to do your job, you should notify your supervisor of such. You should also notify your supervisor if you become aware of any blood borne pathogen with which you come in contact or that you acquire. Blood borne pathogens include Hepatitis B (HBV), Hepatitis C and Human Immunodeficiency Virus (HIV). Blood borne pathogens can be transmitted when infectious blood or other fluid is introduced into the bloodstream of a person. Transmission of blood borne pathogens in the workplace can occur through infected material being introduced directly into your body through a break in the skin, mucous membrane exposure - infected fluid enters the body through contact with a mucous membrane found in your eye, nose or mouth and through sexual contact.

Hepatitis B vaccinations are available to employees for travel to certain areas of the world. Universal precautions should be used whenever there is potential for exposure. Universal precautions include:

- Personal Protective Equipment (PPE) – to be used at all times to prevent skin or mucous membrane contact with bodily fluids. Always inspect PPE for cracks, holes or other damage. Never use damaged PPE.
- Wash hands or other skin surfaces thoroughly and immediately if contaminated.

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- When using sharp items (scalpels, needles, pipettes, etc.) that may be potentially contaminated, a puncture resistant container must be used for storage and disposal after use.

D. MALARIA CONTROL

We take very seriously the threat of illness or death presented by malaria. We provide education/training to employees that will be/are in locations where malaria is known to be a significant health risk. We encourage all crew members to use steps to minimize exposure to malaria-carrying mosquitoes. We recommend, but do not require, that you take anti-malaria drugs when working in such at-risk countries. The drugs are available to you if you request them. If you have any questions about anti-malaria drugs, prevention or symptoms of malaria, you are encouraged to ask our HSE Manager.

E. COVID-19 CONTROL

We take very seriously the vulnerabilities and threats of illness or death presented by COVID-19. Employees will follow guidelines we issue. Crew members will also adopt the steps to reduce exposure as laid out by our HSE Manager.

Should you develop COVID-19 symptoms, immediate steps to self-quarantine will be carried out in line with prevailing local government or host country guidelines, which we have adopted as part of our policy and provide “what if” guidelines which also incorporates guidance from the Centers for Disease Control and Prevention (CDC) below, but it is not intended to be a substitute for professional medical, diagnosis or treatment

i. If you come to work exhibiting coronavirus symptoms

- We will immediately separate you from other employees
- You shall complete a COVID-19 Exposure Intake Report Form. The form to be submitted to an employee representative per Clause 1H - Our Communications. The employee representative will file the Report Form in a private and confidential central-stored repository.
- We will send you home until the following conditions have been met:
 - You shall make arrangements for a COVID-19 test to be conducted on the day of symptom onset. The results should be forwarded to your supervisor or an employee representative.
 - If your test is positive, you may return to work 10 days after symptom onset and 72 hours of being fever free.
 - If your test is negative, you may return to work the following business day.

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- If you opt out of testing but have coronavirus like symptoms, you must quarantine at home for 14 days.
- If you have come into close physical contact with other employees in the workplace (i.e. a distance of less than six (6) feet for fifteen (15) minutes you must identify the individuals in the Intake Report Form. The Intake Report Form will determine the potentially exposed employees who shall follow the conditions laid out below:
 - We will send you home to self-quarantine.
 - If you were exposed you may return to work after seven days if you have a negative test on Day 5 after exposure.
 - You shall return to work after a period of ten (10) days have passed since the exposure without testing and you develop no symptoms.
 - We will conduct a thorough cleaning of your potentially exposed workspace.
 - The temperature of all employees will be monitored by the HSE Manager - Facilities upon entering work areas for a period of up to fourteen (14) days.

ii. If you are an employee diagnosed with COVID-19 or presumptive case of COVID-19 and at work?

- In the event you are at work when you receive the results we will immediately separate you from other employees.
- You shall complete a COVID-19 Exposure Intake Report Form. The form to be submitted to an employee representative per Clause 1H - Our Communications. The employee representative will file the Report Form in a private and confidential central-stored repository.
- We will send you home until the following conditions have been met:
 - You may return to work 10 days after symptom onset and 72 hours of being fever free.
- If you have come into close physical contact with other employees in the workplace (i.e. a distance of less than six (6) feet for fifteen (15) minutes you must identify the individuals in the Intake Report Form. The Intake Report Form will determine the potentially exposed employees who shall follow the conditions laid out below:
 - We will send you home to self-quarantine.
 - If you were exposed you may return to work after seven days if you have a negative test on day 5 after exposure.

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- You shall return to work after a period of ten (10) days have passed since the exposure without testing and you develop no symptoms.
 - We will conduct a thorough cleaning of your potentially exposed workspace.
 - The temperature of all employees will be monitored by the HSE Manager - Facilities upon entering work areas for a period of up to fourteen (14) days.
- iii. If you are an employee diagnosed with COVID-19 or presumptive case of COVID-19 and not in the workplace?
- You shall notify your supervisor and complete the Intake Exposure Report Form and return completed form to your supervisor.
 - You may return to work 10 days after symptom onset and 72 hours of being fever free
 - We shall notify all potentially impacted employees of their potential exposure meaning you have come into close physical contact with other employees in the workplace (i.e. a distance of less than six (6) feet for five minutes).
 - Each of you that may be potentially exposed shall identify the individuals they have come into close physical contact with in the Intake Report Form. The Intake Report Form will determine the potentially exposed employees who shall follow the conditions laid out below:
 - We will send you home to self-quarantine.
 - If you were exposed you may return to work after seven days if you have a negative test on day 5 after exposure.
 - You shall return to work after a period of ten (10) days have passed since the exposure without testing and you develop no symptoms.
 - We will conduct a thorough cleaning of your potentially exposed workspace.
 - The temperature of all employees will be monitored by the HSE Manager-Facilities upon entering work areas for a period of up to fourteen (14) days.
- iv. If you are an employee who has come into contact with another employee who has been diagnosed with COVID-19 and/or a presumptive case of COVID-19?
- We will immediately separate you and the individual from other employees
 - You both shall complete a COVID-19 Exposure Intake Report Form. The form to be submitted to an employee representative per Clause 1H - Communications.

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The employee representative will file the Report Form in a private and confidential central-stored repository.

- We will send you home to self-quarantine.
- You may return to work after seven days if you have a negative test on day 5 after exposure.
- You shall return to work after a period of ten (10) days have passed since the exposure without testing and you develop no symptoms.
- We will conduct a thorough cleaning of your potentially exposed workspace.
- The temperature of all employees will be monitored by the HSE Facilities Manager upon entering work areas for a period of up to fourteen (14) days.

We shall maintain confidentiality under HIPAA. However, with the consent of the individual we can notify all employees that have come into close physical contact in section i, ii, iii the identify of the potentially exposed employees.

All potentially exposed employees as identified in sections i, ii, and iii shall include potential exposure to customers and/or vendors in the Intake Exposure Report Form.

10. BUSINESS ETHICS POLICIES

A. ETHICS, INTEGRITY, ANTI-CORRUPTION AND ANTI-HUMAN TRAFFICKING AND SLAVERY

We act fairly and ethically wherever we conduct business, whether domestic or internationally. Our code of ethics and integrity capture our belief and intent in making the right decisions that impact our clients, our personnel, our suppliers, and the communities where we live and work. We have a core set of values to guide us every day, and we do the right thing, even when it's difficult, not convenient, or not popular or observed by others.

An important part of our culture is recognizing that doing business with integrity is a shared responsibility. Every person engaged in our business efforts, whether as an employee, consultant, agent, contractor or in any other capacity, has a responsibility to act with the highest level of integrity and sound judgement regarding any form of corruption or bribery that would be in conflict with our core values.

We believe that what we do is important -- and how we do it is even more so. We work hard to earn and maintain the respect of our partners, investors, and clients around the globe. As we strive to continually deliver strong business value, we want to ensure that we achieve those

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results in the proper and forward-looking way. We take a zero-tolerance approach to corruption in all its forms and do not accept corruption or bribery in our business or by those with whom we do business.

B. RESPONSIBLE SOURCING (INCLUDING BIOFUELS) AND CONFLICT MINERALS POLICY

We are committed to the responsible sourcing of materials, products and components used in our equipment and ensuring that our sourcing practices do not support conflict, human rights abuses and crimes against humanity. We support ending acts of violence in the Democratic Republic of the Congo and adjoining countries, which has been partially financed by the exploitation and trade of Conflict Minerals. Accordingly, we have implemented procurement practices in collaboration with our suppliers regarding Sourcing and Conflict Free Minerals for use in the products and equipment that we manufacture or are under contract to manufacture.

C. GOVERNMENT BUSINESS

We prohibit soliciting, making, or accepting facilitation payments or “kickbacks” of any kind to government officials, foreign agencies, political parties, or party officials. We are committed to complying with all applicable laws in our operations, including, but not limited to, the U.S. Foreign Corrupt Practices Act (FPCA). The FPCA is a U.S. law that prohibits bribes to government officials (including political candidates and political parties) in order to influence their acts or decisions to our favor. The FPCA also prohibits payments to intermediaries or agents when the payments may be used to direct improper payments to foreign officials. “Kickbacks” and bribes do not involve only cash. They can also involve gifts, products, trips, or anything else of value. Many other countries around the world have similar laws that we must also strictly follow. The FCPA also prohibits payments to intermediaries or agents when the payments may be used to direct improper payments to foreign officials.

We are committed to complying with the Federal Acquisition Regulation (FAR) 52.222-50 on Combatting Trafficking in Persons and FAR 52.222-56 Certification Regarding Trafficking in Persons Compliance Plan. We cascade the FAR 52.222-50 and FAR 52.222-56 requirement to all employees, suppliers, subcontractors and agents and require our suppliers to provide confirmation compliance with respect to their plans regarding anti-human trafficking where required by the FAR.

D. INDUSTRIAL BUSINESS

Further, we intend not to just act in accordance with those legal requirements, but to conduct all our industrial business in accordance with the honesty and integrity intended and reflected by our core values. You are expected to report any suspected illegal or unethical business activity. No employee, agent, contractor, vendor, or other affiliated party may directly or indirectly, offer,

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guarantee, pay, gift, grant or authorize any financial or other advantage to any other person or organization, with the intent to secure an improper advantage for us. Likewise, no employee, agent, contractor or vendor may accept payment or gifts from a third party if they know or suspect that it is offered or provided with an expectation that a business advantage will be provided in return.

Data Integrity: It is our policy to conduct all business with integrity and in an ethical manner. It is essential that every employee understand and adhere to these ethical standards in order to preserve the basis integrity of all work products. Data integrity concerns the ability to define and defend that the entire survey, data acquisition, and analytical process has been “unimpaired” and performed following appropriate practices and procedures. The ability to defend the integrity of the data is by complete documentation of actions and activities, which includes such items as: (1) maintaining chain of custody and security of the samples; (2) clear documentation of the activities performed in the preparation and analysis of the samples and in the final data reduction, review, and reporting; and (3) by maintaining complete and clear files of these records.

Violation of this Ethics, Integrity, Anti-Corruption, Anti-Human Trafficking and Slavery policy may result in disciplinary action up to and including termination. Disciplinary action may include, but is not limited to, formal reprimand, demotion, reassignment, or termination of employment, depending on the circumstances and gravity of the case.

E. SOCIAL RESPONSIBILITY

We are committed to the involvement of and engagement in giving back to the communities to which we live and operate within, both domestically and internationally. A full list of our companies social responsibility programs can be found in our company website (<https://www.tdi-bi.com/about-us/#corporate-responsibility>).

11. EMPLOYEE ACKNOWLEDGEMENTS

Employee Policy Guide Acknowledgement (Attached)

Revision 11 - Employee Policy Guide Updated February 2021 supersedes earlier editions

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Acknowledgement of Receiving Employee Policy Guide Revision 11 dated 24 February 2021

The **Employee Policy Guide** describes important information about TDI-Brooks International, Inc., B&B Laboratories, Inc., or GEO3, Inc. [collectively or individually known as “the Company”], and I understand that I should contact a HR representative regarding any questions not answered in the Employee Policy Guide. I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Company can terminate the relationship at-will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand, acknowledge and agree that, except for employment at-will status, any and all policies and practices may be changed at any time by the Company and the Company reserves the right to change my hours, wages and working conditions at any time in its sole discretion. I understand and agree that nothing in this Employee Policy Guide creates, or is intended to create, a promise or representation of continued employment. Furthermore, I acknowledge that this Policy Guide is neither a contract of employment nor a legal document.

I understand, acknowledge and agree that this Employee Policy Guide supersedes any and all prior policies, practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Company. By providing this Employee Policy Guide, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained in the Policy Guide I received on the date signed below.

(Initial) _____ As per the Corporate Code of Business Conduct & Ethics I have read, understand and adhere to the terms set out in the policy.

(Initial) _____ As per the Illegal Drugs, Alcoholic Beverages, and Firearms sections I agree to abide by the terms of these policies as a condition of my employment.

(Initial) _____ I hereby consent to disclosure by the Company and its agents, including but not limited to any collecting and testing agencies, of my drug and alcohol test results and any related information to the specific requisitioning Client and its affiliate, and its authorized agents, assigns, or representatives or any other entities required by law.

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I understand, acknowledge and agree that I have read and comply with the policies contained in this Employee Policy Guide, that I am bound by the provisions contained therein, and that my continued employment and advancement is contingent on following those policies.

Signature of Employee: _____

Name of Employee (Print): _____

Title: _____

Company: _____

Date: _____

Witness

(Print Name)

(Signature)

Title: _____

Date Witnessed: _____

A signed printed or scanned copy of this two-page acknowledgment form to be sent to gailmills@tdi-bi.com

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