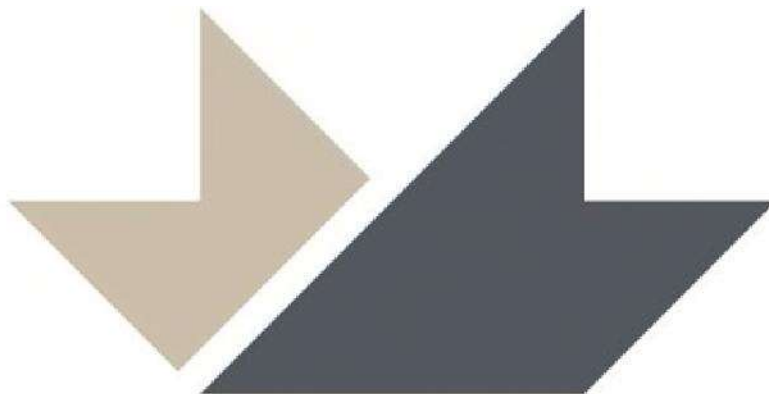


Employee Handbook



MHUB

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WELCOME!

Welcome to mHUB. We hope you agree that you have a great contribution to make to our organization and that you find your employment with us a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want your employment with us to be one that is mutually beneficial and gratifying.

A business is only as successful as the employees make it. Everyone is important. We have placed our confidence in you, as our colleague, to do a good job. Remember that everyone's job performance directly affects the ability of others to perform their duties.

Mutual respect is the key.

As a representative of mHUB, we expect you to conduct yourself in the highest professional manner. You are a reflection of our entire organization.

We hope you will find satisfaction in your job and take pride in your work.

Company Management

INTRODUCTION

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our company policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This Employee Handbook replaces all previous mHUB handbooks, policies and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including, termination of employment.

mHUB and Insperity are in a co-employment work relationship. This means that mHUB handles the day-to-day activities related to its core business. Insperity handles the administrative responsibilities such as payroll processing and benefits, and supports the company in many human resources issues.

You should have already signed an Employment Agreement outlining your employment relationship with Insperity. Contact your supervisor or an Insperity payroll or human resource specialist if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding. Again, welcome!

EMPLOYMENT

ACCOMMODATION OF DISABILITIES

mHUB is committed to making every reasonable effort to accommodate an employee's disability. A reasonable accommodation may be provided as long as the employee can perform the essential duties of the job, and it does not create an undue hardship for the company. A reasonable accommodation may include changes in the work environment or in the way a job is performed. Reasonable accommodations depend upon the employee's job duties and the specific facts and circumstances of each individual situation.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of, or any part of your pregnancy, mHUB will explore ways of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- Acquisition or modification of equipment;
- Changing the employee's job duties;
- Changing the employee's work hours;
- Relocating the employee's work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.
- Private, non-bathroom space for expressing breast milk.

Accommodations depend upon the employee's job qualifications and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require an accommodation, so the company can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

AT-WILL EMPLOYMENT

Your employment with mHUB is at-will which means that you or mHUB may terminate your employment at any time for any lawful reason unless a written employment agreement exists with mHUB that provides otherwise. Your employment with Insperity is at-will regardless of whether you have a written employment agreement with mHUB.

mHUB has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. Insperity does not have the authority to change your at-will status with mHUB, enter into any agreement for employment for any specified period or make any promises or commitments to the contrary. Likewise, mHUB does not have the authority to change your at-will status with Insperity, enter into any agreements on behalf of Insperity for employment for any specified period or make any promises or commitments to the contrary. mHUB however, maintains the ability to enter into employment agreements, independent of Insperity, which is not binding on Insperity and does not alter the at-will

nature of your employment with Insperity. For an employment agreement with mHUB to be considered valid, it must be signed by the COO.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the Handbook Acknowledgment, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

CHANGE IN POLICY

The company may change, revoke, or supplement the policies in this handbook at any time without notice. The company will determine the effective date of any changes and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

EMPLOYMENT REFERENCES

Requests for employment verifications for current or former employees, should be directed to Insperity's Contact Center at 866-715-3552, option 5. Insperity will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

EQUAL EMPLOYMENT OPPORTUNITY

mHUB and Insperity provide equal employment opportunities to all employees and applicants in all company facilities without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PERSONNEL FILES

mHUB and Insperity each maintain a personnel file on each employee. Contact your supervisor to request a review of your company personnel file, or contact your Insperity payroll or human resource specialist to view your Insperity personnel file.

To ensure that your personnel file is always up to date, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your Insperity payroll specialist or you may update your file through the Insperity Premier™ at <http://portal.insperity.com>. Assistance may also be provided through the Insperity Contact Center at 866-715-3552, 7AM-7PM CT Monday-Friday.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement, lack of work, poor performance or other reasons. A separated employee will be paid through their last day of work and will receive their final pay on the next regular payday following termination or in accordance with state law.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about mHUB. During the exit interview, you can provide insights into areas for improvement for the company and your specific position.

Return of Company Property

Any property issued to you by the company such as software, computer equipment, databases, files, cell phone, pager, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. You will be responsible for any lost or damaged items.

EMPLOYEE CONDUCT

ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of mHUB. If you are late or absent, it places a burden on other employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, notify your supervisor directly as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Failure to properly report your absences may be considered a voluntary resignation of your position.

ACCIDENTS AND OTHER UNUSUAL OCCURANCES

If you a co-worker, a member, or a visitor are involved in an accident at work or witness any unusual occurrence, you must notify your supervisor or other appropriate person in authority immediately. Unusual occurrences may include, but are not limited to, violations of the equal employment or Anti-Harassment policies, accidents or injuries, violation of any other workplace policy and any crime that takes place on the Corporation property. Failure to promptly report a work-related injury or accident or any other unusual occurrence may result in disciplinary action, up to and including termination of employment.

ANTI-HARASSMENT

mHUB and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited, and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, mHUB and Insperity will promptly take any necessary and appropriate disciplinary action.

mHUB and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

mHUB and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive, and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, mHUB and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in

alignment with the goals of this policy. mHUB and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, mHUB and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

CONFLICT OF INTEREST

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is or appears to be a conflict of interest for the company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with mHUB, as described below.

You are to act in the best interests of the company, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed prior to the acceptance of any gift or favor.

HEALTH AND SAFETY

The health and safety of employees and others on Company property are of critical concern to mHUB. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

DRUG-FREE WORKPLACE

mHUB is committed to protecting the safety, health and well-being of all employees, customers, clients, and vendors in our workplace. "Workplace" includes company property, any company-sponsored activity or any other site where you are performing work or representing the company.

The term 'drug' as used in this policy includes illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines

All employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state, or local agency drug testing regulations related to a particular industry.

GUIDELINES FOR APPROPRIATE CONDUCT

In order to conduct the operations of mHUB efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the company. All employees are expected to act in a professional manner with customers, and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other company records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on company property without authorization, in violation of policy or while on duty;
- Using the company's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Committing theft or unauthorized possession of company property or the property of fellow employees; possessing or removing any company property, including documents, from the premises without prior permission from management; using company equipment or property for personal reasons without proper authorization; using company equipment for profit;
- Giving confidential or proprietary information to competitors; working for a competing business while an employee of the company; breaking confidentiality of information such as, Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers;
- Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employee's employment.

Depending on the specific circumstances, the company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was designed to protect the privacy of patient's health records. Although the Corporation has already taken several steps to be in compliance, the Act requires continuing

actions to comply as a small business (measured by insurance premiums under \$5M). As a result, we are formalizing the Corporation's HIPAA policy.

It is the intention of the Corporation to ensure confidentiality and integrity of employee protected health information (PHI) as required by the Health Insurance Portability and Accountability Act of 1996 law, beginning April 1, 2004. The policy below establishes guidance and standards for carrying out the provisions of HIPAA and the corrective actions that may be imposed to address any privacy violations.

Definition of PHI

Generally, PHI is individually identifiable health information that is transmitted or maintained in any form or medium that relates to the past, present, or future physical or mental health condition of an employee, the provision of health care to an employee, or the past, present or future payment for the provision of health care to an employee. Information must be "individually identifiable" and created by the Corporation's health plans to be considered PHI.

This is different from Summary Health Information which excludes employee's names and identifying information that may be disclosed to employers without consent for certain functions such as obtaining bids for health care coverage. As one measure to preserve confidentiality, the Corporation has already arranged to receive Summary Health Information from our healthcare providers.

Employee PHI will be regarded as confidential and may not be used for personnel decisions such as employment, promotion, training, or transfers. Employee PHI will not be disclosed except to authorized users for approved purposes. Access to PHI is only permitted for healthcare enrollment and any other related approved administrative functions.

When using or disclosing PHI, or when requesting PHI from another covered entity, the Corporation will make reasonable efforts to limit PHI to the "minimum necessary" information needed to accomplish the intended purpose of the use, disclosure, or request.

Beginning April 1, 2004, individuals must contact Assurance Agency mHUB's insurance broker, to resolve individual health claim matters after submitting a written authorization form. All mHUB human resource representatives will be restricted from resolving claims related matters. However, they can assist with benefit enrollment and/or changes and summary plan information and questions.

Allowable disclosures of PHI information without permission mHUB may be required to disclose PHI in the following instances:

To specific healthcare providers under contractual agreements (health benefits, life insurance, Worker's Compensation, disability insurance, census information etc.) in order to obtain quotes and provide such services.

For the purposes of carrying out payment for health care coverage:

- mHUB will disclose PHI if a state or federal law mandates that certain health information be reported for a specific purpose. mHUB will disclose PHI for public health purposes, such as reporting contagious diseases, if in compliance.
- mHUB will disclose PHI to a coroner or medical examiner for law enforcement needs. mHUB will release PHI to public health oversight agencies.
- mHUB will release PHI to government health data systems for specific classes of information, i.e. OSHA surveys, Worker's Compensation claims.
- mHUB may release PHI if needed for judicial or arbitration proceedings. mHUB may release PHI to a power-of-attorney/legal authority of an employee.
- mHUB may release PHI to a retained attorney for purposes of determining legal violations of disclosure conduct.
- mHUB may release PHI to law enforcement officials if an employee is a crime victim and the release of PHI will assist with solving a crime.

mHUB will not hold employees accountable for disclosing PHI if they are following procedures to file a complaint.

- mHUB will permit the disclosure of PHI for the purposes of conducting investigations in the event of a complaint. Investigation procedures will be compliant with HIPAA law.

Privacy Officer and complaint process

The COO is mHUB's designated Privacy Officer.

If an employee contends that a violation of their PHI has occurred, the following steps need to be taken:

- Notify your Department Head or the Privacy Officer to document a complaint.
- The Privacy Officer or Department Head will notify the CEO.
- An investigation, if needed, will be conducted to determine if a breach of PHI occurred and if so, the level of severity. An investigation may include interviewing the employee accused of the breach, interviewing other employees to corroborate the facts, and reviewing any pertinent documentation.
- Upon conclusion of an investigation, a written report will be documented outlining all findings and conclusions to keep on file by the Privacy Officer.
- The CEO, Department Head and Privacy Officer, will determine the appropriate disciplinary action. Or, you may file a complaint with the U.S. Department of Health and Human Services, Office of Civil Rights.

The Corporation will not intimidate, discriminate, or take retaliatory action against any individual who logs a legitimate complaint.

Failure to report a violation may result in disciplinary action. Reporting a breach in bad faith or for malicious reasons will result in disciplinary action.

Employees found to have violated PHI disclosure provisions will be disciplined according to the severity of the violation, up to and including termination.

HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, mHUB may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

Consensual personal relationships between individuals in mHUB are prohibited by this policy. Those who engage in such relationships should be aware that concerns may later arise regarding the actual freedom of choice of one of the parties, particularly when a supervisor/subordinate relationship exists between them. To ensure the protection of all mHUB employees all relationships extending beyond those that are platonic are prohibited.

Consensual personal relationships between employees of mHUB and members are prohibited by this policy. This policy is in place to ensure both mHUB members and staff remain safe and welcomed in mHUB community environment.

Failure to comply with the above policies is considered a violation of this Policy, subject to disciplinary measure.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

TOBACCO-FREE WORKPLACE

mHUB is committed to providing all employees with a safe and healthy work environment. All company premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed. For your convenience, designated smoking areas are clearly marked. Employees are expected to use the waste disposal receptacles for smoking products.

VIOLENCE IN THE WORKPLACE

mHUB and Insperity are committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors, and others with whom we do business. The company has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional, or veiled threat of harm to any employee, guest or company property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member or Insperity. You must assume that any threat is serious. The company will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

mHUB will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on company premises or while engaged in company business off the premises.

WEAPONS

mHUB strives to provide a safe and secure workplace for employees, clients, customers, and visitors. The company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, mHUB reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to

allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their onsite supervisor.

CHICAGO RECEIPT OF DISCRIMINATION AND NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT) POLICY

In compliance with the Illinois Human Rights Act (Act), the City of Chicago Human Rights Ordinance (Ordinance) (as applicable) and any other related federal or local law/ordinance, all employees have the right to be free from unlawful discrimination or harassment (including sexual harassment). This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act, Ordinance (as applicable) or any other related federal or local law/ordinance. This applies to all employer actions, including hiring, promotion, discipline and discharge.

It is mHUB's policy to prohibit intentional and unintentional discrimination or harassment (including sexual harassment) of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). The Company also prohibits retaliation. All such conduct will not be tolerated by mHUB.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one engages in discrimination or harassment (including sexual harassment) of another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises) or while representing the Company. In addition to being a violation of this policy, discrimination, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual reported or filed a complaint of discrimination or harassment (including sexual harassment) or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws or helped others exercise their right to complain about discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws are unlawful.

Reasonable Accommodation

Employees also have the right to reasonable workplace accommodations based on pregnancy, disability, religious beliefs or any other reason required by applicable federal, state or local laws. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled or because of their religious beliefs or any other reason required by applicable federal, state or local laws.

Discrimination Defined

Discrimination under this policy generally means treating an individual differently or denying or granting a benefit to an individual because of any actual or perceived protected characteristic as defined under federal, state or local law/ordinance.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has

the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or

submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

For employees working in the City of Chicago, sexual harassment also is defined specifically under the Ordinance to mean any (i) unwelcome sexual advances or any unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority or misuse of an individual's employment position.

Examples of conduct that violate this policy include:

- 1- unwelcome flirtations, leering, whistling, touching, pinching, assault or blocking normal movement;
- 2- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- 3- obscene or vulgar gestures, posters or comments;
- 4- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- 5- propositions or suggestive or insulting comments of a sexual nature;
- 6- derogatory cartoons, posters and drawings;
- 7- sexually-explicit e-mails, text messages or voicemails;
- 8- uninvited touching of a sexual nature;
- 9- unwelcome sexually-related comments;
- 10- conversation about one's own or someone else's sex life;
- 11- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- 12- teasing or other conduct directed toward a person because of the person's gender.

Company Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. Written complaints can be submitted internally using the form provided in this handbook. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Insperity HR Specialist. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Training Requirement

Employees, other than those who supervise or manage employees, are required to participate in a minimum of one (1) hour of sexual harassment prevention training at least once a year in accordance with the IHRA/Ordinance. Anyone who supervises or manages employees is required to participate in a minimum of two (2) hours of sexual harassment prevention training at least once a year in accordance with the IHRA/Ordinance. Additionally, all employees are required to participate in one (1) hour of bystander training at least once a year in accordance with the Ordinance.

Additional Reporting Procedures

Aside from the internal complaint process at the Company described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the government agency or agencies set forth below.

Illinois Department of Human Rights (IDHR)

The charge process for violations of the law can be initiated by completing the form at www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or either of these offices:

Chicago	Office	Springfield	Office
555 W. Monroe St.,	7th Floor	535 W. Jefferson Street,	1st Floor
Chicago,	IL	Springfield,	IL
(312)	60661	(217)	62702
(866)	814-6200	(866)	785-5100
740-3953	(TTY)	740-3953	(TTY)
(312) 814-6251 (Fax)		(217) 785-5106 (Fax)	

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

Chicago Commission on Human Relations (CCHR)

The complaint process for violations of the law can be initiated by visiting www.chicago.gov/CCHR or by contacting the CCHR at cchr@cityofchicago.org, or at:

740 N. Sedgwick Suite 400

Chicago, IL 60654

(312) 744-4111,

(312) 744-1088 (TTY)

(312) 744-1081 (FAX)

Additionally, employees may choose to file a charge of discrimination or harassment (including sexual harassment) with the United States Equal Employment Opportunity Commission (EEOC) by contacting the EEOC at:

JCK Federal Building

230 S Dearborn Street

Chicago, IL 60604

Filing of Private Sector Charges/Enforcement/Federal Sector Hearings: Suite 1866

Mediation Unit/Legal Unit: Suite 2920

(800) 669-4000

(312) 588-1260 (Fax)

I have read and I understand mHUB's Discrimination and Non-Harassment (Including Sexual Harassment) Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

ANTI-HARASSMENT - IL

mHUB and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, mHUB and Insperity will promptly take any necessary and appropriate disciplinary action.

mHUB and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, work authorization status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 1. Submission to such conduct is an explicit or implicit term or condition of employment;
 2. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 3. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

mHUB and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, mHUB and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. mHUB and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, mHUB and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of mHUB who reports an activity to designated officials that the employee considers to be illegal or dishonest business activity. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact your supervisor, the COO or the CEO. Whistleblower protections are provided in two important areas – confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, mHUB does not condone retaliation of any kind. A whistleblower who believes he/she has been retaliated against must contact the COO or CEO immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document that is filed in a lawsuit or

other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the employer's trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

All reports of illegal and dishonest activities will be promptly submitted to the President and Chief Executive Officer who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact the CEO.

WORKPLACE POLICIES

Disciplinary penalties subject to applicable law may result in termination, demotion, disciplinary suspension, written warning or verbal warning, or other appropriate action, depending upon the circumstances involved.

As an employee of the Corporation, we do expect you to conduct yourself in the highest professional manner. You are a representative of mHUB; therefore, it is important to remember that your performance directly affects the ability of others

to perform their duties along with helping our members launch or grow their businesses. The Corporation holds respect and confidence for all employees and members of the Corporation and the organization expects the same in return.

To provide the best work environment for all employees and members of the Corporation, we ask that the following policies be followed:

1. **Communication.** To effectively inform and receive information regarding schedules, projects, concerns, and ideas using e-mail, Peoplevine, Outlook, telephones etc.
2. **Confidentiality.** Employees are not to discuss any information that might be considered confidential regarding the Corporation, members, partner/sponsor companies or any business or organization working with the Corporation.
3. **Conflict of Interest.** The Corporation requires that you protect Corporation information and avoid outside activities or relationships, which would tend to adversely influence your decisions or actions on the job.
4. **Accurate Information.** The Corporation relies on the accuracy of the information you provide in your employment application and throughout the hiring process and employment. Any omissions that the Corporation deems material, or any misrepresentations or falsifications, in any information may result in the Corporation's exclusion of the individual from further consideration for employment or, if the person has been hired, in discipline up to and including termination of employment.
5. **Personnel Data Changes.** It is each employee's responsibility to promptly notify the COO of any changes in personal data, and to make sure that the Corporation has accurate, up- to-date information about the employee's personal mailing address, telephone numbers, number and names of dependents, who should be contacted in case of an emergency and other similar items. Please notify the

HOURS AND COMPENSATION

Payroll Deductions: Certain deductions, required by law, are automatically withheld from employees' paychecks (Federal Withholding tax, State Withholding Tax, etc.). The employee's share of any benefit program the employee is participating in will be withheld from their paycheck.

ANNUAL REVIEW POLICY

The purpose of an annual review is to provide employees with opportunities for professional development as well as setting the stage for the supervisors and employee to engage in meaningful dialogue covering goal setting regarding performance and productivity expectations. It ensures that the organization's expectations are clear, realistic and in line with its overall mission. The "Annual Review" is an important communication vehicle used to implement processes such as employee development and for evaluating the employees past performance and goal setting.

All employees of mHUB will have at minimum an Annual Review with their supervisor and/or the CEO and/or the COO to review the expectations of the organization and to set goals for the employee to obtain these expectations. The goal of the Annual Review is to achieve a mutual understanding of expected performance standards. The Annual Review will also allow the employee to supply feedback as well as talk about what the organization can do to help them in their job. The information recorded during the Annual Review will become part of the employee's personnel file and may be used in decisions concerning advancement and future training needs.

Procedure

The supervisor will be responsible for scheduling the Annual Review for each employee based on the employee's last pay increase. Two weeks prior to the meeting, the supervisor will be responsible to provide the necessary forms and information to the employee in preparation of the meeting. This assures that all parties are ready and able to conduct a meaningful meeting. The Annual Review will include but will not be limited to such items as job knowledge, initiative and resourcefulness, communication, decision-making, judgment, accountability, workplace professionalism and behavior. The Annual Review will include goal setting and a plan on how to reach those goals.

The Annual Review session should also be used to provide feedback to the supervisor on what tools the employee needs to succeed. The goals of the session are to review the progress of work and to layout the next year's plan. After the meeting is complete, the CEO, supervisor and employee should sign the review, indicating that all individuals discussed the evaluation. It is the responsibility of the supervisor to turn in all signed reviews to the COO for placement in the personnel file.

The information recorded during the meeting will become part of the employee's personnel file and may be used in decisions concerning advancement and future training.

PERFORMANCE APPRAISAL

mHUB is committed to attracting and retaining a qualified and competent workforce. Employees typically will receive an annual written performance review and may receive additional performance evaluations at other intervals. Written performance reviews will be based on your overall performance in relation to your job responsibilities, your achievements and work behavior. Informal performance discussions typically occur throughout the year and encourage open supervisor-employee communication. A positive performance review does not guarantee either an increase in

compensation or continued employment. Raises, if given, may be based on a number of factors, such as the company's performance and profitability, department or group performance and individual performance.

PROMOTION AND CAREER DEVELOPMENT

Recognizing the need to fill available positions with the best-qualified people, the Corporation may recruit from outside as well as consider qualified candidates in the organization. In considering an employee for promotion, the Corporation evaluates the individual's depth of experience, training, skills, performance, attendance, length of service, and other qualifications.

ERROR IN PAY

mHUB and Insperity make every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor and Insperity human resource specialist immediately. All necessary steps will be taken to research the problem and to assure that any necessary correction is promptly made.

For any questions concerning the above, please ask the COO.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the mHUB paid time off, vacation, sickness, or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave, may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the company paid time off, vacation, sickness, or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.
- Employees who violate a safety rule of major significance, may have their salary reduced in an amount to be determined by the company as a penalty for that violation.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspensions is included into all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperity human resource specialist. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

RECORD RETENTION

mHUB acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Supervisor to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

JOB POSTINGS

mHUB is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee;
- have been in current position for at least six (6) months;
- maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Company reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

HOURS OF WORK

The Corporation's usual workweek is a minimum of 40 hours per week. Salaried, "exempt" employees' schedules may fluctuate as required to perform the work. Hourly, "non-exempt" employees should not work any overtime hours unless specifically authorized to do so.

HOURS OF OPERATION

Normal operating hours for mHUB are from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 8:00 p.m. Friday, and 10:00 a.m. to 8:00 p.m. Saturday and Sunday. These hours may vary depending upon your position and work

requirements. If applicable, your supervisor will provide direction for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff.

Give your supervisor as much advance notice as possible for any schedule changes.

DIRECT DEPOSIT

mHUB strongly encourages employees to use direct deposit. Authorization forms are available from Employee's Supervisor and Insperity Payroll Specialist.

LOST OR MISSING PAYROLL CHECKS

All requests from employees for the replacement of a lost or missing payroll check are directed to the accounting team.

PAY ADVANCE

No salaries will be paid in advance.

LACTATION BREAK

mHUB will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. mHUB will provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

OVERTIME FOR NONEXEMPT EMPLOYEES

Depending on the company work needs, employees will be required to work overtime when requested to do so. Nonexempt employees will be paid overtime premiums at the applicable federal or state wage rate, whichever is higher. You are responsible for clearly noting all hours worked, including any overtime hours, on your timesheet.

It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of company policy and you may be subject to disciplinary action.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

Prohibited "Off the Clock" Work

Employees are not to work "off the clock" and are required to ensure that all time worked is properly recorded. If you are given directions to perform work "off the clock," you should promptly notify your supervisor. If your supervisor has given you directions to work "off the clock" and/or has told you not to properly record all hours worked, notify your Insperity human resource specialist. You will not be penalized in any way for making such a complaint.

OUTSIDE EMPLOYMENT POLICY

mHUB respects each employee's right to engage in activities outside of employment that are of a private nature, to the extent that such activities do not create a conflict of interest or adversely affect an employee's ability to meet the mHUB's work requirements. Under certain circumstances, if an employee's outside employment or personal conduct begins to adversely affect his or her performance on the job or begins to make it impossible for him or her to carry out any or all of his or her job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

Examples of Activities Adversely Affecting Employment - An example of an activity that might adversely affect an employee's ability to perform his or her job duties is outside employment.

- While mHUB does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:
- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest.
- Employment that impairs or has a detrimental effect on the employee's work performance with the mHUB.
- Employment that requires employees to conduct work or related activities on company property, during company working hours or using company facilities and/or equipment; and
- Employment that directly or indirectly competes with the business or the interests of mHUB.

For the purposes of this policy, self-employment is considered outside employment.

Clients and Customers of the Employer - Employees may not work for any client or customer of mHUB outside of regular work hours as described above, without the express approval of the employer or a designated representative.

Guidelines for Outside Employment - The following guidelines apply to all outside employment of employees:

- The employee cannot use the mHUB name nor allude to his or her position in any way in connection with his or her outside employment, unless specifically approved by the CEO or COO in writing.
- The employee shall not use any mHUB property, services, supplies, stationery, phone, fax, email, or other mHUB conduct work-related tasks on behalf of the outside employer during mHUB work time.
- The employee shall not disclose or otherwise use in his or her outside employment any confidential business information received as a result of working for mHUB unless such information is generally known to the public or to those in the particular industry in which the outside employment is undertaken. Such information is proprietary and confidential to mHUB. The employee must comply with the mHUB Confidentiality Policy.

mHUB will not assume any responsibility for employees' outside employment. Specifically, mHUB will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment. mHUB will not pay medical benefits for injuries or sickness to an employee resulting from employment by any employer other than mHUB.

When applicable protected concerted activity covered by the National Labor Relations Act (NLRA) or the particular collective bargaining agreement is not prohibited by this policy.

PAY PRACTICES

For overtime calculations and salary administration, the fixed 7-day "workweek" for mHUB is the period beginning at midnight, Sunday and ending at 11:59 p.m., Saturday. All employees will be paid semi-monthly on the 15th and end of the month. For paydays falling on a weekend or holiday, you will be paid the prior business day.

If you are absent on payday and someone else is to pick up your check, it will not be released without a signed note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

If your employment ends, you will be paid your final wages in accordance with applicable state law.

PAYROLL DISTRIBUTION

Payroll checks are to be distributed bimonthly on the 15th and last day of every month.

PERSONAL VEHICLE USAGE

You may use your personal vehicle for official company business provided prior approval has been obtained from your supervisor. You will be reimbursed by mHUB at the current mileage rate established by the company. This mileage reimbursement rate covers all vehicle expenses including gas, insurance and depreciation. Local commuting costs between your residence and work location are not allowable business reimbursement expenses.

You are solely responsible for driving safely and obeying all motor vehicle rules and regulations. Any penalties that result from a violation are your responsibility. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time your personal vehicle is used for company business and you may be required to provide proof of insurance.

REST AND MEAL BREAKS FOR NONEXEMPT EMPLOYEES

mHUB provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period. If you work 7.5 continuous hours or more, you are provided a meal period of at least 20 minutes that must begin no later than the end of the fifth hour of continuous work. If, for any reason, you are unable to take your meal period or rest period in accordance with policy, you should report that to your supervisor.

Breaks and meal periods may be staggered and may change to meet the business needs of mHUB

WORKING REMOTELY

Working remotely may be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to this arrangement. Such arrangements allows an employee to work at home, on the road, or in a satellite

location for all or part of the regular workweek. It is a voluntary work alternative that may be appropriate for some employees and some jobs. It does not change the terms and conditions of employment with mHUB.

Employees requesting to work remotely must have a minimum of 6 months (and/or C-level approval) of continued employment. Employees who request arrangements to work remotely usually must have exhibited acceptable performance in accordance with the company's performance management process. The decision to approve an arrangement to work remotely will be based on factors such as:

- Position and job duties;
- Performance history;
- Related work skills; and
- Impact on the organization

Any working from home must be approved by the employee's immediate director on a case-by-case basis. In these instances, it is expected that the employee maintains a workplan for the activity they are working on and remain in close communication with their direct manager and team.

In situations where work from home is mandated by the executive team, effected staff may be eligible for partial internet and/or phone reimbursements as defined below:

Phone reimbursements - \$20/month

Internet reimbursements - \$20/month

To receive reimbursements, staff must fill out an expense report and present a copy of a monthly bill exceeding the requested reimbursement amount. At no time may someone be reimbursed more than the amount they have paid. For staff already receiving monthly phone stipends, they are not eligible for this reimbursement.

Arrangements to work remotely may be discontinued at any time by the Company or if mutually agreed upon. Your schedule will be set by your supervisor in advance. Any changes to your schedule must be reviewed and approved by your supervisor.

Upon termination of employment or upon request, all company property will be returned to the company. The company accepts no responsibility for damage or repairs to employee-owned equipment.

Before the arrangement to work remotely begins, employees who do so are responsible for establishing an appropriate work environment for work purposes. The company will not be responsible for costs associated with initial setup of an employee's home office such as furniture, lighting and repairs or modifications to the home office space. If requested, employees will be offered appropriate assistance in setting up a safe and ergonomically correct workstation.

Injuries sustained by an employee while at a home work location and in conjunction with regular work duties are normally covered by the company's workers' compensation policy. Employees who work remotely are responsible for notifying mHUB of such injuries in accordance with the company's workers' compensation procedures. However, the company assumes no responsibility for injuries occurring in the employee's at-home work space outside the agreed-upon work hours. Employees who work remotely are to maintain safe work conditions in their at-home work space and are to practice the same safety habits as those followed on company premises. The employee's home location is mainly for the employee and should not be used for meeting with customers, vendors or other company-related guests.

mHUB will also reimburse employees who work remotely for all other reasonable business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred and documented in accordance with job responsibilities and the company's expense reimbursement policy and procedures.

Employees who work remotely must be accessible by phone, e-mail or voice mail during the agreed-upon work schedule. Employees who work remotely may be required to come to the office as needed.

Employees who work remotely who are not exempt from the overtime requirements of the FLSA are required to record all hours worked and adhere to rest and meal break requirements. In accordance with state and federal requirements, hours worked in excess of those specified per day and per workweek will require advance supervisor approval.

The focus of the arrangement to work remotely must remain on the performance of job duties and meeting business demands. It is the employee's obligation to have a quiet and appropriate work environment during the employee's workday. Working remote is not intended to be used as an alternative means of caregiver responsibilities.

Confidentiality of Information

Consistent with the company's expectations of information security, for employees working at the office full-time, employees who work remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, the use of locked file cabinets, computers and desks; the regular maintenance of passwords; and any other steps appropriate for the job and the environment.

Temporary Remote Work Arrangements

Temporary remote work arrangements may be approved for circumstances such as inclement weather, states of emergency, national disasters, special projects, or business travel at the sole discretion of mHUB. These arrangements are approved on an as-needed basis only with no expectation of ongoing continuance.

All temporary remote work arrangements are determined on a case-by-case basis and are dependent upon the operational requirements of the organization.

OPERATIONS

GIFTS, GRATUITIES, AND HOSTING EXPENSES

mHUB employees cannot:

- Accept a cash gift, or any item or service valued at \$100.00 or more, from anyone who can gain or lose by the actions the employee takes in his/her job.
- Solicit or accept any anonymous gift.
- Solicit or accept any gift based on a mutual understanding that their actions will be influenced by the gift.
- Solicit or accept anything of value in return for advice or assistance on matters concerning the Corporation's business.

mHUB employees can:

- Accept unsolicited discounts that are widely available.
- Accept awards and honorary degrees.
- Accept reasonable hosting expenses when attending public events, ceremonies, or appearances related to official business.

Contractors, vendors, and persons seeking mHUB business cannot:

- Give any gift of cash or its equivalent, regardless of values, to any mHUB employee who is in a position to substantially affect their business with the Corporation.
- Give an item or service, other than an occasional one of nominal value (less than \$250.00), to any mHUB employee who is not in a position to substantially affect their business with the Corporation.
- Give an anonymous gift to any mHUB employee.

Please consult the CEO on any uncertainties that may arise. Failure to abide by the above policy will result in disciplinary action, up to and including termination.

Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job.

You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

INFECTIOUS DISEASE CONTROL

mHUB will take proactive steps to protect the workplace in the event of an infectious disease outbreak, national or local epidemic, or pandemic. It is the goal of mHUB during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Preventing the Spread of Infection in the Workplace

mHUB will make efforts to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Management will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules to promote safety through infection control.

Employees are expected to cooperate in this effort by taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious - frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. mHUB may provide alcohol-based hand sanitizers throughout the workplace and in common areas, as available.

Unless otherwise notified, mHUB's standard attendance and leave policies remain in effect. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might consider arranging alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Employees are encouraged to contact the Employee Assistance Program (EAP) for childcare and dependent care resources. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. The EAP's telephone number is 1-866-402-0003.

Limiting Travel

All nonessential travel should be avoided until otherwise notified. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. mHUB will follow any official national or local state and health guidance.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance may be considered on a case-by-case basis. Contact your supervisor for more information.

Telecommuting

Requests to work remote will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary remote work should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. mHUB provides Paid Time Off to compensate employees who are unable to work due to illness. Employees should refer to the company's Paid Time Off for additional information, or you may contact your Insperity Human Resource Specialist.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu and or other contagious communicable illnesses and diseases remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. We expect and appreciate your cooperation if and when medical information is requested. Medical certification may also be requested in accordance with any applicable leave of absence policies that may apply.

Confidentiality of Medical Information

mHUB treats any medical information as a confidential medical record. All reasonable precautions will be taken to prevent inappropriate disclosure of medical information according to applicable laws.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, mHUB may implement these social distancing guidelines to minimize the spread of the disease among employees in the workplace.

In the workplace, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Limit congregating in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

For the safety and well-being of our employees, employees may be encouraged to the extent possible to use good judgment outside of work. For example:

- Avoid public transportation (walk, cycle, drive a car) or travel to destinations either early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Sick time in the event of an infectious disease outbreak, national or local epidemic, or pandemic

During exceptional circumstances, such as an infectious disease outbreak, national or local epidemic, or pandemic, the company may elect to offer an additional 7 days of paid sick leave per year. An employee would only be eligible to request this leave if they are experiencing sickness and unable to work for more than three consecutive days. If the employee is out for 3 days or less, they would need to request standard sick time. To approve this additional sick time the company may request medical information to confirm an employees need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for them to return to work.

MEDIA RELATIONS

The Media Relations policy is to set forth the Corporation's position as to how inquiries from the press, radio, TV, or other media are to be handled.

It is important that all inquiries by the media in relation to our Corporation be handled in accordance with the following policy:

All inquiries should be referred to the Director of Marketing (the "Spokesperson"). As the Corporation's chief spokesperson, the Spokesperson will respond directly or designate another party to serve as spokesperson. The Spokesperson also will direct the process by which a response is determined, or position taken. If the Spokesperson is not available, inquiries should be referred to the Marketing Manager.

This policy covers all forms of response to the media, including "off the record" and anonymous statements.

When an inquiry is made, please refer them to the Spokesperson. The Spokesperson should then be notified of the media source and the nature of the information being sought by the media. Please include the name of the media person and a way to reach him or her.

OPERATION OF VEHICLES

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

You may use your personal vehicle for official company business provided prior approval has been obtained from your supervisor. You will be reimbursed by mHUB at the current mileage rate established by the company. This mileage reimbursement rate covers all vehicle expenses including gas, insurance and depreciation. Local commuting costs between your residence and work location are not allowable business reimbursement expenses.

You are solely responsible for driving safely and obeying all motor vehicle rules and regulations. Any penalties that result from a violation are your responsibility. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time your personal vehicle is used for company business and you may be required to provide proof of insurance.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or Human Resources or Insperity. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor or mHUB's Human Resources Department or Insperity immediately of any workplace accident or injury.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or mHUB's Human Resources Department and/or Insperity for more information.

Workers' compensation insurance coverage is provided by Insperity's worker's compensation carrier in most states, with the exception of Washington, Wyoming, and North Dakota where coverage is provided by a state fund. Questions regarding workers' compensation insurance coverage should be directed to your supervisor or the Insperity Workers' Compensation Department at 800-242-8893, ext. 4244.

COMMUNICATIONS

COMPLAINT RESOLUTION PROCEDURE

mHUB is committed to providing a comfortable and productive work environment for employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for taking advantage of this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, the Anti-Harassment Policy in this handbook outlines procedures for employees to report complaints of harassment and discrimination.

INTERNET CODE OF CONDUCT

Access to the internet has been provided to employees primarily for the benefit of the organization. The following guidelines have been established for using the Internet.

Acceptable Use of the Internet

You should use the Internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and Internet Forums primarily to conduct official company business or to gain technical or analytical advice. Databases may be accessed for information as needed.

Unacceptable Use of the Internet

You should not use the internet during working time for non-productive reasons. Nonworking time includes the time before and after your scheduled shift, and the time when you are on a rest or lunch break. Use of the Internet while on company time must not interfere with your productivity or disrupt the operations of the company network or the network of other users.

Communications

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites or programs utilized through the company. Employees should avoid posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating; that disparage clients, or vendors; or that might constitute harassment or bullying. Examples of this conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Except to the extent that you are discussing your wages, hours or terms and conditions of employment, the following guidelines apply: All messages communicated on the Internet should have your name attached to them if they mention or refer to mHUB in any way. No messages regarding or relating to the company are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the company's business.

Software and Copyright Issues

mHUB intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the company. You should obtain prior approval before downloading any software. Users are not permitted to copy,

transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company, up to and including immediate termination or legal action by the copyright owner.

Confidentiality and Passwords

While our systems may accommodate the use of passwords for company security, you should not expect confidentiality of your files at work. mHUB reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized company representatives. You are not to attempt to gain access to another employee's system, including email or voice mail messages.

Security

All messages created, sent or retrieved over the Internet are the property of the company and are not private. The company may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the company will advise appropriate legal officials of any illegal violations.

TRANSPARENCY AND DISCLOSURE

Purpose

mHUB will publicly disclose information about its operations in a transparent manner that is consistent with its responsibilities as a recipient of public funds and with best practices for not-for-profit corporations.

Specific Measures to Enhance Transparency

Sources of mHUB Funds – Public Funds

mHUB will disclose in its annual report the amount of public funds received for the current year.

Sources of mHUB Funds – Private Funds

mHUB will disclose the names of its private donors, and categorize the donations by dollar- amount range, in its annual report.

Sources of mHUB Funds – Pro Bono Work

mHUB will list in its annual report the firms that have contributed pro bono resources to mHUB, and the approximate value of those resources.

mHUB Financial Information

mHUB will make public annually a copy of its complete audited GAAP financial statements, including footnotes, management's discussion of the financial statements, and a summary of functional expenses.

mHUB will provide in its annual report a summary of mHUB's financial condition and operations.

WIRELESS COMMUNICATION DEVICE USE GUIDELINES

mHUB may provide wireless communication devices, including hands-free devices, to employees who have a job-related need for them. These devices are the property of mHUB. The following guidelines must be followed:

- Employees are expected to carry wireless communications devices as directed by their supervisor.
- Employees are responsible for lost or stolen wireless communications devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return all company-issued property.

Safety Concerns

The company values its employees and the safety of others, and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

Use of Camera Phone

Use of the camera feature on cellular phones or other communication devices presents risks to the company, potentially compromising customer information, trade secrets, or the privacy of others. Use of this feature to capture images or video is prohibited on any information or products that may be considered confidential to mHUB or its members unless authorized in advance by management.

EMPLOYEE BENEFITS

BENEFITS

The Corporation reserves the right to modify these benefits from time to time. While we will make every attempt to provide you with advance notice of any change in benefits, such notice is not always possible.

“Full-Time Salaried Employees” are those regular salaried employees regularly scheduled to work a minimum of 30 hours per week and do not include temporary, seasonal, or part-time employees whose regular schedule is less than 30 hours per week. Full-time overtime eligible employees are included in this definition of full-time salaried employees.

The following benefits are currently available to Full-Time Salaried employees:

- Health Insurance
- Dental & Vision Insurance
- Health Reimbursement Account
- Life and Disability Insurance
- 401(k) Savings Plan
- Vacation and Sick Time*
- Personal Time
- Paid Holidays
- Transit Benefit Program*

**Available to all employees*

All new employees will have access to this Handbook via the Insperity Portal that will provide all the necessary forms for the above benefits. For more information concerning any changes or any additional benefits, please ask the COO.

A benefits package is provided to eligible employees through mHUB’s co-employment relationship with Insperity. Details describing these benefits, including eligibility information, can be found in the Benefits Book provided to each employee when hired. Additionally, you can call the Insperity Contact Center at 1-866-715-3552, 7:00 a.m. – 7:00 p.m. CT, Monday through Friday for more information on the benefits available to you from Insperity.

HOLIDAYS

Full-time employees are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week.

mHUB observes the following holidays each year:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

A recognized holiday that falls on a weekend may be observed on the preceding Friday or on the following Monday, the eligible employee may choose which day to observe the holiday.

INSPERITY ONLINE SERVICES

Visit Insperity online at <http://portal.insperity.com> to access training, secure personal information and work tools.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

Contact Insperity's Contact Center toll free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m. Central time for questions about the Insperity Premier™ and your Insperity benefits.

PAID SICK TIME

The Company recognizes that the inability to work because of illness or injury may cause economic hardship. For this reason, MHUB provides up to 56 hours of paid sick time to all employees. Sick time may be used for your own or your family member's health or safety needs or for purposes related to your worksite or your child's school or care facility being closed by a public official due to a public health emergency, as intended to comply with the Chicago Minimum Wage and Paid Sick Leave and the Cook County Earned Sick Leave ordinances.

Employees begin to accrue sick time upon hire and are eligible to use the time immediately. Sick time accrues at the rate of 2.33 hours per pay period and any unused sick time up to 60 hours will carry over into the following year. The maximum annual accrual of sick time is 60 hours and accruals will stop until the balance is again below the maximum amount. Employees may use sick time prior to accruing them, however, may never extend more than 16 hours against future accruals.

Suspected abuse of sick time may lead to disciplinary action. Indications of possible abuse include but are not limited to repeated usage of sick time to extend regularly scheduled days off, including weekends, holidays (before or after a holiday), excessive absenteeism on Mondays and Fridays, and usage of sick time on days previously requested and denied as vacation. If you are absent for more than three consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider. Please familiarize yourself with the Absenteeism and Tardiness Policy for the proper procedures to follow when an absence has or will occur.

Employees classified as exempt may take sick time in 4-hour increments. Nonexempt employees should record their absences in exact time increments to the quarter hour, (e.g., 1.5 hours, 6 hours, 2.75 hours). Unused sick hours are not paid in the event of separation from employment; however, unused sick hours will be reinstated if re-employed by MHUB within 120 days of separation. MHUB prohibits retaliation against any employee for requesting or inquiring about paid sick time. While sick time is paid through Insperity, sick time is solely an MHUB policy.

PAID VACATION

Paid vacation is provided by mHUB for eligible employees to be away from work due to vacation or other personal requirements. All full-time regular employees will begin paid vacation accrual upon hire which may be used immediately.

Paid vacation accrues per month on a pro rata basis so that, for example, employees who have been employed for one week have accrued 1/52 of their annual accrual. If available paid vacation is not used by the end of the calendar year, employees may carry unused time forward to the next calendar year. However, there is a maximum accrual ("cap"). If the total amount of unused paid vacation reaches this "cap," further paid vacation accrual will stop. When the employee uses paid vacation and brings the accrual balance below the "cap," paid vacation accrual will begin again. Employees will not earn paid vacation while on any type of leave.

Employees will earn paid vacation according to the following schedule (or as detailed in offer letter):

Length of Service	Accrual Rate Per Month	Maximum Annual Accrual	Maximum Carryover
Date of hire through end of year 5	.833	10 days	5 days
Start of year 6 and continuing thereafter	1.25	15 days	5 days

Employees classified as exempt may take time off in half-day (4 hour) or full-day (8 hour) increments. Nonexempt employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.50 hours, 1.75 hours).

So that the company may schedule work and plan for business requirements, you should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved paid vacation schedule will not, however, be bumped by a more tenured employee.

If planned paid vacation must be canceled due to the needs of the company and you are unable to reschedule the time off within the year, the company reserves the option of paying you in lieu of taking the canceled paid vacation or allowing you to reschedule your time off.

Pay for paid vacation days will be paid on the regular pay cycle and as straight time hours. No overtime hours are included in paid vacation accrual. Paid vacation days are not considered hours worked when calculating overtime hours. Any unused vacation time up to a maximum of 40 hours will carry over into the following year.

Upon separation of employment, if you have taken time that has not yet accrued, you agree to repay any such amounts and you will be required to complete an authorization form to allow deductions from your final paycheck to the extent permitted by law. However, if you have accrued but unused paid vacation, you will be paid this time upon separation of employment. While paid vacation is paid through Insperity, paid vacation is solely an mHUB policy.

PERSONAL DAYS

All full-time salaried employees are eligible to receive three planned personal days off with pay per calendar year. Personal days should be used for religious observances, moving, doctor's appointments, or unanticipated personal emergencies. New hires shall earn their first year allotted personal time on the following schedule.

Hire date January 1 – March 31	3 days
Hire date April 1 – June 30	2 days
Hire date July 1 – September 30	1 day
Hire date October 1 – December 31	None

Personal days cannot be carried over to the next year. Any unused personal days expire at year- end. Employees are not paid for unused personal days, including upon resignation or termination. Personal days are only earned for the employment periods worked. If an employee resigns or is terminated, earned personal days will be prorated based on the following schedule:

Termination date January 1 – March 31	1 days
Termination date April 1 – June 30	2 days

The Corporation's needs and events must be taken into consideration when scheduling personal days. All employees requesting personal time must submit a request through the approved time off platform to their supervisor for approval. The request form should be given to the supervisor with sufficient notice.

Notification of a personal day to your supervisor should be no less than 24 hours before you plan to take a personal day. All employees requesting a personal day must fill out a Leave Request form for authorization and submit it to their supervisor for approval. Pay in lieu of personal days is not allowed.

Employees are responsible for informing their supervisor as to how their projects and responsibilities will be handled during their absence and who may be contacted if questions arise.

LEAVE OF ABSENCE

BEREAVEMENT LEAVE

Full-time and part-time regular employees may take up to 5 days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, and up to 3 days off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law. You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family but must be a blood relative. The eligible time off will be paid. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

CIVIL AIR PATROL LEAVE

mHUB provides unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance unless you are called for emergency service.

CONTINUATION OF BENEFITS

All active, full-time employees covered by the Insperity Group Health Plan or the Insperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the Insperity Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Insperity Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member or household member of a victim of domestic violence, sexual assault or stalking is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or to seek medical attention, to obtain services from victim services organizations, to participate in safety planning, to temporarily or permanently relocate or take other actions to guard against future incidents and make the employee's home more secure, or to seek new housing. Employees will be granted up to 8 weeks of crime victim leave per calendar year.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. mHUB will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

EMERGENCY RESPONDER LEAVE

mHUB provides unpaid leave for employees who perform emergency duty as a certified disaster service volunteer of the American Red Cross, volunteer emergency worker as defined by the Illinois Emergency Management Agency Act, volunteer firefighter, or volunteer emergency worker. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. mHUB will comply with additional requirements under state law.

FAMILY CAREGIVER LEAVE

Under the Company's PTO/paid sick leave policy, employees may use up to one-half ($\frac{1}{2}$) of their annual PTO/sick leave accruals for purposes of "Family Caregiver Leave." Leave for this purpose Family Caregiver Leave may be taken for the following purposes:

- To care for an ill or injured family member or.
- To attend a medical appointment with a family member.

For purposes of Family Caregiver Leave, a "family member" is defined as the employee's:

- child (biological, adopted, step-relation, or legal ward),
- spouse,
- sibling,
- parent or stepparent,
- mother-in-law or father-in-law,
- grandchild, and/or,
- grandparent.

Please be advised that all conditions and restrictions placed on an employee's use of PTO/sick leave apply also to PTO/sick leave used for Family Caregiver Leave purposes.

FAMILY MILITARY CAREGIVER LEAVE

Illinois Family Military Leave provides up to 15 days of unpaid leave to certain family members of a person in active military service during the time federal or state deployment orders are in effect.

Eligible Employee

To qualify to take Illinois Family Military Leave, you must meet the following requirements the date leave is to begin.

1. You are an active employee and have been employed for at least 12 consecutive months; and
2. You have worked at least 1,250 hours during the 12-month period immediately preceding the request for leave; and
3. You are the spouse, parent, child, or grandparent of a service member called to military service lasting longer than 30 days.

Employees must give at least 14 days' notice of the intended date upon which the family military caregiver leave will begin if the leave consists of 5 or more consecutive workdays. Employees taking family military caregiver leave for less than 5 consecutive days should give advance notice as soon as practicable.

Illinois Family Military Leave and federal Family Military Caregiver Leave under the FMLA will run concurrently, when applicable. Employees taking family military leave must exhaust all accrued unused vacation, personal leave, paid time off (PTO) and any other leave that may be granted to the employee, except sick leave and disability leave, prior to taking unpaid family military leave. At the end of the family military leave, an employee will be restored to the position held when the leave began or to a position of equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

IL SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (ISERRA)

A leave of absence without pay will be granted to eligible employees who are called to military service, as described below. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

Covered employees include members of the Armed Forces of the United States, National Guard, or any state or territory, regardless of status, and the State Guard as defined in the State Guard Act. Covered employees also include those service members absent from employment for medical or dental treatment related to a condition, illness, or injury sustained or aggravated during a period of active service. Covered time includes active or reserve duty, and service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, mHUB will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, mHUB will continue your pay for 5 days of jury service per calendar year. If you are required to serve more than 5 working days of jury service in a calendar year, you will be allowed additional time off without pay to complete the jury service. mHUB will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

BLOOD DONATION LEAVE

You may request time off work to donate blood if you have been employed by the company a minimum of six months. You may take up to 1 hour of paid leave per 56 days worked to donate blood. Requests for blood donation leave should be in writing to your supervisor with as much advance notice as possible.

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty or National Guard training will be granted to employees. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

mHUB FAMILY AND MEDICAL LEAVE POLICY

You are eligible to take up to 12 weeks of unpaid family/medical leave or up to 26 weeks of unpaid family leave to care for an injured service member within any 12-month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the Corporation for at least 12 months, and (2) have worked at least 1250 hours in the last 12 months. The “12-month period” is a rolling period, measured backward from the date a leave is to be taken.

Reasons for Leave: If you are eligible, you may take up to 12 weeks family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, child or parent with a serious health condition; (4) because of your own serious health condition which renders you unable to perform the functions of your position; or (5) to handle personal affairs because of any qualifying exigency arising out of the fact that your spouse, child or parent is on covered active military duty (or has been notified of an impending call or order to covered active military duty) in a foreign country. Qualifying exigencies may include attending certain military events, arranging for alternative childcare or care for the service member’s parent, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Spouse is defined by the law of the State in which the employee resides.

Leave because of reasons “1” or “2” must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Corporation who request leave because of reasons “1” or “2” or to care for an ill parent, may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

If you are eligible, you may take up to 26 weeks leave to care for a spouse, parent, child, or an individual for whom you are the next of kin who has a serious injury or illness that was incurred or aggravated in the line of duty while on active military duty. You may also be eligible for leave to care for a veteran if the veteran’s injury or illness was incurred or aggravated in active duty in the last five years. Leave to care for an injured or ill service member will begin on the first day of such leave and must be completed within 12 months from that date. Leave for an injured service member may be taken only once per service member unless that service member has a subsequent injury or illness incurred in active military duty. Spouses employed by the Corporation who request injured service member leave may only take a combined aggregate total of 26 weeks leave for such purpose.

Any leave taken under this Leave Policy by an employee for reasons other than an injured or ill service member will reduce the 26 weeks of available leave to care for an injured service member. As a result, if an employee requests injured service member leave, the maximum leave allowed will be up to 26 weeks, less any leave under this Leave Policy already used in the same 12-month period for any other reason.

You may not be granted leave under this Leave Policy to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted leave under this Leave Policy, you will be subject to immediate termination.

Notice of Leave: If your need for family/medical leave is foreseeable, you must give the Corporation at least 30 days prior written notice. Failure to provide such notice may be grounds for delay or denial of leave. Where the need for leave is not

foreseeable, you are expected to notify the Corporation as soon as learning of the need for time off, generally on the same day you learn of that need. You should also follow the Corporation's policy regarding reporting absences in advance unless an emergency prevents you from doing so. The Corporation has Request for Family/Medical Leave forms available from the COO. You should use these forms when requesting leave.

Medical Certification: If you are requesting leave because of your own or a covered family member's serious health condition, or a covered service member's serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain the necessary certification form from the COO. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave. It is the employee's responsibility, not the health care provider's, to ensure that the Corporation receives the fully completed medical certification by the deadline. If the Corporation does not receive a fully completed certification by the deadline (unless there is a legitimate reason for the delay), or if the certification does not confirm a qualifying condition under this Leave Policy, the employee's absences will be treated according to the Corporation's attendance standards.

Leave for a Serious Health Condition: The Corporation, at its expense, may require an examination by a second health care provider designated by the Corporation. If the second health care provider's opinion conflicts with the original medical certification, the Corporation, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Corporation may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.

Leave for a qualifying military exigency shall also be supported by appropriate certification. The nature of the certification required will depend on the reason for the leave.

Reporting While On Leave: If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

Leave Is Unpaid: All leave under this Leave Policy is unpaid leave. If you request leave because of a birth, adoption, or foster care placement of a child, to care for a covered family member with a serious health condition, to care for a covered family member who is an injured or ill service member, or for a qualifying military exigency, any accrued paid vacation you have must first be substituted and used for that unpaid leave. If you request leave because of your own serious health condition, any accrued paid vacation and sick time you have must first be substituted and used for that unpaid medical leave. In addition, the Corporation's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. The substitution of paid leave time for unpaid leave time does not extend the leave period beyond the 12-week or 26-week maximum allowance.

Medical and Other Benefits During an approved leave, the Corporation will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid leave, the Corporation will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Corporation for the cost of the premiums paid by the Corporation for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption For Key Employees: Certain “key” employees (i.e., a salaried employee who is in the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the Corporation. The Corporation will notify you if you qualify as a “key” employee, if the Corporation intends to deny reinstatement, and of your rights in such instances.

Intermittent And Reduced Schedule Leave: Leave for any reason other than bonding leave to spend time with a newly born or placed child may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the Corporation will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Corporation may temporarily transfer you to an available alternative position which better accommodates your recurring leave, and which has equivalent pay and benefits.

Other Applicable Leaves: Leave under this Leave Policy will run concurrently with any other applicable leave. For instance, short-term disability or worker’s compensation leave will be simultaneously designated as Leave under this Policy as well, if the leave is also qualifying under this Leave Policy.

Returning From Leave: If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved leave under this Leave Policy in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to

Work Medical Certification forms from the Director Operations. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided. Such certification may be required periodically if you take intermittent leave.

To request a leave, a form is available from the COO. Once completed, please return form with 30 days’ notice (if feasible) to the CEO. The CEO will review the form and determine eligibility.

PAID PARENTAL LEAVE

mHUB provides an 8-week full paid Parental leave followed by 4 weeks at 60% pay to Full-Time Salaried Employees for the birthing parent when coordinated with Short-Term Disability (STD). During the first two weeks the employee shall exhaust all accrued sick days and/or personal days. Additionally, all birthing parents returning from leave will be allowed to work from home for up to ten days in the first four weeks back. This benefit is contingent on the presence of childcare. mHUB provides a two-week full paid parental leave for the non-birthing parent, adoption of a child or the placement of a child with the employee for foster care.

To be eligible for this benefit the Full-Time Salaried Employee must have remained employed with mHUB for a minimum of 12 consecutive months.

All Full-Time Salaried Employees can request parental leave for any of the following reasons:

- The birth of a child.
- The adoption of a child.
- The placement of a child with the employee for foster care.

To the extent the employee has available leave under the mHUB Family Medical Leave Policy (the “Leave Policy”), that leave will run concurrently as part of the 12 week allotment. The employee then has the option to use accrued vacation or

personal days for any additional time under the Leave Policy available to the employee to spend time with the child in the first year after the birth or placement. The balance of that time beyond the use of the 6-week paid time and vacation/personal days is unpaid.

The leave must be commenced no later than 300 days after the birth or placement and must be concluded no later than 365 days. This paid benefit is available once per child. If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to the mHUB Family Medical Leave if eligible.

The employee must provide 30 days written request (or as much notice as practicable if the leave is not foreseeable) to the CEO or COO.

PERSONAL LEAVE OF ABSENCE

You may be granted a leave of absence to attend to personal matters in situations in which the company determines that an extended period of time away from the job will be in your and the company's best interest.

Requests for a leave of absence or any extension of a leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

Upon return from a personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The company will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If you are unable to reach your polling place outside of work hours, you may take up to 2 hours of paid (unless the polls are open at least 2 hours outside of working hours) time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of mHUB's Employee Handbook ("Handbook"). I understand this handbook contains information regarding the Company's rules and benefits which affect me as an employee.

I understand the Handbook is not a written employment contract for any specific term. My employment with Insperity is at-will. My employment with Company is at-will unless an authorized employment agreement with mHUB provides otherwise.

I further understand that only the president or vice president, (or any other individual with similar authority as identified and determined by the company) of the company has any authority to change my at-will status or enter into any agreement guaranteeing employment with the Company for any specific period of time. I also understand that if any agreement is made, it will not be authorized and enforceable unless it is in writing and signed by both parties.

I also understand that an agreement made by either the president or vice president of mHUB is not binding on Insperity unless it is agreed to in writing by either the president or senior vice president of Insperity.

I understand, if requested by mHUB, I must repay the company any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the onsite supervisor.

I further understand the Company reserves the right to modify the policies and benefits in the Handbook at any time without notice.

My signature below acknowledges that I have received the Handbook and understand it is my responsibility to read and comply with all policies contained in this Handbook, including state specific addendums (if any), and any revisions made to it.

Employee Signature

Date

Print Name

Insperity Employee ID Number

Please sign and return one acknowledgment to your supervisor and retain the other for your records. A copy of this signed