



WELCOME TO ORB ARCHITECTURE, LLC

This handbook is designed to provide you with information about the working environment, benefits, and most of the policies affecting your employment with ORB Architecture, LLC (ORB). You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by ORB to benefit you and your professional development.

While no employee handbook can anticipate every circumstance or question about policy, the need may arise to supplement, or rescind policies or portion of the handbook from time to time, as ORB deems appropriate, in its sole and absolute discretion. ORB will do its best, of course, to notify employees of any such changes to the handbook.

_____	Employee Acknowledgement
_____	Employee Name
_____	Date
_____	Renewal Date



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THE HISTORY OF ORB

Rich Barber established ORB Architecture, LLC in 2004. He is the managing partner of the firm. Rich has directed the design of many significant projects over the life of his 40+ year career and has received a myriad of awards in building design and energy innovation.

Rich has established an excellent reputation for providing exceptional architectural, planning, and interior design solutions in the residential, commercial, and hospitality sectors.

He earned a Bachelor of Science in Architecture from Arizona State University in 1979, and was awarded his NCARB certification in 1983.

Over the years the company has grown, and has been able to branch out, and provide additional resources to our clients. None of this would be possible without our employees!

THE OFFICE ENVIRONMENT

OFFICE WORK SCHEDULE

ORB's official hours of operation are Monday-Friday, 8am-5pm. When an employee is planning to be late for or absent from work, the employee must call or e-mail (do not text) the Office Manager as near to start time as possible. It is then The Office Manager's responsibility to inform the appropriate managers of an absence. If the Office Manager is unavailable, a member of the project team should be informed, who then should pass the information on to the appropriate staff members.

Employee attendance is a major concern of the company. Unsatisfactory attendance, including tardiness, and leaving work early is unacceptable performance. Chronic or excessive absenteeism will not be tolerated, even if the employee has sufficient accrued leave to cover the absences. This may be grounds for disciplinary action, up to and including, discharge. An employee who fails to call in and notify management per the prior stated guidelines on three (3) consecutive work days, may be considered to have voluntarily terminated his/her employment as of one hour after their regular starting time on the third day.

COMPENSATION

ORB will make required deductions for federal and state taxes, as well as voluntary deductions for the company's benefits programs.

OFFICE HOURS

The normal daily working hours are from 8:00 AM to 5:00 PM Monday through Friday, with a one-hour lunch break. For commuting challenges see the Operations Manager.



OVERTIME PAY

Overtime is time worked in addition to an employee's regularly scheduled hours during a work cycle. ORB's employees are salaried and therefore not qualified for overtime pay unless approved by management for a time sensitive project.

PAY SCHEDULE

All ORB employees are paid every two weeks, or 26 times per year. Direct deposit is the standard method of payment. Payroll is administered through a third-party company called Inflection HR. Management will provide employees with a username so they can access their statements online.

REIMBURSABLE EXPENSES

Travel and expenses for office related work (i.e. field trips, flights, meals, mileage, and parking expenses) will be paid by ORB. In the event the employee must pay for one of these on behalf of the company, they must provide receipts to management to be reimbursed on their next paycheck.

The Company-issued credit cards are to be used for purchases on behalf of the Company and for any travel expenses incurred while traveling on Company business only. At no time may an employee who is in possession of a Company issued credit card use the card for purchases intended for personal use.

PERFORMANCE REVIEWS

As the success of ORB Architecture depends on the contribution of its staff, the ability of our employees to achieve their goals must be continually developed. Annual performance reviews will occur in the month of the employee's anniversary date. Employees and managers will complete their own performance reviews prior to the scheduled meeting. Management will then go over the both reviews with the employees. During this meeting the employee will renew their signature of the ORB Employee Handbook. The primary objectives of the performance review are:

1. To document ORB's understanding of the Employee's past contributions and discuss areas for further development.
2. To establish goals for the next review period and discuss how to attain those goals.

Employees will not necessarily receive an increase in pay for a performance review. Pay increases are based on several factors, including overall ORB business performance, and will not always directly reflect on an employee's performance. Employees are encouraged to regularly have informal discussions with their supervisors about their strengths, weaknesses, and goals in order to monitor their performance. Pay increases may be implemented at other times besides during performance reviews.

Periodic pay bonuses are not guaranteed to employees and are at the discretion of management. If paid by ORB, they will be based on each employee's individual performance and ORB's profitability. Bonuses are meant to reward and incentivize employees to exceed expectations and constantly perform to the best of their abilities. This will help ensure that ORB stays competitive in the market.



SALARY INCREASES

Salary increase are giving at the discretion of management and are based on the health of the firm, employee performance, increased responsibilities, and meeting goals set during the yearly performance reviews.

TIME KEEPING

Accurately reporting time worked is the responsibility of every employee. Employees are required to keep accurate and complete time records of daily hours worked through ORB's time keeping system, CORE. Time Cards are to be submitted on Friday's prior to leaving the office. It is prohibited to falsify or alter time records, including those of a co-worker. Time worked is recorded for project budgeting, invoicing, and payroll purposes. CORE records time in 30-minute intervals.

ORB must keep an accurate record of time worked in order to calculate employee pay and benefits.

Time Worked: Time worked includes all time that an employee is required to be physically at work for the company. The following provisions are included as time worked:

Work Done Away from Premises or at Home: A nonexempt employee shall not be permitted to perform work away from the premises, job site or at home, unless approved in advance. If approved, work performed off the premises, job site or at home by a nonexempt employee will be counted as time worked.

Break Time: Two rest periods of 15 minutes, over a 4-hour time frame are counted as time worked.

Time Not Worked: Per the Fair Labor Standards Act (FLSA), ORB does not count the following provisions as time worked:

Paid Leave: Approved paid absences, including but not limited to sick leave, vacation leave, holiday leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.

Lunch or Dinner Periods: Uninterrupted time off for lunch or dinner is not counted as time worked.

Timekeeping: Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to certify the accuracy of all time recorded and reported in CORE. The managers of the projects will review and then approve for processing. In the event of an error in reporting time, immediately report the problem to one's manager.



PERSONAL AND PROPERTY PROTECTIONS

ORB is concerned with protecting the safety and security of everyone at the firm. ORB also wants to protect its employee's property, and the company's property and facilities. As a result, ORB strictly prohibits anyone from the following:

- Bringing drugs, weapons and/or other unauthorized or illegal substances or materials onto company premises or job sites
- Taking or removing tools, equipment, materials, files and/or other property without authorization
- Threatening or inflicting harm to people or company property

Desks, drawers and other storage devices may be provided for the convenience of employees, but they remain the sole property of ORB, and are subject to inspection by firm management at any time.

HARASSMENT

ORB is committed to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected class will not be tolerated. All employees, including supervisors and management personnel, are required to abide by this policy. No person's employment status will be negatively affected as a result of bringing forward complaints of harassment.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser may be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or vendor. Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

Please report any incidents to the Operations Manager. The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any employee to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.



DRUGS & ALCOHOL

ORB has a strong commitment to provide a safe workplace and to establish programs promoting high standards of health for our employees. ORB has an equally strong commitment to provide outstanding service to our clients and expects all of its employees to report to work able to perform their duties safely, effectively, and professionally. An employee's involvement with drugs, narcotics, or any controlled dangerous substance or misuse of alcohol would prevent ORB from meeting these objectives.

All employees are prohibited from the use, sale, possession, concealment, distribution, dispensing, transportation or manufacture of illegal drugs or drug paraphernalia on company premises or work sites. Any illegal substances found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution, and termination of employment.

DRESS CODE

ORB is committed to providing a safe and professional work environment. Employees are expected to dress in business attire of a casual nature. Our work environment encourages employees to dress comfortably for work. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. T-shirts, shirts without collars and footwear such as flip flops, and sandals are not appropriate for business casual attire. Casual Fridays are observed.

SAFETY APPAREL ON JOB SITES

Employees visiting a job site are required to wear safety-toed shoes, eye protection, construction vests and hard hats. ORB takes job site safety very seriously, and failure to properly dress for site visits, will be subject to disciplinary action, including possible termination of employment.



OVERVIEW OF EMPLOYEE BENEFITS

GENERAL BENEFITS

In addition to benefits required by state and federal law, employees may become entitled to a range of benefits offered by ORB. ORB reserves the right to alter, supplement, amend or end employee benefits at any time. Official benefits plans and documents contain many terms and conditions.

WAITING PERIOD

Newly hired employees are eligible for most benefits the first of the month following 30 days of full-time employment.

EMPLOYER CONTRIBUTION

ORB pays 100% of the cost for employee and 50% of the cost to add the employee's dependents for family Medical, Dental, and Vision benefits on our base plan. The firm also pays 100% of the cost for employees' short and long-term disability, and basic life/accidental death & dismemberment (AD&D) insurance.

THE BENEFITS

GROUP HEALTH INSURANCE

ORB offers its employees a comprehensive range of insurance benefits, including Group Medical, Dental, Vision, Short-Term Disability, Long-Term Disability, Life, and Accidental Death. These plans are open to all regular employees who work 30 or more hours per week. ORB enrolls new employees into the health care plans on the first of the month following 30 days of employment. Detailed information about our benefits is distributed to all employees. A current benefits overview is included in Appendix A to this handbook and should be kept up-to-date. As benefits are subject to change, please refer to the plan documents for each plan for more specific information or contact the Office Manager.

CONTINUING HEALTH BENEFITS

ORB is not subject to COBRA, a federal law that allows employees and their family who have coverage in our group health plan to continue that coverage on a temporary basis if they become ineligible for the benefit for a variety of reasons. However, beginning in September 2019 State law mandates the firm provide "mini COBRA" to our employees and their dependents if they have been covered under our benefits plan for at least three months (90 days) and experience a qualifying event.

Qualifying events include:

- Marriage, divorce, legal separation, or death of a spouse
- Birth, adoption, change in eligibility, or death of a child



- Change in spouse's work status affecting benefits
- Receiving Qualified Medical Child Support Order
- If spouse has their employer's open enrollment.

SAVING FOR RETIREMENT

ORB offers a Retirement Savings Plan as part of its benefits program. This plan provides employees with valuable tax benefits and incentives to save for the future. For more information about ORB's savings plans, please see Appendix B.

SICK LEAVE

Sick leave may be taken due to an employee's illness, or an illness in the employee's immediate family, or for medical appointments as necessary. ORB offers 40 hours of Sick leave per year. Sick leave may also be used as additional bereavement leave, or for childcare following the birth or adoption of a child by the employee, the employee's spouse, or domestic partner. Sick leave is not to be used for additional vacation time. Sick days taken immediately following an employee vacation or holiday, are discouraged, and can be grounds for termination or loss of wages, if abused.

When taking Sick leave, it is the employee's responsibility to contact the office and let the Office Manager know, or arrange for someone to contact the office and explain the circumstances requiring the absence. A leave of absence form will be issued for the employee's signature upon arrival back at work, confirming the time off.

REQUESTING TIME OFF

ORB's operations rely on having a dependable and consistent workforce. However, ORB understands the importance of employees taking time off work for rest and relaxation. Eligible employees are entitled to various types of leave that are either mandated by law, or offered by ORB, on a discretionary basis. Unless a specific type of leave in this policy provides a different notice time or otherwise required by law, employees must provide as much advance notice (2 weeks) as possible prior to taking planned leave. If the need for leave is unforeseeable or an emergency, the employee must give notice as soon as possible under the circumstances. Supervisors retain the discretion as to whether to approve any requested leave.

Employees must properly submit all requests for leave and receive authorization prior to taking the time off work. Time off requests can be processed through CORE, and there are instructions on the server under Employee Forms. When approved, the employee will be notified by calendar event. Unless required to authorize the leave by law, ORB will grant leave requests based upon company needs and ORB's ability to absorb the missed work. ORB reserves the right to penalize, demote, or reassign employees that take extended leaves of absence, unless prohibited by law. Employees that receive paid time off will be paid at their normal base pay rate for the hours absent.



VACATION/PERSONAL TIME

The purpose of vacation time is to provide occasional periods of rest to revitalize and restore. Employees are eligible for the next tier at the beginning of the year following their five-year anniversary, or their ten-year anniversary. Vacation time is accrued monthly, though the full amount is available to the employee at the time of hire. Vacation time is tenure-based and is issued at the beginning of the year, according to the following schedule for full-time employees:

YEARS EMPLOYED	ANNUAL ACCRUAL	MONTHLY ACCRUAL
1-4	80 hours	6.66 hours
5-9	120 hours	10.00 hours
10+	160 hours	13.33 hours

Employees are encouraged to take their vacation time during the year of accrual. Unused vacation time can be rolled over at year end. A maximum of 2 weeks (80 hours) can be rolled over, provided that you do not exceed 6 weeks (240 hours) for the following year. At the end of the year, any vacation hours over the maximum accrual will be calculated and will be paid out in the next pay period. This means the employee would lose the ability to take that time off but receive the accrued benefit as additional direct compensation. As the new year begins, the employee will be given their vacation hours for the year, on top of any that rolled over from last year. Unused accrued vacation time is paid out when an employee leaves the firm.

If an employee is hired on the first of July, their vacation time will be prorated for the year, and they will earn 40 hours. If an employee is hired in the middle of September, they will not have the accrual for that month, and they will earn 20 hours for that year (Oct, Nov, & Dec at 6.66 hours). If an employee is hired in the middle of December, they will have accrued no vacation time. However, come January 1, they will have access to the full 80 hours.

If an employee decides to leave the firm during the first year of employment, he/she will be paid out vacation time for full months that one worked. If an employee leaves the firm the 3rd week of January, they will have accrued no vacation for that year, and none will be paid out, unless they rolled over time from the previous year. If an employee leaves the firm in December, he/she will have earned 73.3 hours. Any of those hours unused will be paid out on their final paycheck.

If an employee has used all of their vacation time early in the year, and decides to leave the company, he/she will owe the company 6.66 hours per month left in the year. This will be deducted from their final paycheck.

HOLIDAYS

The office is closed for at least seven holidays each year. Eligible employees will receive paid leave for the designated holidays below. Full time and part-time employees who are regularly scheduled to work 30 or more hours per week are eligible for this benefit. Temporary employees are not eligible for paid



leave. Part-time employees who are not regularly scheduled to work on a given holiday will not receive holiday pay for that particular holiday. In addition, part-time employees will receive holiday pay based on the normal number of hours they are scheduled to work on that day. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to worker's compensation.

Additional holidays/comp time may be awarded by management.

HOLIDAY SCHEDULE

New Year's Day	January 1*
Memorial Day	Last Monday in May
Independence Day	July 4*
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25*
Floating Holiday	To be used at the employee's discretion with managements approval

** or nearest Friday or Monday, if holiday is on the weekend*

BEREAVEMENT LEAVE

ORB offers five days of paid bereavement leave in the event of a death in one's immediate family. Immediate family is defined as parents, spouse, domestic partner, child, sibling, grandparent, grandchild, parent-in-law, and corresponding step-relatives. ORB offers two days of paid bereavement in the event an employee needs to attend an out-of-town funeral. Vacation/PTO leave may be used as additional bereavement leave. Bereavement leave is not accrued and is not paid out when an employee leaves the company.

RELIGIOUS OBSERVANCE

ORB will provide reasonable accommodation to any employee requesting time off to attend religious services or observances provided that such an accommodation does not cause the organization undue hardship. Such requests require prior approval by the Office Manager, the same manner as requests for leave. Time taken for such observances, that are not recognized as an official ORB holiday, will be taken as vacation leave or personal time without pay.

JURY DUTY

It is one's civic duty to report for jury service whenever called. If called, ORB will allow the necessary time off; we wish to help our employees avoid any financial loss because of such service. Eligible employees receive their regular pay, for a maximum of 80 hours, while on jury duty. An employee must notify his/her supervisor and Office Manager within 48 hours of receipt of a jury summons. In order to



receive jury duty paid leave, the employee must present a Statement of Jury Service (the court issues this document) to the Office Manager.

MILITARY SERVICE

ORB provides military leave to employees who are absent from work because of service in the U.S. Uniformed Services. This leave is in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). Anyone called to active duty or interested in further information should consult with his/her manager.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Due to its size, ORB is not required to comply with the Federal Family and Medical Leave Act (FMLA) mandating family and medical leave under certain circumstances. To the extent that family and medical leave is not required under state law, ORB will consider granting employee requests for leave for the birth and care of a newborn; for the placement or care of a child for adoption or foster care; to care for the employee's spouse, child, or parent who has a serious health condition; to seek care for the employee's own serious health condition; to manage an exigency arising out of the fact that the employee's spouse, child, or parent is a military member on active duty; or to care for a service member with a serious injury or illness. When possible, such requests must be made at **least** 30 days prior to the anticipated leave and provide ORB an estimate of the duration of the leave. Requests will be granted on a case-by-case basis according to the needs of both ORB and the employee. Premiums for company provided insurance are still due while on leave, work with the Office Manager to develop a plan to pay for any expenses while out of office.

STATUTORY BENEFITS

In accordance with statutory requirements, the firm carries Workers' Compensation insurance to protect all employees in case of injury received during, arising out of, or as a result of employment or illness arising out of, or as a result of, employment. If an employee is injured in the course of their work, they must notify the Office Manager immediately.

The full cost of Workers' Compensation insurance, in addition to employer FICA and unemployment insurance costs, are borne by the firm.

PROFESSIONAL DEVELOPMENT

Professional registration and active participation in professional societies is mutually beneficial to ORB and its employees. Therefore, we encourage and support such individual endeavors and memberships.

REGISTRATION & LICENSE FEES

Employees architectural license fees will be paid for Arizona registrants, including NCARB. Licensure in other states must be paid by the employee.



PROFESSIONAL EXAMS

After a minimum of one year of consecutive, fulltime employment, eligible employees may use company comp time to take licensing exams. ORB will pay 50% of the fee the first time the employee takes a test section, subsequent tests taken will be the employee's responsibility.

Employees with less than one year of service may use vacation time and/or leave without pay to take the exams. In both cases, prior approval by the Office Manager is required.

CONTINUING EDUCATION

It is our philosophy to encourage employees to develop their skills and potential in order to prepare themselves for advancement and promotion opportunities as the company continues to grow. ORB frequently offers Lunch & Learn programs that will provide employees with continued education credits. These lunches are optional, but can provide important education about products, and systems used by ORB.

ORB UNIVERSITY

ORB's inter-office training happens on the 1st and 3rd Tuesday of each month, from 4:30PM to 5:30PM. ORB's architectural staff is required to attend.



PROFESSIONAL CONDUCT

CODE OF ETHICS

ORB has a policy of maintaining the highest level of professional and ethical standards in the conduct of its business. ORB's future depends upon its reputation for honesty, integrity, and exceptional ethical standards. These principles can be achieved and sustained only through the actions and conduct of all personnel of ORB. Members of our firm are obligated to conduct themselves in a manner that ensures the furtherance of these standards. Such actions and conduct are crucial factors in evaluating an employee's judgment and competence and is an important factor when considering raises and promotions. Employees who ignore or disregard the principles of this policy will be subject to appropriate disciplinary actions, including termination.

Each employee who is materially involved in any of ORB's documentation, billing, or competitive practices has an obligation to familiarize themselves with applicable federal and state laws and regulations and to adhere to the requirements. Where any question or uncertainty regarding these requirements exists, the employee shall seek guidance from a knowledgeable officer of the company.

STANDARDS & PROCEDURES

Effective management of the company, and compliance with a wide array of laws, requires the development of procedures and standards. The firm employs several strategies, as appropriate to the situation, in an effort to channel our creative energy where it benefits its clients, and not to over-regulate everything that we do.

Some procedures and standards are presented in written form, such as this handbook. Others are matters of daily practice that each employee will learn, or be taught, as needed. Procedures and standards exist at the firm level, the office level, and the project team level. Examples of items covered include timecards, expense reports, and other accounting functions, drafting, title blocks, memos, meeting minutes, archiving, how the phone is answered, and of course everything in this handbook.

The employee should familiarize himself/herself with these procedures and standards. The employee is expected to follow them, whether they are documented or observed from one's co-workers or managers. If an employee is not sure if something is governed by a procedure or standard, ask a knowledgeable colleague or manager.

SUPPLEMENTARY ACTIVITIES

Employees are encouraged to participate in charitable, religious, educational, professional, and community activities; provided such activities do not impair the performance of the employee's job responsibilities, and unless agreed to by management, should not otherwise limit the employee's obligations to the firm. Supplies, materials, and other company property may not be used for such activities in more than an incidental way. ORB letterhead should not be used to solicit financial or other



support for charitable or other non-business related organizations unless approved by the managing partner.

POLITICAL ACTIVITIES

ORB believes that it is important for employees to take an active interest in the political and governmental process and to be involved in activities that support the principles, parties or candidates in which the employee believes. However, any and all such involvement must be done individually and, on the employee's personal time, and not as a representative of the company in any way. ORB will not reimburse employees for any political contributions or expenditures.

OWNERSHIP

All fees, copyrights, patents, royalties and/or other proprietary rights accruing from any and all work produced as a result of an employee's association with ORB, are considered to be the exclusive property of ORB.

In a straightforward case where an employee develops a salable piece of work quite apart from the firm's time, experience, reputation, design, or materials, the employee may retain the royalties. The managing partner should approve each such instance prior to starting the work.

ATTRIBUTION OF WORK PRODUCT

ORB shall be the architect and author of all work produced as a result of an employee's association with ORB; employees shall not represent themselves, either during or after the term of their employment by ORB, as being the architect or author of such work.

Current and former employees may not use photographs, drawings, floor plans or other representations of ORB projects for any purpose without the firm's prior written consent, which may be withheld or withdrawn at ORB's sole discretion. Any such permitted use shall accurately describe the employee's role in the project, and shall give prominent attribution to ORB as architect, and author of the design.

Employees shall not disclose the identity of any of ORB's clients without such client's consent, which shall only be sought through the firm.

COMPANY EQUIPMENT

ORB provides a variety of equipment: telephones, photocopiers, printers, computers (including tablets), voicemail equipment, office furniture, vests, hard hats and monitors for use while conducting firm business. This equipment is provided at great expense to the firm to help employees be more efficient in their work. Each employee should make sure that equipment under his/her care is regularly maintained and repaired and returned in good order. Please report any problems with equipment to the team member in charge of IT. Employees have a responsibility to maintain and enhance ORB's public image and to use company equipment in a productive manner. ORB reserves the right to inspect anything on company property, including equipment, computers, files, voicemails, desks and drawers.



Employees should limit the items of a personal nature kept at work, especially if they do not want them examined by company management. Managers may ask employees to remove personal items if he/she thinks they are disruptive, unprofessional, or inappropriate. ORB assumes no responsibility for the loss, damage, or theft of personal items brought to work.

Telephone service is extremely important to ORB's business operations. Employees are urged to minimize local calls of a personal nature. Excessive personal use of telephones by an employee, or improper use of telephones for personal long distance calls can result in termination.

SOFTWARE

ORB prohibits any employee from copying protected computer software for use on any company computer, or to use any company resources to copy copyrighted material for any personal use. Do not download, install, copy, or distribute any software without the expressed approval of the team member in charge of IT. All computer disks, CDs, or thumb drives should be scanned for computer viruses prior to connection with ORB equipment.

THE INTERNET

ORB allows their employees access to the internet for the benefit of the company and its clients. Employees may also use the internet for reasonable private purposes, but excessive use of the internet for personal reasons is discouraged and can be grounds for termination or loss of wages, if abused. All use must be consistent with company policies, including the Code of Ethics and policies prohibiting harassment or discrimination. Do not use the internet access provided by ORB in such a way as to interfere with the duties of ones employment or any colleague's employment, or to expose ORB to cost or risk of liability. Do not use company computers, or personal computers on firm property to download, view, disseminate, copy or display inappropriate material such as racial, anti-cultural, erotic or pornographic materials.

File-Sharing Programs, called peer-to-peer (P2P) programs, allow many different users to access the same file at the same time. These programs are often used to illegally upload and download music and other software.

All users of the company network may not use peer-to-peer file sharing programs of any sort, as defined above.

ELECTRONIC MAIL (E-MAIL)

The e-mail service provided by the firm is intended for business use. Please do not send chain letters, solicitations, jokes (especially inappropriate ones), obscene materials or any other material that conflict with company policies, including the Code of Ethics and policies prohibiting harassment or discrimination. ORB uses electronic mail to communicate important business information such as work-related issues, safety rules and management memos. Employees have the obligation to read the information that is distributed. The company's e-mail system and all messages sent over the e-mail



system or the internet are the exclusive property of ORB. Employees should have no expectation of privacy with respect to e-mail or any other form of electronic communication. These messages could be reviewed by management or subject to review by a court of law, so please use discretion when communicating with other people. Even if the messages are deleted, ORB could be compelled to retrieve them from backup files.

MOONLIGHTING

Employees are expected to devote their best efforts to further the interests of the company. Employees may not engage in professional practice or any other outside activities which conflict with their job responsibilities, client relationships, business development, or other interests of ORB. All outside projects, employment, and service other than volunteer work for charitable or educational organizations, must have prior approval of the firm's management in order to help avoid the perception or reality of a conflict of interest. Employees must present requests to engage in outside activity to one's supervisor for review and approval prior to undertaking such activities. Failure to comply, will be subject to disciplinary action, including possible termination of employment.

NON-DISCLOSURE & CONFLICT OF INTEREST

ORB may be required to disclose confidential, proprietary, or confidential information to the employee. Confidential information is any information of any kind, nature, or description concerning any matters affecting or relating to the employee's services, the business, and/or the products, drawings, plans, processes, data, or the business or operations of ORB. To protect the firm's confidential information that will be disclosed to employee, the employee agrees to the following:

1. The employee will hold the confidential information received from ORB in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
2. Employees will not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by ORB Architecture.
3. Employees will not reproduce the confidential information nor use this information commercially or for any purpose other than the performance of their duties for ORB.
4. Upon request or upon termination of their relationship with ORB, deliver to ORB any drawings, notes, documents, equipment, and materials received from ORB or originating from its activities for the company.
5. ORB shall have the sole right to determine the treatment of any information that is part or project specific received from employee, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as ORB may deem appropriate.
6. ORB reserves the right to take disciplinary action, up to and including termination for violations of this agreement.



MEDIA RELATIONS

ORB will generally provide a response to media inquiries within two business days of receipt. Individuals designated to speak on the organization's behalf are the Managing Partner, Operations Manager and the Office Manager. No one other than these individuals (with the exceptions noted below) should represent the company's position to the media.

All media inquiries, whether verbal or written, are to be directed to the Office Manager who will evaluate the request and answer, or direct the request to the appropriate individual. Any media contact not made initially through the Managing Partner, Operations Manager or Office Manager should be immediately reported to these individuals.

Exception: When inquiries require a detailed technical education, a spokesperson may be designated to address a particular issue. That spokesperson will usually be a senior staff person, or possibly an outside expert, who is qualified to speak on the company's behalf.

THE HANDBOOK DISCLAIMER

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. Although ORB hopes the employment relationship will be long term, either ORB, or the employee can end the relationship at any time, with or without notice, with or without reason, to the extent allowed by law.

This employee handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook.

The policies included in this handbook are guidelines only and are subject to change as ORB deems appropriate and necessary. From time to time the employee may receive notice of new or modified policies, procedures, benefits, or programs.

DIVERSITY AND ANTI-DISCRIMINATION

ORB is an equal opportunity employer. ORB will not discriminate in employment, recruitment, employment advertisements, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, sex or persons with disabilities.