

### **ATTENDANCE**

The Artemus Group LLC requires all employees to be on time, and to complete their assigned duties with an expected level of quality. If an employee's promptness and/or attendance interfere with those responsibilities, The Artemus Group LLC will take the appropriate disciplinary action, including but not limited to: reprimand, suspension, and dismissal. The Artemus Group LLC reserves the right to ask for documentation to support the reason for any absence.

### **PROCEDURE**

If an employee knows they will be absent, they should immediately notify one of the General Partners at 866-SHIP-101. Failure to notify one of the General Partners of an unexpected absence prior to your scheduled starting time may result in immediate dismissal.

### **PAID TIME OFF**

Upon completion of 2,080 hours of service, temporary employees will be eligible for 40 hours of paid time off. This time can be used for sick, personal or vacation time. Any time taken above the 40 hours will be unpaid. Any unused time may be carried over to the next year.

### **PAYCHECKS**

Employees will be paid by check for each week worked on the Friday following the week worked. Time sheets must be signed by manager/supervisor and employee and either faxed in (866-SHIP-102) or dropped off at The Artemus Group LLC, 4456 Corporation Lane #200, Virginia Beach, VA by noon on the Monday following the week worked to ensure payment on Friday. Checks may be picked up at The Artemus Group LLC office in Virginia Beach or mailed to employee's address of record. If no designation is made on timecard, paycheck will be mailed to address of record. Any problems should be reported to a General Partner at 866-SHIP-101.

### **CONFIDENTIALITY**

As part of your responsibilities at The Artemus Group LLC, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to sales figures or projections, estimates, marketing information, information relating to specific customers, customer lists, tax records, personnel history, actions, salaries and accounting procedures, shall be considered and kept as the private and privileged records of The Artemus Group LLC or the company to which you are placed. This information must not be divulged to any firm, individual or institution except on the direct written authorization of one of the General Partners of the company.

Your failure to honor this confidentiality requirement may result in disciplinary action, including possible discharge. If your employment with The Artemus Group LLC is terminated for any reason, we ask that you continue to treat as private and privileged any such sensitive information. You should not release any such sensitive information to any person, firm, or institution without the express written approval of one of the General



Partners of the company. The Artemus Group LLC may pursue legal remedies for unauthorized disclosure of sensitive or confidential information.

### **Drug and Alcohol Policy**

Manufacture, distribution, dispensation, possession or use of any illegal drug, alcohol, or controlled substance while on Company premises is strictly prohibited. These activities constitute serious violations of The Artemus Group LLC rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, The Artemus Group LLC reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances which may include pre-hire and post accident drug and alcohol testing or random drug and alcohol testing at anytime during employment with the Company.

My signature below signifies I have received the above policies of The Artemus Group LLC. I have read and understand it and will abide by these policies during the term of my employment.

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Employee Signature

Date