



VERSANT
SUPPLY CHAIN

VERSANT SUPPLY CHAIN

Welcome to Our Team...

Associate Manual

CORPORATE COMMUNICATIONS GUIDE

Associate Manual



VERSANT
SUPPLY CHAIN

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Welcome To Versant Supply Chain

Introduction

This Manual has been prepared to inform you about employment practices and policies at Versant Supply Chain, as well as the benefits provided to you as a valued associate and the conduct expected of you. No associate manual can answer every question. We hope this manual will help you feel comfortable at Versant Supply Chain. We depend on you – your success is our success.

Your Success Is Our Success! Versant Supply Chain' policies, benefits and rules as explained in this may be changed from time to time as business, employment legislation, and economic conditions dictate. The policies in this Manual are to be considered as guidelines. Versant Supply Chain, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing, as well as future associates. Only Senior Management of Versant Supply Chain may alter or modify any of the policies in this Manual. No statement or promise by a Supervisor, Manager or department head may be interpreted as a change in policy nor will it constitute an agreement with an associate.

This Manual is not intended to create any contractual rights between Versant Supply Chain and its associates, or entitles any individual to employment for any specific period of time. Should any provision in the Associate Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Associate Manual, but only the subject provision.

Welcome To
Our Team!

As a member of Versant Supply Chain' team, you are expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's services. In return, you will be given opportunities to grow and advance in your career.

SECTION I: EMPLOYMENT

Corporate Ethical Principles

Versant Supply Chain vision states that each associate has the uncompromising responsibility to provide our customers with quality services while exhibiting the highest moral and ethical standards in the performance of our duties. Every associate is expected to use good judgment, maintain the highest level of integrity and honesty, and avoid situations that create an actual or potential conflict between personal interests and the interests of Versant Supply Chain. Each associate agrees that they will not engage in any business-related activities that might undermine your independent judgment or appear to influence your decision. This would include but is not limited to:

- Transactions or arrangements that provide personal financial gain.
- Accepting favors in return for business from Versant Supply Chain.
- Working or consulting for a competitor.
- Accepting or offering entertainment (excluding occasional meals of a nominal value, i.e., less than \$50.00).
- Accepting or offering gifts and or cash of over \$50.00 in value (i.e., products of value over \$50.00, discounts on personal purchases, complimentary travel and/or accommodations, etc.).
- Taking advantage of business or financial opportunities that result from information gained from your association with Versant Supply Chain.
- Accepting bribes or kickbacks.
- Business transactions or arrangements in which family members benefit from your involvement with Versant Supply Chain.
- Supervising, reviewing or having any influence on the job evaluation, pay or benefits of any of your close relatives.

Personnel Administration

Questions regarding insurance, wages, and interpretation of policies may be directed to your Supervisor.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify respective branch office as soon as possible.

- ① Legal Name
 - ② Home Address
-

- ③ Home Telephone Number
- ④ Emergency Contact Person
- ⑤ Number of Dependents
- ⑥ Marital Status
- ⑦ Exemptions On Your W-4 Tax Form

Since Versant Supply Chain refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, and skills that may not be part of your current position here. You may see information, which is kept in your own personnel file, if you wish. Please arrange with your Supervisor.



PLEASE NOTE: Versant Supply Chain will henceforth be referred to as VERSANT in this Manual.

Employment Classifications

At the time you are hired, you are classified as full-time, part-time or temporary.

Anniversary Date

The first day you report to work is your anniversary date. Because your anniversary date as an associate is used to compute various benefits described in the Manual, management has the sole discretion to complete a performance appraisal at any time before your one-year anniversary. Should this occur, the date of your performance appraisal will be your new anniversary date.

At Will Employment

All employment and compensation with VERSANT is “at will” which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either VERSANT or yourself, except as otherwise provided by law.

Business Hours



Your working shift and schedule will depend on the position and requirements established for by the client. Detail on shift hours and days will be provided to you during the orientation process. On occasions, due to the nature of the business, it may be require for associates to work beyond the regular operating hours on any given day, including Holidays..

Confidential Information

Our customers and suppliers entrust VERSANT with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, VERSANT earns the respect and further trust of our customers and suppliers.

Your employment with VERSANT assumes an obligation to maintain confidentiality, even if you leave our employ. Any violation of confidentiality seriously injures VERSANT'S reputation and effectiveness. Therefore, please do not discuss VERSANT'S business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your Manager or any Versant Supply Chain representative.



No one is permitted to remove or make copies of any of VERSANT'S records, reports or documents without prior management approval. Because of its seriousness, disclosure of confidential information could be grounds for immediate dismissal, as and when approved by Senior Management. All rate, pricing and customer information that you come in contact with on a daily basis in performance of your assigned duties is extremely confidential and of a very sensitive nature. Any discussion of rates, pricing, or customer information is strictly prohibited and any violation of this company policy is cause for immediate dismissal. By signing this manual you sign that you understand this confidential policy.

Customer Relations

The success of VERSANT depends upon the quality of the relationships between VERSANT, our associates, our customers, our suppliers and the general public. Our customer's impression of VERSANT and their interest and willingness to use our services is greatly formed by the people who serve them. You are VERSANT'S ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, VERSANT, and our services. Here are several things you can do to help give customers a good impression of VERSANT. These are the building blocks for your and VERSANT'S continued success.

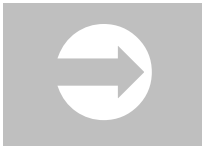
- ❶ Act competently and deal with customers in a courteous manner.
- ❷ Communicate pleasantly and respectfully with other associates at all times.
- ❸ Follow-up on questions promptly and provide business-like replies.
- ❹ Take great pride in your work and enjoy doing your best.

Driver's License And Driving Record

While most every VERSANT associates work will not require the operation of a motor vehicle, there may be an instance where it could be required. Those associates will be subject to a driving record check and must present and maintain a valid driver's license and a driving record acceptable to our insurer. Any change in your driving record must be reported immediately.

Equal Employment Opportunity

It is the policy of VERSANT to be fair and impartial in all its relations with its associates and applicants for employment without regard to race, color, religion, age (over 40), gender, physical or mental disability, national origin, or other protected classifications, in compliance with federal, state, and local laws governing nondiscrimination in employment. VERSANT will employ and advance employment qualified handicapped persons whose disability does not preclude with a reasonable accommodation, satisfactory performance of the essential elements of the job. Decisions on employment will be based so as to further the principle of an Equal Employment Opportunity.



Former Associates

VERSANT may consider a former associate for re-employment. Such applicants are subject to VERSANT'S usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with VERSANT.

Harassment Policy

It is the policy of VERSANT that no associate be harassed on the basis of sex by a Supervisor or another associate. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the associate's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or associate's cooperation of a sexual nature (or refusal thereof) will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the associate or found to be personally offensive is expressly forbidden. This includes, but is not limited to:

- ❶ Repeated sexual flirtations, advances, or propositions.
- ❷ Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an associate's appearance or the display of sexually suggestive objects or pictures.
- ❸ Any uninvited physical contact or touching, such as patting, pinching, etc.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management and supervisory personnel have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of associates.

If any associate believes that he or she has been subjected to sexual harassment, that associate should bring the matter to the attention of their Supervisor. All complaints or reports of sexual harassment will be investigated and appropriate remedial action taken, including disciplinary action where warranted. Any disciplinary action taken in response to the findings of harassment complaint will be based on the individual circumstances of each situation. Disciplinary actions may include, but are not limited to written warnings, suspensions without pay, or termination. In addition, if it is determined that a person has falsely and intentionally accused someone of harassment, appropriate disciplinary action may be

taken, which may include termination. There will be no retaliation against anyone who submits a sexual harassment complaint or participates in an investigation relating to such a complaint.

Lunches

Each associate is expected to take a lunch break per day. However, should an emergency arise or situation predict you are unable to take the lunch break, you should notify your supervisor the day of the occurrence and you will be paid for your time worked. In some cases, when special situations are presented to management, an altered lunch break may be approved.



Your particular hours of work and the scheduling of your lunch period will be determined and assigned by the Client Manager or department head, **BUT LUNCHES WILL NORMALLY BE NO MORE THAN ONE HOUR.** Please advise your Supervisor if for some reason your lunch hour needs to be extended so that your job can be covered in your absence. We cannot have extended times during the day when jobs are left unattended.

Ideas



We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently and more effectively. If you think of a better way of doing any part of your job or any part of a fellow associates' job, discuss it with your Supervisor who will welcome your ideas.

Outside Employment

If you are employed by VERSANT in a full-time position, VERSANT will expect that your position here is your primary employment. Any outside employment must not interfere with your ability to properly perform your job duties at VERSANT.

Severe Weather / Disasters Absence Guidelines

In the case of severe weather or disasters, a facility may be declared closed. To find out if a particular facility is declared closed, please contact respective client facility or branch office.

Standards Of Conduct

Associates are expected to observe "common sense" rules: Honesty, good conduct, a concern for the job, safe work practices, and to adhere to generally accepted good behavior in our relationships with each other. In our company, as in any group with a common purpose, rules are necessary.

Disciplinary action may be in the form of a written warning or termination, depending on the nature and circumstances of the infraction, and the associate's prior record. Except as indicated below, violations of company rules are subject to progressive discipline; and except for exceptional circumstances, no associate will be discharged without at least two (2) written warnings having been issued for violations or rules prior to the incident precipitating the discharge. All discharges must be reviewed and approved by Senior Management. It is not possible to list all forms of behavior that are considered unacceptable in the workplace but, the following are examples of infractions of rules of conduct that may result in disciplinary action, immediate dismissal, up to, and including termination.

1. Reading books, newspapers or magazines while on duty, except when required in the line of duty.
 2. Sleeping on the job or gross inattention to duties. Loitering or loafing during work hours.
 3. Failure or refusal to use required safety equipment that is a violation of Company safety rules.
 4. Possession of firearms, ammunition, or dangerous explosives on Company and/or client property, including Company vehicles operated in the course of Company business.
 5. Intimidation, coercion, threatening or attempting bodily injury to another associate, or fighting on Company property; or off Company property if related to the participants' employment with the Company.
 6. Insubordination, direct or indirect, including refusal to follow the instructions of management.
 7. Falsification of Company records or reports.
 8. Walking off the job or leaving without notifying your Supervisor or lead person.
 9. Failure to report to work for two (2) consecutive days without personally calling in, unless physically unable to use the telephone.
 10. Failure to report an absence or late arrival; chronic or excessive absenteeism or tardiness.
 11. Participation in, or involvement (other than as a victim) with a serious crime, on or off duty, without regard to whether associates' conduct results in a criminal conviction.
 12. Failure to use timecard; alteration of your own timecard or records or attendance documents; altering another associate's timecard or records, or causing someone to alter your timecard or records, where timecards are used.
 13. Failure to maintain a neat and clean appearance in terms of the standards established by this Manual and your Supervisor; any departure from accepted conventional modes of dress or personal grooming, wearing improper or unsafe clothing.
 14. Deliberate or grossly negligent conduct that endangers the safety of the associate, another person, or damage to property, including negligence or careless actions.
 15. Gambling on Company property.
 16. Unauthorized or excessive use of company telephone for personal calls; making long distance charges on telephones for personal calls or for personal use.
 17. Smoking in restricted areas or at non-designated times, as specified by client guidelines.
 18. Distribution of any kind of non-work materials or literature in working areas.
 19. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by client; mistakes due to carelessness or failure to get necessary instructions.
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20. Obscene or abusive language toward any Supervisor, associate, vendor or customer. Indifference or rudeness towards an associate, vendor or customer, or your Supervisor; any disorderly/antagonistic conduct on company premises.
 21. Harassment of any associate because of sex, race, age, religion, national origin or disability.
 22. Tampering with posting or removing notices from bulletin boards contrary to company policy.
 23. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow associates, customers, suppliers, vendors, or visitors in any manner. Theft, misuse, destruction, damage, defacement or deliberate abuse of Company property, materials, supplies or equipment.
 24. Deliberately restricting output, or soliciting or encouraging co-workers to do so.
 25. Washing up or otherwise preparing to leave before quitting time (hourly).
 26. Excessive, or excessively loud, talking to other associates which supervision determines adversely affects work. Keep the office atmosphere business-like, and remember the workplace is a place of business, not a social gathering.
 27. Violating the non-disclosure agreement; giving confidential or proprietary Company information to competitors or other organizations or to unauthorized VERSANT associates; divulging sensitive Company rate, pricing or customer information; working for a competing business while a VERSANT associate.
 28. Theft of Company property or the property of fellow associates; unauthorized possession, attempting removal or removal of any Company property, including documents, from the premises without prior permission from management; unauthorized use of Company equipment or property for personal reasons; using Company equipment for profit.
 29. Refusal to use labor saving devices or improved techniques.
 30. Solicitation of co-workers for any purpose during time when either associate involved is supposed to be working.
 31. Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; alteration of Company records or other Company documents; fraudulent activities of any kind.
 32. Outrageous or indecent conduct on Company premises or while on duty; or elsewhere if the conduct causes negative publicity for the Company.
 33. Failure to follow established procedures in the performance of assigned work.
 34. Failure to report a suspected work-related injury within twenty-four (24) hours, or to cooperate in the investigation of the same.
 35. Failure to immediately report damage to, or an accident involving Company equipment. Speeding or careless driving of Company vehicles.
 36. Illegal use, sale or possession of narcotics, drugs or controlled substances whether on or off-duty or on Company premises.
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37. Illegal use or possession or sale of controlled substance drugs in any quantity while on Company premises except medications prescribed by a physician, which do not impair work performance.
38. Failure to make known, to any appropriate Company official, the associate's use of controlled substances, prescribed to that associate by a licensed physician, which may affect behavior, safety or job performance.
39. Consumption or possession of alcohol on Company property and during business operations, except as approved by Senior Management (i.e., customer's functions held after business hours).
40. Working under the influence of alcohol.
41. Refusal to submit to blood or urine sample in accordance with the Company's drug testing policy.
42. Leaving work without approval of your Supervisor before the end of a workday or not being ready to work at the start of a workday or stopping work before time specified for such purposes. Leaving the office during your work hours without the permission of your Supervisor, except during regular scheduled lunch break. Loitering in other departments.
43. Behavior or attitude which affects the efficiency or effectiveness of the Company.
44. Discussing Company business that does not involve your department to the degree that it causes rumors or problems among associates. Keep conversation content to your job responsibilities.
45. Willful violation of any Company and/or Client rule; any deliberate action that is extreme in nature and is obviously detrimental to VERSANT'S efforts to operate profitably.

If your performance is unsatisfactory due to lack of ability, failure to abide by VERSANT'S rules or failure to fulfill the requirements of your job, you will be notified of the problem and, if satisfactory change does not occur, you may be dismissed.

When an associate is given an oral warning as a matter of discipline, a notation of the oral warning may be placed in the associate's personnel file.

Written warning will be null and void for disciplinary purposes twelve (12) months from the date of issuance provided no further warnings have been issued during that period.

SECTION II: WAGE & SALARY POLICIES

Attendance

From time to time, it may be necessary for you to be absent from work. VERSANT is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise.

If you are unable to report to work, or if you will arrive late, you must personally contact an Versant Supply Chain representative at least 2 hours prior to the start of your shift. If you know in advance that you will need to be absent, you are required to request this time off directly from your Manager.

If you are absent because of illness for three (3) or more successive days, you must submit written documentation from your doctor. If you are absent for more than five (5) days in a calendar year you must submit written documentation from your doctor for each additional absence. If you are absent five (5) or more consecutive days because of illness, you must provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work.



Your Supervisor will make a note in your personnel file of any absence or lateness and the reason. Your attendance record may be considered when evaluating for promotions, transfers, leaves of absence, or approved time off.

Failure to report to work at the regular start time for two (2) consecutive days without personally notifying your Supervisor will be considered a voluntary resignation. Excessive time off could lead to disciplinary action.

Point System

The following point system will be placed in effect for the entire company for all hourly associates effective November 1st 2005. The point value for each violation will be as follows:

1 Point	Tardy 1 to 29 Minutes
2 Points	Tardy Over 30 Minutes
1 Point	Failure To Clock In At Beginning Of Shift
1 Point	Failure To Clock Out For Lunch
1 Point	Failure To Clock In For Lunch
1 Point	Tardy From Lunch
1 Point	Failure To Clock Out At End Of Shift
1 Point	Leaving Early Without Pre-Approval From Supervisor
3 Points	Unexcused Absence

- No associate may punch another associate's time card.
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- Each department head will determine if the lunch period for hourly paid associates in their department is one-half hour or one hour. However, all hourly associates within that department must adhere to the same length lunch period.

Generally, progressive discipline for point system is as follows:

6 Points	Verbal Warning
8 Points	Written Warning
10 Points	Final Written Warning
12 Points	One Week Suspension
15 Points	Termination

- VERSANT reserves the right to deviate from the progressive discipline in the event of abuse.
- Point value may change based on client attendance policy.
- Points will fall off the accumulated total on the one-year anniversary of the infraction unless otherwise stated by VERSANT.

Overtime

On occasion, overtime may be necessary. Overtime pay consists of one and one-half times the associates' regular rate of pay for hours worked over 40. In order to qualify for overtime, the associate must work over 40 hours in any given week, including holidays, vacations, or personal time.

Reviews

Your Manager is continuously evaluating your job performance. A review may also be conducted in the event of a promotion or change in duties or responsibilities.

Government Required Coverage

As a wage earner, and as an associate of VERSANT, you are required by law to contribute to a set amount of your weekly wages to Social Security. As your employer, VERSANT is required to deduct this amount from each paycheck you receive. VERSANT matches your contribution dollar-for-dollar, thereby paying one-half of the cost of your Social Security benefits.

VERSANT pays a percentage of its payroll to the Unemployment Compensation Fund according to our employment history. The entire cost of this unemployment insurance is paid by VERSANT.

Worker's Compensation insurance is provided and paid for by VERSANT. Under the provisions of the law, worker's compensation benefits are available to you.

SECTION III: POLICIES

Alcohol / Drug Use

VERSANT has a significant interest in ensuring the health and safety, continued good performance, and attendance of its associates. In furtherance of this goal, VERSANT has established the following rules and regulations regarding the use, sale, or possession of alcohol, illegal drugs, or controlled substances. VERSANT will be very confidential and supportive of any associate who has a desire to correct any related problem or ask for help *prior* to being charged with a violation of this policy. The obligations set forth in these rules and regulations constitute conditions of employment.

The term illegal drugs, as used in this policy, includes, but is not limited to marijuana, cocaine, heroin, and similar drugs whose possession and use are prohibited under State or Federal law, as well as prescription drugs unless validly prescribed to the associate by a physician. So-called “designer drugs”, look-alikes, synthetic drugs and similar substances are also considered illegal drugs for purposes of this policy. This policy is also designed to cover other drugs, which may be abused, whether available legally (such as over-the-counter medication or drugs for which an associate has a valid prescription), or those never intended for human consumption, such as glue. This policy covers all associates:

- ❶ It is a violation of company policy for any associate to use, possess, manufacture, sell, trade, offer for sale, offer to buy, or make arrangements to distribute illegal drugs, legal drugs without a valid prescription or other controlled substances, or to otherwise engage in the illegal use of drugs while at work or on Company/client property. Law enforcement officials will be notified whenever illegal drugs are found on VERSANT and/or Client premises or property.
 - ❷ The use, sale, or possession of illegal drugs or controlled substances on VERSANT’S and/or Client premises may constitute grounds for immediate dismissal.
 - ❸ If an associate reports to work under the influence of alcohol or drugs, he or she will not be allowed to work, will be sent home, and notified of disciplinary action up to and including discharge. “Under the influence” may be determined by observation and/or clinical testing. All associates are subject to drug screening which may include pre-employment, post-accident or reasonable suspicion. A test result indicating the presence of any amount of an illegal drug, or a blood alcohol concentration of 0.02 or greater, will be considered “under the influence.”
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Bulletin Boards



Bulletins and bulletin board(s) are one of our “official” ways of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). Please form a habit of reading the bulletin board(s) so that you will be familiar with the information posted. Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s).

Dress Code / Personal Appearance

You are expected to dress and groom yourself in accordance with accepted business standards. A neat, tasteful appearance contributes to the positive impression you make on our customers and vendors. You are expected to be appropriately attired and groomed during working hours or when representing VERSANT. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our Company image. Your manner and dress should be such as to make you a credit to the Company at all times. Although Friday is set-aside for casual day, appropriate attire must be worn at all times. Coaching shorts, cut-offs, gym shorts, halter tops, hiking boots, jeans, jogging suits, mesh shirts, short -shorts, sweats, t-shirts, tank tops, tennis outfits, tube tops, warm-ups or other dress of similar nature are inappropriate.

Exit Interviews

In instances where an associate voluntarily leaves our employ, VERSANT management would like to discuss your reasons for leaving and any other impressions that you may have about VERSANT. Please provide us with insights into possible improvements we can make. All information will be kept confidential.

First Aid / Work Related Injury or Illness



If you are injured or become ill while at work, please immediately notify your Supervisor for assistance. On the job injuries or illnesses may be treated at the closest doctor’s office, minor emergency facility, or hospital emergency room in accordance with the guidelines provided by our Workman’s Compensation Insurance provider. Should you have any questions or concerns, contact an Versant Supply Chain representative.

Gifts

Advance approval from management is required before an associate may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Associates are not permitted to give gifts to customers or suppliers, except for certain promotional “premiums” (T-shirts, coffee mugs, pens, key chains, etc.) imprinted with the VERSANT logo or sales information.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution. Easily accessible trash receptacles are located throughout the office. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention. Please also report anything that needs repairing or replacing to your Supervisor immediately.

Personal Phone Calls



Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Promotion

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified associate. Jobs will be awarded based on individual ability, past job performance, and length of service.

Resignation

While we hope both you and VERSANT will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with VERSANT. If you anticipate having to resign your position with VERSANT, you are expected to notify an Versant Supply Chain representative at least two (2) weeks in advance of the date that you must leave. In certain instances where an associate has given Management their resignation but Management prefers the associate not work out their two (2) week notice, the resignation will be effective immediately. The associate will then be directed to leave the premises. The above policy is at the sole discretion of Management. An associate who is being terminated by VERSANT because he or she does not have the skills necessary to perform the job, the associate may be given the opportunity to resign in lieu of termination for unsatisfactory work performance.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. Please take the following steps:

- 1 First, talk to your Versant Supply Chain representative. Your VERSANT representative is most familiar with you and your job and is, therefore, in the position to assist you. Your VERSANT representative works closely with you and is interested in seeing that you are treated fairly and properly.
- 2 If your Versant Supply Chain representative cannot help you resolve the matter, you can speak to a superior who will give your problem or complaint prompt consideration.

When a problem with another associate is the issue, we suggest first talking with the other person involved in an attempt to resolve the problem in an adult manner. If this does not work, follow the steps outlined above.

Remember, it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger build up. It is always best to get things out in the open before they get out of hand. Another good point to ALWAYS remember is that mutual respect will go a very long way to resolving almost all problems.

If there is a problem arises and you have exhausted all efforts to resolve by taking the above responses, Versant Supply Chain has an 'Employee Hotline'. The number of the 'Employee Hotline' is (901) 507 - 8550.

This hotline is confidential and all calls will be returned by a Versant Supply Chain representative.

Safety



Safety is everyone's business. Safety is to be given primary importance in every aspect of planning and performing all VERSANT activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Please immediately report all injuries, no matter how slight, to your Versant Supply Chain representative, as well as anything that needs repair or seems to be a safety hazard. Violations of safety rules are considered serious and could result in disciplinary action.

Security

Maintaining the security of VERSANT and/or Client property is every associate's responsibility. Develop habits that ensure security as a matter of course. Please note the below examples:

- 1 Know the location of all exits, alarms and fire extinguishers. Familiarize yourself with the proper procedure for using them, should the need arise.
- 2 When you leave work premises, make sure that all entrances are properly locked and secured.

Smoke-Free Work Place



VERSANT discourages its associates from smoking. We, therefore, have established our facility and business as a smoke-free work place. All associates are expected to abide by this policy while at work.

Solicitations And Distributions

In an effort to assure a productive and harmonious work environment, persons not employed by VERSANT may not solicit or distribute literature in the work place or on Company property at any time for any purpose in working areas, or solicit for any purpose during a time when either associate involved is supposed to be working

Transfers

Transfers from one position to another may be required or requested from time to time. Such transfers (up, down or laterally) will be made with a possible adjustment in pay. In the unlikely event that you are permanently transferred for VERSANT'S benefit to a lower position, your wage may need to be adjusted to suit the new position. If you are permanently transferred to a lower position because there is no work in your department, your wage may be reduced to suit the job to which you are transferred.

Visitors

Our insurance coverage and good common sense, especially concerning confidential data and other information, prohibits unescorted visitors in our facilities. Visitors are not permitted in VERSANT offices and/or client facilities without prior permission from your Manager; no visitors are permitted in working areas. If you are expecting visitors, please request permission from your Supervisor and confine visits to the reception area or private offices. Business meetings should also be confined to private offices or the conference area. Prior planning is generally required.

Violations Of Policies

The success of VERSANT and your career development depend on your adherence to the policies set forth in this manual. Items listed in this manual should not be considered all-inclusive. Violation of the policies set forth in the Manual will lead to the appropriate disciplinary action.

