



MODERN TOOLING SOLUTION

EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the Modern Tooling Solution Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Modern Tooling Solution that provides otherwise, I have the right to resign from my employment with Modern Tooling Solution at any time with or without notice and with or without cause, and that Modern Tooling Solution has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understood and agree with all the above. I have also read and understood the Modern Tooling Solution Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature

Name

Date



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CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Modern Tooling Solution, or its members or clients, as a result of working for Modern Tooling Solution that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Modern Tooling Solution or to other persons employed by Modern Tooling Solution who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Modern Tooling Solution confidential information is prohibited. Any employee who discloses confidential Modern Tooling Solution information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature:

Name:

Date:

Please sign and return to the Human Resources Manager.



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1. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Modern Tooling Solution, which provides differently, all employment at Modern Tooling Solution is “at-will.” That means that employees may be terminated from employment with Modern Tooling Solution with or without cause, and employees are free to leave the employment of Modern Tooling Solution with or without cause. Any representation by any Modern Tooling Solution officer or employee contrary to this policy is not binding upon Modern Tooling Solution unless it is in writing and is signed by Partners.

2. Recruitment Process

Applicants are expected to fill in the recruitment application that is available with the HR manager, which is followed by first round of interview with the HR manager. Second round of interview will be with the respective department heads. The final joining formalities will be handled by the HR manager.

3. Probation Period

New employees will be assessed for the first 6 months of probation period. During this time employees will be evaluated based on their productivity, punctuality, ability to adhere to the rules of the company.

4. EQUAL EMPLOYMENT OPPORTUNITY

Modern Tooling Solution shall follow the spirit and intent of all national, state and local employment law and is committed to equal employment opportunity. To that end, the Partners of Modern Tooling Solution will not discriminate against any employee or applicant in a manner that violates the law.

Modern Tooling Solution is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under national, state or local law. Each person is evaluated on the basis of personal skill and merit. Modern Tooling Solution policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Modern Tooling Solution will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of Modern Tooling Solution may have violated the Equal Employment Opportunity Policy should report the possible violation to the Partners.

If Modern Tooling Solution determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Modern Tooling Solution will inform the employee who made the complaint of the results of the investigation.



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5. POLICY AGAINST WORKPLACE HARASSMENT

Modern Tooling Solution is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Modern Tooling Solution commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Modern Tooling Solution has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

Modern Tooling Solution property (Eg: telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Modern Tooling Solution policy against harassment covers employees and other individuals who have a relationship with Modern Tooling Solution and may exercise some control over the individual's conduct in places and activities that relate to Modern Tooling Solution work (e.g. directors, officers, employees, contractors, vendors, volunteers, etc.).

6. Prohibition of Sexual Harassment:

Modern Tooling Solution policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or



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sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Modern Tooling Solution policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

7. Prohibition of Other Types of Discriminatory Harassment:

It is also against Modern Tooling Solution policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Modern Tooling Solution premises such as on an employee's desk or workspace or on Modern Tooling Solution equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Modern Tooling Solution policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

8. Reporting of Harassment:

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Modern Tooling Solution, you should report the incident immediately to your supervisor or to the Partners. Possible harassment by others with whom Modern Tooling Solution has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Modern Tooling Solution will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview



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with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Modern Tooling Solution goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Modern Tooling Solution determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Modern Tooling Solution will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Partners, please notify the staff member designated as grievance officer.

9. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Modern Tooling Solution property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Modern Tooling Solution may not solicit or distribute literature on Modern Tooling Solution premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

10. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

Hours of Work

The normal work week for Modern Tooling Solution shall consist of twelve (12) hour shifts. Working hours are 8 and Over time hours are 4. Ordinarily, work hours are from 8:00 a.m. - 8:00 p.m. and 8:00 p.m. to 8:00 a.m., Monday to Saturday, including one hour (unpaid) for lunch. Work hours for administrative staff are 8.30 hours - 9:00 a.m. to 5:30 p.m., Monday to Saturday. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Modern Tooling Solution work assignments and



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Executive Director Approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

11. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A doctor's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Modern Tooling Solution may counsel employees prior to termination for excessive absences, tardiness or leaving early.

12. EMPLOYMENT POLICIES AND PRACTICES

Definition of Terms

Employer - Modern Tooling Solution is the employer of all full-time employees. An employee is hired, provided compensation and applicable benefits and has his or her work directed and evaluated by Modern Tooling Solution.

Full-Time Employee - A Full Time Employee regularly works at least 72 hours per week. Administrative work for at least 48 hours a week.

Probationary period - Every new employee, will be subject to 6 months of probation period. Post which the employee will be termed as a full employee. Only after one year of employment will the employee enjoy 15 days of casual leaves per calendar year.

13. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s),



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Qualifications required, salary range, and working conditions affecting the job, e.g., working hours, shift timings, etc. The supervisor(s) or the Partners shall have discretion to modify the job description to meet the needs of Modern Tooling Solution.

Salaries are distributed on the 10th of each month, except when either of those days falls on a Sunday or holiday, in which case paychecks will be distributed on the preceding workday. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions include Provident Fund, professional tax, ESI (if applicable), subsidized lunch fare, etc.

Employee Referral Bonus

When a candidate who is referred by an existing employee stays with the company for more than one year, then the existing employee is eligible for a referral bonus of 2500/- which will reflect in the salary of the employee.

Travel Allowance

Employees are eligible for a travel allowance of Rs. 3/- per kilometer and managers are eligible for cab allowance while travelling on official work. Eligibility for food allowance is Rs. 70/- for plant floor employees and Rs. 100/- for manager cadre.

Annual Bonus

Salary bracket	Percentage	Fixed Bonus Slab
0 – 60000/-	100%	One month's salary
60001/- to 90000/-	FLAT	65000/-
90001/- to 1,50000/-	FLAT	75000/-
Above 1,50000/-	FLAT	100000/-

- The incentive disbursement will be completely at the discretion of the Partners.
- Incentive is payable only if the company achieves the planned turnover for that particular financial year.
- The incentive will be calculated based on the annual bonus slab.

Festival gifts.

Experience	Gifts worth
3 years and above	Around 2500/-
Above 1 year	Around 1500/-
Within 1 year	Around 800/-

Employees Marriage Gift.



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Employees who get married will be given a gift worth Rs. 5000/-

Annual Day Celebrations

December 6th is celebrated as the company's annual day. All employees will receive a gift worth around Rs. 1000/- and special lunch will be provided.

Uniform Policy

1. Plant workers should wear T-shirts with collar provided by the company with MTS logo.
2. Office staff should wear formals provided by the company with MTS logo.
3. All employees must wear shoes.

Food Policy

Lunch is provided at a subsided rate of Rs. 25/-. The food is served in buffet type.

Lunch time – 1st batch – 12:30 p.m. to 1:00 p.m.

2nd batch – 1:00 p.m. to 1:30 p.m.

3rd batch - 1:30 p.m. to 2:00 p.m.

14. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The weekly, monthly and annual performance review are a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Modern Tooling Solution needs in the coming year. The purpose of the review is to encourage the exchange of ideas to create positive change within Modern Tooling Solution. Keeping it in mind, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Modern Tooling Solution and what is expected of the employee in contributing to the success of Modern Tooling Solution for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Partners review the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Partners.

15. APPRAISALS



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Modern Tooling Solution shall provide a competitive package of benefits to all eligible full-time employees. The outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the employment contracts are to be considered the final word on the terms and conditions of the employee benefits provided by Modern Tooling Solution. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Partners will determine levels of deductibility and co-payments for all insurance related benefits annually.

Modern Tooling Solution reserves the right to modify or terminate any employee benefits, at any time.

The annual employee appraisal payout will reflect in the third month's salary post the appraisal along with the arrears of the 3 months.

16. LEAVE BENEFITS AND OTHER WORK POLICIES

Holidays are as per the Indian calendar year which include national and festival holidays.

Full-time employees (employees who regularly work (72 hours per week - operators and 48 hours per week - management staff) receive one full day of holiday time.

Employees are entitled to 15 days of casual leave in one calendar year post completion of one year of service at Modern Tooling Solution. Any leaves taken beyond 15 days in one calendar year under any circumstance will be considered as LOP (Loss of Pay)

Employees are expected to use casual leaves in the respective calendar year. If an employee has not used any of the 15 days of casual leave in that particular year, 5 days of leave may be carried over to the next calendar year. The remaining 10 days will be enchased by Modern Tooling Solution which will be paid to the employee.

Modern Tooling Solution cannot guarantee reinstatement upon return from a long personal leave. However, if the employee's reason for a long personal leave extending beyond 15 days of casual leave in one calendar year is valid and reasonable then, employee's reinstatement can be considered. It will be solely at the discretion of the Partners. If the reason for a long leave extending beyond 15 days of accrued leave in a calendar year is not valid, the employment will be terminated.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned or employment has been terminated. When an approved leave has been exhausted, the employee may request additional leave. It's at the discretion of the Partners to approve all unpaid leave.

If an employee has spent all of the 15 days of casual leave of one calendar year, due to a valid reason, within the first quarter of the calendar year and is voluntarily resigning or is terminated from employment within any time frame before the completion of that calendar year - the leaves will be accounted for as one day per month. The remaining number of leaves will be considered as LOP (Loss of Pay).



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17. Meetings and Conferences

In the event where members of staff may be required to attend training sessions in another organization to enhance their knowledge as part of the work directly pertaining to or on behalf of Modern Tooling Solution, such days will be considered as full working days.

An employee serving as an official representative of Modern Tooling Solution at a conference or meeting is considered on official business and not on leave.

18. SEPARATION

Either Modern Tooling Solution or the employee may initiate separation.

Modern Tooling Solution encourages employees to provide at least one month written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Partners. Partners have authority to employ or separate all other employees.

Circumstances under which separation may occur include:

Resignation - Employees are encouraged to give at least one month's written notice. Manager cadre are expected to give a notice prior to at least 45 days. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused leave benefits.

Termination of employment - Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated are not entitled to receive any benefits.

The Partners has authority to discharge an employee from the employment of Modern Tooling Solution. As stated above, all employment at Modern Tooling Solution is "at-will." That means that employees may be terminated from employment with Modern Tooling Solution with or without cause and employees are free to leave the employment of Modern Tooling Solution with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Modern Tooling Solution decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records.
- Performance at work below a level acceptable to Modern Tooling Solution or the failure to perform assigned duties.
- Failure to complete required time records or falsification of such time records.



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- Insubordination.
- Refusing to work reasonable overtime.
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage.
- Fighting, arguing or attempting to injure another.
- Destroying or willfully damaging the personal property of another, including Modern Tooling Solution property.
- Breach of confidentiality.
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Modern Tooling Solution or its customers or vendors.
- Placing oneself in a position in which personal interests and those of Modern Tooling Solution are or appear to be in conflict or might interfere with the ability of the employee to perform the job optimally.
- Using Modern Tooling Solution property or services for personal gain or taking, removing or disposing of Modern Tooling Solution material, supplies or equipment without proper authority;
- Gambling, Dishonesty, Theft.
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Modern Tooling Solution premises at any time in violation of Modern Tooling Solution policies.
- Carrying or possessing firearms or weapons on Modern Tooling Solution property.
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice.
- Engaging in discriminatory or abusive behavior, including sexual harassment.
- At the sole discretion of the Partners, the employee may be asked to leave immediately or be given a period of notice.

19. RETURN OF PROPERTY

Employees are responsible for Modern Tooling Solution equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to: Telephone cards, Credit cards, Identification badges, Office/building keys, Office/building security passes, Computers, computerized diskettes, electronic/voice mail codes, and Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Partners, employees must return all Modern Tooling Solution property that is in their possession or control. Where permitted by applicable law(s), Modern Tooling Solution may withhold from the employees final paycheck the cost of any property, including intellectual property, which is not returned when required. Modern Tooling Solution also may take any action deemed appropriate to recover or protect its property.



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20. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Partners. The decision of the Partners is final.

21. PERSONNEL RECORDS

Personnel records are the property of Modern Tooling Solution and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, marital status, names of dependents, and individuals to be contacted in the event of an emergency.

Employees' attendance is shared to them on an everyday and weekly basis. This is reviewed by the HR manager and finally by the Partners. Every employee's time worked is recorded accurately on an everyday basis. Tampering with this data may result in disciplinary action, including separation from employment with Modern Tooling Solution.

22. OUTSIDE EMPLOYMENT

Individuals employed by Modern Tooling Solution must not hold outside jobs as long as they are employed with Modern Tooling Solution. Employees who hold such jobs should either voluntarily terminate from the outside job or resign from Modern Tooling Solution.

23. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Modern Tooling Solution, or its members or donors, as a result of working for Modern Tooling Solution that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Modern Tooling Solution or to other persons employed by Modern Tooling Solution who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Modern Tooling Solution. The disclosure, distribution, electronic transmission or copying of Modern Tooling Solution confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.
- Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Modern Tooling Solution' information will be subject to



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disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

- Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

24. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Modern Tooling Solution' computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Modern Tooling Solution telephone, voice mail and electronic mail systems.

Modern Tooling Solution has provided these systems to support its mission.

Although limited personal use of Modern Tooling Solution systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Modern Tooling Solution ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Modern Tooling Solution computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Modern Tooling Solution. Modern Tooling Solution may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Modern Tooling Solution systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Modern Tooling Solution. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Modern Tooling Solution systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Modern Tooling Solution systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Modern Tooling Solution host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.



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Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.

Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Partners.

Additions to or modifications of the standard software configuration provided on Modern Tooling Solution' PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Partners.

Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.

Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers.

Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

Modern Tooling Solution computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.

Computer games should not be loaded on Modern Tooling Solution PCs.

Unlicensed software should not be loaded or executed on Modern Tooling Solution PCs.

Company software (whether developed internally or licensed) should not be copied onto CDs or pen drives or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.

Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

Turn off your personal computer when you are leaving your work area or office for an extended period of time.

Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.



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Remove previously written information from pen drives before copying documents on such devices for delivery outside Modern Tooling Solution.

Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the HR manager and Partners.

25. INTERNET ACCEPTABLE USE POLICY

Desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Modern Tooling Solution has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Modern Tooling Solution, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed. '

Modern Tooling Solution may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Modern Tooling Solution may restrict access to certain sites that it deems are not necessary for business purposes.

Modern Tooling Solution connection to the Internet may not be used for any of the following activities:

The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.

Without prior approval of the Partners, software should not be downloaded from the Internet as the download could introduce a computer virus onto Modern Tooling Solution computer system. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.

Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Modern Tooling Solution.

Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.

Employees should not download personal e-mail or Instant Messaging software to Modern Tooling Solution computers.



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The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.

The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site.

If you have any questions regarding any of the policy guidelines listed above, please contact the HR manager or the Partners.

Revised {Date}

Approved by the Executive Committee of the Modern Tooling Solution Board of Directors