BID SIGNATURE PAGE

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	PYXIS Management Consulting Group LLC				
Address:	21 Xavier Ct				
City:	Alamo	State:	CA	Zip Code:	94507

PROSPECTIVE CONTRACTOR CONTACT INFORMATION *Provide contact information to be used for Solicitation related matters.*			
Contact Person:	Debasis (Deb) Saha	Title:	Founder & CEO
Phone:	(916) 548-3319	Alternate Phone:	
Email:	arpursuit@pyxismcg.com		

CONFIRMATION OF REDACTED COPY

☒ YES, a redacted copy of submission documents is enclosed.

☐ NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the *Proprietary Information* section of the Solicitation.

REQUIRED CERTIFICATIONS

By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a contractor.

Prospective Contractor represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this Solicitation. The Prospective Contractor further represents, warrants, and certifies in shall in all other respects comply with the laws, rules, and executive orders of the state that apply to the Contractor's performance during the aggregate term of a contract resulting from this Solicitation.

An official authorized to bind the Prospective Contractor to a resultant contract **shall** sign below. The signature below signifies agreement that any exception that conflicts with a Requirement of this Solicitation may cause the Prospective Contractor's bid to be rejected.

Authorized Signature: Debasis Saha **Title:** Founder & CEO

Printed/Typed Name: Debasis (Deb) Saha **Date:** June 26, 2026

PROPOSED SUBCONTRACTORS FORM

Prospective Contractors **shall** complete the form for all subcontractors the Prospective Contractor proposes to use under a resulting contract (*Services Contract (SRV-1) Fillable Form*, section 14). If the Prospective Contractor does not intend to use subcontractor(s), Prospective Contractor should indicate so by checking the appropriate box.

Prospective Contractors should not include additional information relating to subcontractors on this form or as an attachment to this form.

Prospective Contractor proposes to use the following subcontractor(s) under a resulting contract:

SUBCONTRACTOR'S COMPANY NAME	SERVICE PERFORMED	STREET ADDRESS	CITY, STATE, ZIP

☒ **Prospective Contractor does not propose to use subcontractors under a resulting contract.**

IFB REQUIREMENT ACKNOWLEDGEMENTS

Prospective Contractor represents, warrants, and certifies that:

☒ NO, the Prospective Contractor is not the creator of the software being tested

☒ YES, the Prospective Contractor has performed at least three (3) similar functional services for other state government entities within the past five (5) years.

☒ YES, the Prospective Contractor has key personnel to assign to the State's account who have at least:

Three (3) years of experience working on relevant projects supporting state human service programs such as Medicaid, CHIP, SNAP, or TEA.

Five (5) years of previous experience of UAT work on at least one (1) eligibility engagement that supported multiple benefit programs.

Authorized Signature: Debasis Saha **Title:** Founder & CEO

Printed/Typed Name: Debasis (Deb) Saha **Date:** June 26, 2026

Official Solicitation Price Sheet
S000000505 User Acceptance Testing (UAT)
Arkansas Department of Human Services

Prospective Contractors Name: PYXIS Management Consulting Group LLC

1 Prospective Contractor should enter name in the blue-shaded cell at the top labeled Prospective Contractor name.
2 Prospective Contractor shall enter responses in the blue-shaded cells only and shall not otherwise alter this sheet.
3 For Items 1-4 (Table 1), Prospective Contractor shall enter the "Cost Per Month" for each specified position required to be provided in the blue-shaded cells.
4 The total for each row 1-4 will automatically populate " Estimated Monthly Rate."
5 The total for Table 1 will automatically populate "Total Estimated Monthly Rate.
6 For Items 5-8 (Table 2), Prospective Contractor shall enter the "Cost Per Month" for each of the additional positions as requested in the blue-shaded cells.
7 The total for each row 5-8 will automatically populate "Estimated Monthly Rate."
8 If this price sheet does not allow for accurate pricing, Prospective Contractor should notify the OSP Procurement Specialist during the Clarification of Solicitation period.

Table 1: To be used in low-cost determination (See IFB Section 2.10 B)

Item	UAT Position	Cost Per Month	Estimated Number of Positions	Estimated Monthly Rate
1	UAT Manager		1	
2	UAT Lead		3	
3	UAT Tester		35	
4	UAT Bilingual (Spanish) Tester		1	
			Total Estimated Monthly Rate	

Table 2: Not to be used in low-cost determination (See IFB Section 2.10 D)

Item	UAT Position	Cost Per Month	Estimated Number of Positions	Estimated Monthly Rate
5	Additional UAT Manager		1	
6	Additional UAT Lead		1	
7	Additional UAT Tester		1	
8	Additional Bilingual (Spanish) Tester		1	



Employee Policy Manual

WWW.PYXISMCG.COM | INFO@PYXISMCG.COM
(916) 548-3319
21 XAVIER CT, ALAMO, CA 94507

Welcome

Welcome to Pyxis Management Consulting Group! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of the opportunities to enhance your career and further Pyxis' goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Pyxis will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Pyxis' success.

Please take time to review the policies contained in this handbook. Once you have read and understand them, you will need to sign and acknowledge them on the last page of the handbook. If you have questions, feel free to ask your manager or contact the Human Resources (HR) department.

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

Pyxis Management Consulting Group is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex (including pregnancy, gender identity, and sexual orientation), marital status, veteran status, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Accommodations for Individuals with Disabilities: Pyxis will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the Pyxis' business operations. Accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any employee who believes they require accommodation to perform the essential functions of the job should contact the Human Resources Manager to request such accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. Pyxis then will review and analyze the request, including engaging in an interactive process with the employee, to identify if such an accommodation can be made. Pyxis will evaluate requested accommodation, and as appropriate identify other possible accommodations, if any. The employee will be notified of Pyxis' decision regarding the request within a reasonable period. Pyxis treats all medical information submitted as part of the accommodation process in a confidential manner.

Pyxis will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Pyxis' operations. If employees wish to request such accommodation, they should contact their Direct Supervisor.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Direct Manager or their Human Resources Manager. Pyxis will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact their Direct Manager or their Human Resources Manager. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

AT- WILL EMPLOYMENT POLICY STATEMENT

Employment with the Company is for no specific period of time. Your employment with Pyxis Management Consulting Group will be at-will, meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Nothing in this policy statement or any other policy of Pyxis shall be interpreted to conflict with or to eliminate or modify in any way the at-will employment status of Pyxis employees.

The at-will employment status of an employee of Pyxis may be modified only in a written employment agreement with that employee which is approved and signed by the Company's management team.

HEALTH AND SAFETY POLICY

The health and safety of employees and others at Pyxis Management Consulting Group are of critical concern to Pyxis. Pyxis intends to comply with all health and safety laws applicable to our business. We can provide training and resources to educate remote workers on health and safety best practices. This includes ergonomics, mental health resources and will maintain regular communication with remote employees, ensuring that they feel supported and are aware of relevant updates or changes to health and safety protocols.

Our remote workers are responsible for ensuring that their workspace is safe and conducive to work. This includes adequate lighting and ventilation, safe electrical setups, avoiding overloading power outlets, and a clutter-free environment to prevent trips, slips, or falls. Ergonomically, employees should use an appropriate chair and desk to reduce strain on the back and neck, position the screen at eye level to avoid neck strain, take regular breaks to stretch and move around. Employees must adhere to designated working hours and take regular breaks to avoid fatigue. Overwork and burnout can pose significant health risks, both physically and mentally. Remote workers are encouraged to utilize company-provided mental health resources, including counseling services and wellness programs. Employees should establish clear boundaries between work and personal life to reduce stress and maintain mental well-being. Managers will regularly check in with remote workers to assess their workload and mental health, offering support and guidance when needed.

Any workplace injury, accident, or illness must be reported to the employee's Manager or Human Resources as soon as possible, regardless of the severity of the injury or accident.

SEXUAL HARASSMENT POLICY

It is Pyxis Management Consulting Group's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within Pyxis. It is to ensure that at Pyxis all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could

constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels they have been subjected to conduct which violates this policy, they should immediately report the matter to their Direct Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Human Resources Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Pyxis will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels that they have been subjected to any such retaliation, they should report it in the same way a claim of perceived harassment would be reported under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

NON-HARASSMENT POLICY

It is Pyxis Management Consulting Group’s policy to prohibit intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sex (including pregnancy, gender identity, and sexual orientation), or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that they have been subjected to conduct which violates this policy, they should immediately report the matter to their Direct Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact their Human Resources Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All

complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Pyxis will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels that they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

ELECTRONIC COMMUNICATION POLICY

As an employee of Pyxis Management Consulting Group, I recognize and understand that the company's communication equipment and services are to be used for conducting company business only. I understand that use of the equipment and services for private purposes is strictly prohibited. I agree not to access a file or retrieve any stored communication other than where authorized, unless there has been prior clearance by management.

I am aware that Pyxis reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the company's communication equipment and services at any time, with or without employee notice, and that such access may occur during or after working hours. I understand that the use of a password does not restrict management access. I am aware that violation of this policy may subject me to disciplinary action, up to and including termination.

TELECOMMUTING AND REMOTE WORK POLICY

Pyxis Management Consulting Group considers telecommuting and remote work to be the most viable work arrangement for its employees. As such, Pyxis does not provide any specific business office space or location for employees to travel to each day, but instead allows employees the freedom to conduct business and work from their individual home office of record (“home office”) for all or part of their regular workweek.

Pyxis further defines telecommuting and remote work as allowing employees to work outside of their home office, in other locations or “co-working” spaces (i.e., private offices, hotels, coffee shops, etc.) so long as the setting lends itself to the employee being able to effectively perform all required duties in a professional and confidential manner, and at the same level of productivity as in their home office.

Even though Pyxis is a telecommute and remote only workforce, all full-time employees are required to work forty (40) hours per week, unless the employee and their manager have agreed on an alternative work schedule.

Further, all terms and conditions of employment with Pyxis (e.g., duties, responsibilities, benefits, salary, etc.) remain unchanged because of this being a telecommute and remote only workforce.

Protocols and Communication Standards

To be a successful telecommuter or remote employee, you must work in close partnership with your manager to ensure that tasks are completed in a timely and professional manner. You are also expected to:

- Be available by phone and email during core business hours and consistent with the schedule approved by your manager.
- Ensure all client interactions are conducted in a quiet location so as not to disrupt or deter the business being conducted.
- Ensure you make yourself available for staff meetings, and other meetings as deemed necessary by the Company or your manager.
- Ensure that Pyxis equipment and records in your home office or off-site workspace are maintained in safe and secure conditions and are used primarily for Company business.
- Ensure that Pyxis records are available to the Company or your manager immediately upon request.
- Consult with the Company or your manager to clarify any system back-up requirements if work is saved on a system other than what is required by the Company.
- Be available to travel when work is required.
- Alert the Company or your manager if external circumstances are likely to interfere with performance under this policy.

Dependent Care

Telecommuting is not designed to be a replacement for dependent care. Although an employee's schedule may be modified to accommodate dependent care needs, the focus of telecommuting must remain on job performance and meeting business demands. While telecommuting you are expected to have dependent care arrangements in place. If you are the primary caregiver during work hours you must have management approval. While telecommuting your workspace may be in a shared space please try to limit distractions. You are expected to be on time for scheduled calls, focused on work and calls, and available during work hours.

Equipment & Telecommunications

Pyxis may provide specific tools/equipment for employees to perform their specific job duties. This may include computer hardware and software, email, connectivity to host applications, and other equipment as deemed necessary for you to effectively conduct business.

The company will determine which equipment, if any, will be provided on a case-by-case basis. Where the company does not provide any equipment as outlined above, you should work with your manager to determine which tools/equipment, if any, will be reimbursed by the Company; all such reimbursement will be done to the extent applicable by law.

When the company determines that it is necessary for your productivity, it may purchase network access for your home office, but you should be aware that in the event the Company is not obligated to purchase this on your behalf, you may be responsible for purchasing your own network access for your home office or other remote work location.

Pyxis equipment in an employee's home office or other off-site workspace is subject to inventory control and disposal procedures as defined by the Company.
All employees are responsible for bringing any tools/equipment to a primary work site as defined by the Company or the employee's manager for inspection, maintenance and repair.

The company will reasonably repair and replace tools/equipment unless it is lost, damaged or stolen because of an employee's clear negligence or abuse. Where applicable, the company will maintain an inventoried list of all equipment including serial numbers or other identifying characteristics (e.g. model numbers) of tools/equipment that it has issued to any employee.

Every employee is responsible for ensuring that all data or company specific information is maintained in a secure manner, is backed up or stored appropriately, and that there are no risks of loss or uncontrolled information. This includes electronic records as well as hard copy documentation.

Consistent with the company's expectations of information security, telecommuting and remote working employees are expected to ensure the protection of proprietary company and client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the environment to ensure there are no data breaches which put the company or its clients at risk.

The use of equipment, software and data supplies when provided by the company for use at the employee's home office or other remote work location is limited to authorized persons and for purposes relating to company business.

If employees use their own equipment, the company reserves the right to determine if the equipment contains appropriate software and configuration for the employee to effectively and securely perform work-related tasks. Employees are responsible for all maintenance and repair of their own equipment, and the company accepts no responsibility for damage or repairs to employee-owned equipment.

In the event Pyxis has provided the employee with company-owned equipment to be used in their home office, all company equipment must be returned unless other arrangements have been made at the time of termination.

Home Office Safety

An employee's home office is considered an extension of the company's workspace. Therefore, employees are expected to maintain their home office in a safe manner, free from safety hazards. As the company may be liable for injuries or illnesses that occur during an employee's agreed-upon work hours, an employee's at-home work hours must conform to a schedule agreed upon by the employee and their manager, as well as conform to the company's safety policies and procedures. Telecommuting employees are responsible for immediately notifying their manager of any injuries that may have occurred while on duty. The company does not assume any liability

for injuries occurring in the employee's home office outside the agreed-upon work hours or because of the employee's own negligence or disregard of the company's safety procedures, unless otherwise required by law.

The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Failure to comply with the requirements outlined in this policy may result in corrective action, up to and including termination. As with all company policies, Pyxis reserves the right to modify or change what is outlined in this policy at any time, with or without notice.

BUSINESS ETHICS & CONDUCT

The successful business operation and reputation of Pyxis Management Consulting Group is built upon the principles of fair dealing and ethical conduct of our employees. Pyxis reputation and integrity are valuable assets that are vital to the Company's success. Each employee is responsible for conducting Pyxis business in a manner that demonstrates a commitment to the highest standards of integrity.

The purpose of this policy is to focus employees on areas of ethical risk, provide guidance to help employees recognize and deal with ethical issues, provide mechanisms for employees to report unethical conduct, and foster a culture of honesty, scrupulous regard for the highest standards, accountability and integrity among employees.

No code of conduct can replace the thoughtful behavior of an ethical employee. Accordingly, dishonest or unethical conduct, or conduct that is illegal will constitute a violation of this policy, regardless of whether the policy specifically addresses such conduct.

The company will comply with all applicable laws and regulations and expects its executives, managers and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Obeying the law, both in letter and in spirit, is the foundation upon which the company's ethical standards are built. All employees must respect and obey the laws, rules, and regulations of the cities, states, and countries in which the company operates.

The company expects all employees to comply with these policies and procedures, and each employee will be held accountable for such compliance. An employee who learns of or suspects that a violation has occurred or is likely to occur should immediately notify management. Employees who report violations or suspected violations in good faith will not be subject to retaliation of any kind. Reported violations will be promptly investigated.

LAPTOP COMPUTER POLICY

Pyxis Management Consulting Group provides laptop computers to employees whose professional responsibilities and personal preferences are consistent with the guidelines of the company. The issuance of a company laptop is based on job responsibilities, identifiable and demonstrated need, as well as available budget. The ultimate decision for laptop assignment is made solely by management. Employees issued with company laptop computers, equipment and accessories shall exercise appropriate professional judgment and common sense when using this equipment.

The laptop computer is intended to serve as your primary computer workstation and is intended to be used for related business as a productivity and communication tool. It is not intended as a replacement for any computers you may personally own. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, in compliance with the Company's policies on acceptable use, and as required by the terms and conditions of applicable software license agreements.

While the laptop program will enable you as an employee of the company to conduct business from various off-site locations, this in no way changes the expectations about attendance or other work practices, nor is work that you conduct off-site to be considered as eligible for overtime pay, unless you are a non-exempt employee, and overtime has been previously authorized by your manager.

Confidential information should not be stored on laptops unless approved by the company and additional protections are used to protect the data. Confidential data includes data fields like SSNs, addresses, birth dates, credit card numbers, credit card expiration dates, finance information and health related records alone or in some combination as it relates to the way the Company conducts business. All confidential data must be protected from unauthorized access using information security safeguards such as encryption, access controls and operational security. Home computers should not store the company’s confidential information at any time.

The company provided laptop is covered under standard manufacturer warranty and any services that are covered under that warranty. However, it is your responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. You may be responsible for certain costs to repair or replace the computer if the damage or loss is due to your own negligence or intentional misconduct.

If your laptop is lost or stolen, you must report the incident immediately to management. If the theft or loss occurs outside of the workplace, you must report the disappearance to local authorities. The police report should include the serial number for the lost computer. You will need to provide the company with a copy of the police report within 48 hours of the discovery of the loss. You must also report to management when you believe there may be the possibility of a data breach within 24 to 48 hours with the severity of the potential data breach.

The laptop will be configured with a standard suite of programs that are appropriate for the type of computer you receive based upon the company's software standards. It is also possible that other applications will be provided to you by the company, based upon your professional needs or the requirements of the laptop. You should keep in mind the company's policies for appropriate use of software, including the requirement to demonstrate a legal license to a program before it can be installed on a company-owned computer. You should not load games or entertainment software on a company-owned laptop computer.

Similarly, although the company will probably offer operating system and application software upgrades during that period, you may not be able to benefit from these upgrades due to hardware limitations as your laptop ages. You may use your laptop to connect to the internet from remote locations such as through an Internet service provider (ISP) at your home, and other secured networks (cell phone hotspot). Your laptop is equipped with a standard Wi-Fi capability to connect to the internet. However, the Company will neither provide internet access to you from off-site locations nor configure your laptop to work with your ISP. Although the company may offer some tips or advice about best practices for off-site use, it will be up to you and your ISP to make remote connections work.

Use of wireless hotspots and unsecured networks puts you at higher risk of a security incident. Please take extreme caution in using wireless hotspots. It is illegal to use wireless access that you are not authorized to use (for example: your neighbor), and any unsecured networks such as airports, local coffee shops, and other public places.

You are responsible for maintaining an appropriate backup of your laptop, especially of the work-related documents and data files you create that cannot be retrieved in the event the operating system or programs need to be reinstalled.

Depending upon how you intend to use the laptop, you will probably need to store some of your documents and data files on the laptop's hard disk drive. It would be prudent to establish a process of copying the data files you use on the laptop to your central data storage area (OneDrive, etc.) as an added precaution against data loss.

Upon termination of employment, the laptop and all associated peripherals, adapters, and software must be returned to the company.

SOCIAL MEDIA POLICY

Objective

Pyxis Management Consulting Group acknowledges the popularity of social media sites, blogs, chat rooms, personal websites, podcasts, and other internet communications as a means for sharing experiences, ideas, and opinions. However, because of legal and other ramifications that may stem from the use of interactive websites, Pyxis has adopted the following policy regarding internet communications both during working and non-working time.

Purpose

This policy covers employees creating, posting, commenting, or uploading to any internet website, including but not limited to blogs, media sites, chat rooms, bulletin boards, newsgroups, video, and picture sharing sites, social networking sites (e.g., Facebook, X, Instagram, SnapChat, etc.), personal websites, and discussion forums, whether such sites are set to private. Employees are free to create or participate in interactive internet communications provided that such participation does not violate any of Pyxis' policies and does not interfere with an employee's regular work duties.

Scope

The Social Networking Policy applies to all company employees, including full-time, part-time, exempt, non-exempt, temporary and interns.

Policy Elements

Incidental personal use of the company's technology resources for participating in social media or other forms of interactive internet communication so long as it does not interfere with job performance and is otherwise in compliance with this policy.

- Employees must comply with the following requirements when utilizing social media and interactive internet communications during working or non-working time:
- If an employee posts or communicates, outside of their company role and responsibility, on social media sites and mentions Pyxis, its employees, clients, practices, methodologies, and services it provides, the employee must make clear that the views posted are that of the employee and may not represent the views of the company.
- Employees may not disclose trade secrets or confidential business information concerning the company, its clients, practices, methodologies, and services, or anything else relating to pricing, marketing strategies, communications, etc. belonging to the company or any companies and their employees with which company conducts business, including through blogs and other internet postings. In addition, employees must not disclose certain Pyxis financial information in violation of securities laws or regulations.
- Employees also may not issue on Pyxis' behalf any publicity or public statements regarding the company, its clients, practices, methodologies, pricing, and services, or anything else relating to the company's business practices. It is imperative that Pyxis be responsible for all official external communication to deliver appropriate messages on behalf of the company.

- Employees may not post any unlawful comments or comments that might constitute harassment, bullying, and/or intimidation, regarding the company employees, it's clients, or any company and their employees with which Pyxis conducts business.
- Employees wishing to post on social media or other public internet communications should be aware that copyright and trademark law may restrict the use and copying of material belonging to Pyxis and others. Employees may not violate the intellectual property rights of others.

If an employee has any questions or concerns about participating in blogs, presentations, podcasts, consulting calls, or any social media forums, they should seek guidance and approval from a member of senior leadership before engaging in the activities.

If an employee's job performance or work environment is adversely affected by such activities, the employee may be subject to disciplinary action.

Managers Responsibility
Managers should act when they become aware of the following circumstances:

- Observing excessive use of social media by employee(s) during work hours that is non-job related.
- Employee(s) being distracted or missing deadlines on core responsibilities potentially due to excessive, non-job-related social media use.
- Receive questions, concerns or complaints from other employees or outside entities concerning an employee's social media activity.
- Or otherwise becomes aware that an employee's engagement with social media is having an otherwise detrimental effect on the work environment.

Should there be a possible violation, the Manager should do the following:

1. Review company policy: Familiarize yourself with the policy. Ensure you have a clear understanding of the guidelines and expectations outlined in the policy. Schedule a meeting or call your HR/Admin contact. There may be circumstances that are so severe that may require external agency intervention.
2. Gather information: Review the incident thoroughly to understand the details surrounding a potential violation. Speak with anyone who has raised an issue or concern related to the possible violation.
3. Document the violation: Create a written record of the incident, including the date, time, individuals involved, and a description of what occurred. This documentation will be important for future reference and potential disciplinary actions.
4. Meet with the employee: Schedule a private meeting with the employee to review the incident and the related facts. During the meeting, provide an opportunity for the employee to explain their side of the story.
5. Present the facts: Review the Information that has been gathered and discuss the violation
6. Communicate consequences: If the violation is confirmed, clearly communicate the consequences or disciplinary measures that will be taken. This could range from a verbal

warning, written warning, suspension, or even termination, depending on the severity and frequency of the violation.
7. Offer guidance and support: Offer any necessary training or resources to help them improve their behavior or performance.
8. Follow company protocols: Ensure that you follow your organization's protocols for reporting and documenting policy violations.
9. Monitor progress: Regularly check in on the employee's behavior and remedial progress. If necessary, provide additional feedback, coaching, or support to ensure compliance with company policies moving forward.

Remember, it's important to handle policy violations consistently and fairly. Treat all employees equally and apply the appropriate consequences based on the severity of the violation and any past disciplinary history.

Disciplinary Action

Nothing in this policy should be interpreted to prohibit employees from collectively discussing or taking legally protected action about the terms and conditions of their employment or from discussing their wages or working conditions.

EDUCATION REIMBURSEMENT POLICY

Objective

Pyxis Management Consulting Group supports employees who wish to continue their education to further develop in their professional careers. In keeping with this philosophy, Pyxis has established a reimbursement program for expenses incurred for approved courses through a certified institute. If you are a Full-time/Part-time employee, you are eligible to participate in this program. Employees with less than six (6) months employment with Pyxis may be required to wait until they reach their sixth month of employment before participating.

Pyxis will reimburse the full amount of the course and reimburse certification related fees. Employees must secure at least a passing grade of “C” or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received.

Procedures

Education activities and materials include but are not limited to:

- Courses, seminars (online and in person)
- Books, audio
- Examination fees
- Certification fees

For education expenses under $2,500, prior approval from the employee’s dotted line manager (coach) must be received. For education expenses that are $2,500 or greater, prior approval from

the employee's dotted line manager (coach) and the Learning Lead (executive leadership sponsor), who will inform the finance team. Approval is based on goals, business needs, as well as other cost benefit considerations.

To receive tuition reimbursement, employees should follow the procedures listed here:

- The course must be pre-approved by the dotted line manager (coach) and Learning Lead if the cost is $2,500 or greater prior to purchase
- Employee must provide proof of successful completion (i.e. a passing grade of "C" or its equivalent, certification of completion) with reimbursement request.
- Employees who separate from Pyxis less than twelve (12) months after being reimbursed for any course(s) may be required to pay back Pyxis in the amount that was reimbursed.

Any questions or comments should be directed to your manager.

DIVERSITY & INCLUSION POLICY

Pyxis is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Pyxis diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Pyxis have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Pyxis's diversity policy and initiatives should seek assistance from a supervisor or manager.

NON-COMPETITION AND NON-SOLICITATION AGREEMENT

This Non-Competition and Non-Solicitation Agreement (the "Agreement") is entered into by and between Pyxis Management Consulting Group, on behalf of itself, its current, past, and future subsidiaries and other corporate affiliates, and its successors and assigns (the "Company"), and You, (the "Employee"), as of the date of execution of this Agreement (the "Effective Date").

As a condition of Your employment with the Company, and in exchange for Your employment by the Company, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, You and the Company hereby agree as follows:

1. Acknowledgments. The Employee acknowledges and agrees that:(i) the nature of Employee's position gives Employee access to and knowledge of Confidential Information and places Employee in a position of trust and confidence with the Company; (ii) the services provided to the Employer are unique, special, or extraordinary due to the commercial value to the Company; (iii) the Company's ability to reserve these for its exclusive knowledge and use is of great competitive importance and commercial value to the Company, and that improper use or disclosure by Employee is likely to result in unfair or unlawful competitive activity; (iv) the restrictive covenants and other terms and conditions of this Agreement are reasonable and reasonably necessary to protect the legitimate business interests of the Employer; (v) the Employee will be reasonably able to earn a living without violating the terms of this Agreement; and (vi) the Employee has the right to consult with counsel before signing this Agreement.

2. Non-Competition. Due to the Company's legitimate business interest as described in this Agreement, and the good and valuable consideration offered to Employee, during the term of Employee's employment with the Company and for a period of one (1) year thereafter (the "Restricted Period") to run consecutively, beginning on the last day of the Employee's employment with the Employer, whether terminated for any reason or no reason, by the Employee or the Employer, the Employee agrees and covenants not to, directly or indirectly, whether as an employee, officer, director, consultant owner, manager, advisor, investor, or otherwise, engage in Prohibited Activity within a 50-mile radius from the main office located in Alamo, CA or the employee's telecommuting location, of which the Company conducts business,

or has customers ("Restricted Territory"): (i) render advice or services to, or otherwise assist, any person, association, or entity who is engaged directly or indirectly in the Restricted Business; (ii) hold a 5% or greater equity, voting, or profit participation interest in any person, association, or entity who is engaged, directly or indirectly, in the Restricted Business; or (iii) carry on or be in any way engaged, concerned or interested in or have business dealings with the Restricted Business.

For purposes of this section, “Prohibited Activity” is activity in which the Employee contributes the Employee's knowledge, directly or indirectly, in whole or in part, as an employee, employer, owner, operator, manager, advisor, consultant, contractor, agent, partner, director, stockholder, officer, volunteer, intern, or any other similar capacity to an entity engaged in the same or similar business as the Employer, including those engaged in the Restricted Business within the Restricted Territory. “Prohibited Activity” also includes activity that may require or inevitably require disclosure of trade secrets, proprietary information, or Confidential Information. “Restricted Business” means the business of researching, developing, manufacturing, distributing, selling, supplying or otherwise dealing with Restricted Products. “Restricted Products” means products or services which are of the same or materially similar kind as the products or services (including, but not limited to technical and product support, professional services, technical advice and other customer services) researched into, developed, manufactured, distributed, sold or supplied by the Company and with which Employee was directly connected during employment with the Company’s predecessor (including if applicable any period of employment with the Company’s predecessor), or about which Employee has received or developed proprietary information by reason of Employee’s employment with the Company or its predecessor. Notwithstanding the foregoing, with prior or written consent from the Company, which the Company may not unreasonably withhold, Employee may accept employment or otherwise be engaged in or involved with a competitor of the Company that has multiple lines of business provided that, during the Restricted Period, Employee is employed by a business unit of such competitor that is not engaged or otherwise involved with the Restricted Business.

This Section does not, in any way, restrict or impede the Employee from exercising protected rights to the extent that such rights cannot be waived by agreement or from complying with any applicable law or regulation or a valid order of a court of competent jurisdiction or an authorized government agency, provided that such compliance does not exceed that required by law, regulation, or order.

3. Non-Solicitation. For purposes of this Section, “solicit” means any direct or indirect communication of any kind, regardless of who initiates it, that in any way invites, advises, encourages, or requests any person to take or refrain from taking any action.

(a) Non-Solicitation of Employees. During Employee’s employment with the Company, and for a period of one (1) year thereafter, Employee agrees and covenants not to directly or indirectly solicit, hire, recruit, or attempt to solicit, hire, recruit, or in any other manner persuade or otherwise solicit anyone who is then an employee of the Company or any employee who has been employed by the Company in the six (6) months preceding the last day of Employee’s

employment to resign from the Company or to apply for or accept employment with or otherwise provide services to Employee or any other third party, for Employee's own benefit, or for the benefit of any other person or entity, regardless of the reason for employment termination.

(b) Non-Solicitation of Customers. Employee understands and acknowledges that because of Employee's experience with and relationship to the Employer, Employee has access to much or all of the Employer's customer information, including, but not limited to, Confidential Information. "Customer Information" includes, but is not limited to, names, phone numbers, addresses, email addresses, order history, order preferences, chain of command, pricing information, and other information identifying facts and circumstances specific to the customer and relevant to the Company's services. Employee understands and acknowledges that: (i) the Employer's relationships with its customers is of great competitive value; (ii) the Employer has invested and continues to invest substantial resources in developing and preserving its customer relationships and goodwill; and (iii) the loss of any such customer relationship or goodwill will cause significant and irreparable harm to the Employer.

During Employee's employment with the Company, and for a period of one (1) year thereafter, Employee agrees and covenants not to directly or indirectly: (i) solicit from any Protected Customer any business that is comparable, similar to, or competitive with any products or services provided by the Company; (ii) request or advise any Protected Customer to curtail, cancel, or withdraw its business from the Company; or (iii) aid in any way any other entity in obtaining any business relationship and/or business opportunity between the Company and any customer or potential customer of the Company. "Protected Customer" means any actual or prospective customer to whom the Company or their predecessor sold its products or services or solicited to sell its products or services during Employee's employment (a) with whom Employee dealt on behalf of the Company or their predecessor; (b) whose dealings with the Company were coordinated or supervised by Employee; (c) about whom Employee obtained Proprietary Information as a result of association with the Company; (d) to whom Employee provided services; or (e) who received products or services, the sale or provision of which resulted in compensation, commissions, or earnings to Employee.

4. Employment by Customers. For a period of one (1) year following termination of Employee's employment, regardless of the reason for employment termination, Employee will not accept employment with any customer of the Company in a capacity of service that is offered as a service by the Company without the Company's express written permission.

5. Warranty. Employee represents and warrants that Employee is not a party to any non-compete restrictive covenant or related contractual limitation that would interfere with or hinder the Employee's ability to undertake the obligations and expectations of employment with the Employer.

6. Remedies. In the event of a breach or threatened breach by the Employee of any of the provisions of this Agreement, the Employee hereby consents and agrees that the Employer shall be entitled to, in addition to other available remedies, a temporary or permanent injunction or

other equitable relief against such breach or threatened breach from any court of competent jurisdiction. The aforementioned equitable relief shall be in addition to, not in lieu of, legal remedies, monetary damages, or other available forms of relief.

7. Successors and Assigns. To the extent permitted by state law, the Employer may assign this Agreement to any subsidiary or corporate affiliate or to any successor or assign (whether direct or indirect, by purchase, merger, consolidation, or otherwise) to all or substantially all of the business or assets of the Employer. This Agreement shall inure to the benefit of the Employer and permitted successors and assigns. The Employee may not assign this Agreement or any part hereof. Any purported assignment by the Employee shall be null and void from the initial date of purported assignment.

8. Attorneys' Fees. If the Employee breaches any of the terms of the restrictive covenant obligations in this Agreement, to the extent authorized by state law, Employee will be responsible for payment of all reasonable attorneys' fees and costs the Employer incurred in the course of enforcing the terms of the Agreement, including demonstrating the existence of a breach and any other contract enforcement efforts.

9. Choice of Law and Forum Selection. This Agreement and all matters arising out of or relating to this Agreement are governed by, and construed in accordance with, the laws of the State of Alamo, applied without regard to conflict of law principles. Any action or proceeding by either party to enforce this Agreement shall be brought only in any state or federal court located in the state of CA, in the county where the Company is located.

10. Severability. Should any provision of this Agreement be held by a court of competent jurisdiction to be enforceable only if modified, or if any portion of this Agreement shall be held as unenforceable and thus stricken, that holding shall not affect the validity of the remainder of this Agreement, the balance of which shall continue to be binding on the Employee and Employer with any modification to become a part of and treated as though originally set forth in this Agreement.

PERSONAL IDENTITY INFORMATION & CONFIDENTIALITY POLICY

Purpose

Pyxis Management Consulting Group recognizes its need to maintain the confidentiality of Personal Identity Information (PII) and understands that such information is unique to each individual. The PII covered by this policy may come from various types of individuals like employees, vendors, and customers. The scope of this policy includes company requirements for the security and protection of such information throughout the company and its approved vendors both on and off work premises.

Key Elements

Personal Identity Information (PII): Unique personal identification numbers or data, including:

- Social Security Numbers (or their equivalent issued by governmental entities outside the United States).
- Taxpayer Identification Numbers (or their equivalent issued by governmental revenue entities outside the United States).
- Employer Identification Numbers (or their equivalent issued by government entities outside the United States).
- State or foreign driver's license numbers.
- Personal addresses
- Date(s) of birth.
- Corporate or individually held credit or debit transaction card numbers (including PIN or access numbers) maintained in organizational or approved vendor records.

PII may reside in hard copy or electronic records; both forms of PII fall within the scope of this policy.

Vendors: Vendors include all external providers of services to the company and include proposed vendors. No PII information can be transmitted to any vendor in any method unless the vendor has been approved for the receipt of such information.

PII Retention: Pyxis understands the importance of minimizing the amount of PII data it maintains and retains such PII only as long as necessary. Refer to the company's Record Retention Policy, which dictates the length of data retention and data destruction methods for both hard copy and electronic records.

Data Breaches/Notification: The Company will handle breach notifications(s) to all governmental agencies to whom such notice must be provided in accordance with time frames specified under these laws. Notices to affected individuals will be communicated by the owner after consultation with the Company's attorney and within the time frame specified under the appropriate law(s).

Data Access: Pyxis has access to systems where PII data may reside; thus, user access to such systems must be limited to only those who are granted access by management.

Regulatory Requirements: It is the policy of the company to comply with any international, federal or state statute and reporting regulations. If any provision of this policy conflicts with a statutory requirement of international, federal or state law governing PII, the policy provision(s) that conflict shall be superseded.

Confirmation of Confidentiality: All company employees must maintain the confidentiality of PII as well as company proprietary data to which they may have access and understand that such PII is to be restricted to only those with a business need to know.

The Company cannot control the information it receives from outside vendors or customers. However, all information transmissions sent by employees with PII must be encrypted.

Violations of PII Policies and Procedures: Pyxis views the protection of PII data to be of the utmost importance. Infractions of this policy or its procedures will result in disciplinary actions and may include suspension or separation in the case of severe or repeat violations.

PAID TIME OFF POLICY

At Pyxis Management Consulting Group, we all work hard to contribute to the success of the Company, each in different capacities. In an effort to recognize everyone's contributions and create a well-balanced life, we have created a Paid Time Off (PTO) policy to provide you with the flexibility of using PTO to meet your personal needs, while recognizing your individual responsibility to manage your paid time off. It is up to you to allocate how you will use it – for vacation, illness, caring for children, school activities, medical/ dental appointments, leave, personal business or emergencies. Pyxis (the "Company") may require you to use any unused PTO during disability or family medical leave, or any other leave of absence.

The Company's policy on paid holidays is also covered below.

ELIGIBILITY:
All employees are eligible to receive PTO and can begin using accrued PTO immediately upon accrual.

EARNING PTO HOURS:
PTO accrues as follows:

- 6.67 hours of PTO per pay period (max of 160 hours per year)

MAXIMUM TIME ACCUMULATION:
You may carry over a maximum of 5 days of unused PTO time from year to year, making the maximum available time in your second year 25 days. Once you reach your cap of two hundred (200) hours (25 days), you will not accumulate any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit.

USING PTO:
You are responsible for managing your PTO hours. It is important that you plan for how you will use it. This means developing a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

To take PTO, you must provide two (2) weeks advance notice to your manager. Less advance notice will be accepted for medical-related use of time. This allows you and the management team time to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify management in advance. In those situations, you must inform management of your circumstances as soon as possible but no later than one (1) hour before the start of your shift. In all instances where PTO is being requested in advance, all such PTO must be pre-approved by your manager.

If you take more than two (2) weeks of PTO, the request must be made at a minimum of three (3) months in advance.

The Company reserves the right, if necessary, to designate PTO periods during which employees are expected to schedule their PTO to accommodate overall work schedules and/or to ensure employees use all their accrued PTO benefits. The Company also reserves the right to deny an employee's request for PTO if, in the Company's sole judgment, scheduling the PTO would hinder business operations.

You are responsible for submitting all time off requests via Keka for approval or disapproval by your manager.

Employees who miss more than three (3) consecutive unscheduled days may be required to present a doctor's release that permits them to return to work.

ACCRUAL DURING LEAVE:
When you are out on leave that is protected under a statutory leave of absence, you will continue accruing paid leave so long as you are using PTO hours. If, while you are on statutory leave, you use all paid leave in accordance with the Company's policy and remain unable to return to work, then the remainder of the statutory leave will be unpaid. During the period of unpaid statutory leave, you will not continue to accrue paid time off, consistent with the Company's policy for all types of unpaid leave.

HOLIDAYS

Pyxis provides paid holiday time off to all eligible regular full-time and part-time employees. The following holidays are recognized:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day

- Thanksgiving Day
- Christmas Day
- Juneteenth (Optional/Floating)
- Columbus Day (Optional/Floating)

Optional/Floating Holidays – Juneteenth and Columbus Day

Juneteenth and Columbus Day are designated as optional floating holidays. Employees may choose to observe these holidays on the official calendar date or request to take them on an alternate day, with prior approval from their manager. These floating holidays provide flexibility to accommodate individual preferences or operational needs.

If an employee uses either of these optional holidays prior to the actual holiday date and separates from the company before the official holiday occurs, the value of the unearned holiday time will be deducted from the employee's final paycheck.

Eligibility and Scheduling

To receive holiday pay, employees must work their last scheduled workday before and first scheduled workday after the holiday, unless the absence is due to a pre-approved PTO request.

Pyxis follows the Federal Holiday calendar. If a client's schedule differs, employees may shift their use of holiday time to align with client needs. However, holiday time may not exceed 11 paid days per calendar year.

If a recognized holiday occurs during an employee's pre-approved PTO period, the employee will receive holiday pay instead of PTO for that day.

Please note: Holiday hours are not considered hours worked for the purpose of calculating overtime.

Termination of Employment

Upon separation of employment, employees will be compensated for all accrued and unused vacation time at their regular rate of pay.

If Juneteenth or Columbus Day was taken as a floating holiday prior to the official date and the employee separates before that holiday occurs, the equivalent pay for those days will be deducted from the final paycheck.

BEREAVEMENT POLICY

In the event of the death of an immediate family member of a regular, full-time or part-time employee who has employed with Pyxis Management Consulting Group for 30 or more days,

Pyxis will allow the employee up to five (5) days of paid bereavement leave. For purposes of this policy, an employee's "immediate family member" is defined as: spouse, domestic partner, parent, parent-in-law, child, stepchild, sibling, grandchild or grandparent.

If a bereaved employee requires more than five days leave, they may request a personal leave of absence for additional unpaid time or may request the opportunity to use any earned but unused vacation days.

The leave need not be taken on consecutive days but must be taken within 90 days. Pyxis reserves the right to request proof of death.

Use of bereavement leave for any purpose other than what is described above is deemed dishonest, and may result in disciplinary action, up to and including termination.

CHILDBIRTH OR REPRODUCTIVE LEAVE POLICY

Childbirth or reproductive leave is a type of time off granted leave to employees who give birth or who have experienced the loss of reproductive event. This leave policy generally aims to provide time for a new mother after giving birth or providing support and flexibility during a difficult time. Here are some common elements included in this leave policy:

1. Eligibility:
   - Employed by the employer for at least 30 days prior to the commencement of the leave.
   - Experience childbirth or a reproductive loss event.

2.Duration of Unpaid Leave:
   - Pyxis LLC will provide up to five (5) days of paid leave for reproductive loss event.

3. Notification Process:
   - Employees are expected to inform management or the HR department as soon as possible.

4. Provisions:
   - The leave requires that leave be taken within 3 months of the event.
   - If an employee experiences more than one event within a 12-month period, the employer is not obligated to grant a total amount of reproductive loss leave time more than 20 days within a 12-month period.
   - In addition to the reproductive loss leave, any vacation, personal leave, accrued and available sick leave, or compensatory time off that is available to the employee.

Overall, the law prohibits Pyxis from retaliating against any employee for requesting or taking leave for Childbirth or a reproductive loss. Furthermore, use of leave for any purpose other than what is described above is deemed dishonest, and may result in disciplinary action, up to and including termination.

JURY DUTY/WITNESS LEAVE POLICY

Jury Duty Leave
Pyxis Management Consulting Group realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

In the event you receive a notice to report for jury duty, please notify your manager immediately so that arrangements can be made to have your duties covered until you return to work. Employees are expected to keep management informed of the expected length of jury duty service, and the employee must return to work for any reasonable time the court is closed during normal work

hours. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Exempt employees will be paid in accordance with federal regulations, exempt employees that are out for jury duty less than one (1) workweek, will be paid their full salary. If any exempt employees are out for a full workweek or longer and zero work is completed the time will be unpaid.

Non-exempt employees will not be compensated for time away from work to participate as a juror, but employees may use available vacation and/or personal time to cover the period of absence. Exempt employees will be paid in accordance with federal regulations as it relates to compensation for exempt employees.

Witness Leave

An employee summoned to appear as a witness in any administrative or judicial proceeding must provide a copy of the subpoena or order to his/her manager upon receipt. Employees are required to report back to work as soon as possible after they are released from witness duty, unless there are less than two (2) hours remaining in their scheduled workday, in which case they should report to work on their next scheduled workday. If an employee does not return to work in a timely manner the Company may record the missed hours as an unexcused absence.

Employees will not be compensated for time away from work to participate as a witness in a judicial hearing, but employees may use available vacation and/or personal time to cover the period of absence.

Employees that perform jury duty, appear in court to testify as a witness or victim, or to consult with a district attorney or obtain an order of protection, will not be disciplined or discharged for their absence.

CALIFORNIA STATE ADDENDUMS

California: Equal Employment Opportunity Policy

Pyxis Management Consulting Group LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Pyxis will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If employees need assistance to perform their job duties because of a physical or mental condition, they should contact their immediate supervisor.

Pyxis will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Pyxis's operations. If employees wish to request such an accommodation, they should contact their immediate supervisor.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Pyxis will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact their immediate supervisor. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

I have read and understand the above policy and agree to abide by its guidelines.

California: Discrimination, Harassment and Retaliation Prevention Policy:

PYXIS Management Consulting Group LLC does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state

or local laws and ordinances. Pyxis is committed to a workplace free of discrimination, harassment and retaliation.

Discrimination Defined: Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined: Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

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

Examples of conduct that violates this policy include:

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

Retaliation Defined: Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or

participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If the employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of their immediate supervisor (Phone numbers are available through Pyxis directory.) If this individual is the person to whom the complaint is directed the employee should contact any higher-level manager in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the business owner should be contacted immediately. (Phone numbers are available through the Pyxis directory.)

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to their immediate supervisor.

Investigation Procedures

Upon receiving a complaint, Pyxis will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or the Equal Employment Opportunity policy. To the extent possible, Pyxis will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, Pyxis generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, Pyxis shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. Pyxis will inform the complainant and the accused of the results of the investigation.

Pyxis will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if Pyxis determines whether such measures are necessary. These measures may include, but are not limited to counseling, suspension or immediate termination. Anyone, regardless of position or title, whom Pyxis determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

In addition to being a violation of this policy, harassment, discrimination or retaliation can also be against the law. Employees who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Remember, Pyxis cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

California Crime Victims Leave Expansion Notification of Policy

Pyxis Management Consulting Group provides unpaid leave to each eligible employee who is a victim of certain, specified felony crimes, or who is an immediate family member of a victim, a registered domestic partner of a victim or the child of a registered domestic partner of a victim of certain, specified felony crimes to attend and participate in judicial proceedings related to the crime.

Any employee who is a victim of the specified felonies below, or who is an immediate family member, registered domestic partner or the child of a registered domestic partner who is a victim of these felonies, will be eligible for leave when the employee notifies the company, as soon as practicable, of the need for leave under this policy. Appropriate documentation will be provided before the leave, or if not possible, as soon as is reasonable to do so.

Covered felonies include:

- A violent felony, as defined in subdivision (c) of §667.5 of the Penal Code.
- A serious felony, as defined in subdivision (c) of §1192.7 of the Penal Code.
- A felony provision of law proscribing theft or embezzlement.

Employees may use accrued, unused paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off (PTO) will generally apply to an employee's request for use of PTO under this policy.

Employees requesting leave under this policy should comply with the following requirements:

1. On receiving a notice of a scheduled proceeding or a subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify human resources and your manager.
2. In support of the employee's request for leave under this policy, the employee should submit appropriate documentation, including a copy of the notice of scheduled proceeding, subpoena or other court order.
3. If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee is expected to call his or manager as soon as possible and report to work if requested.

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ILLINOIS STATE ADDENDUMS

Illinois: Sexual Harassment

It is PYXIS Management Consulting Group LLC's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within Pyxis, it is to ensure that at Pyxis, all employees are free from sexual harassment.

Under the Illinois Human Rights Act, sexual harassment is defined as:
Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991 and therefore illegal not only federally, but in the state of Illinois and all cities within, including Chicago.

While it may be difficult to determine all forms of sexual harassment, the following list consists examples of common forms of sexual harassment seen in the workplace.

- Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- Textual/Electronic: “Sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter

The most recognized forms of sexual harassment involve the types of conduct described above, however non-sexual conduct can also constitute as a violation of the applicable laws when that conduct is directed at the victim because of their gender. An example of this would be a female employee who reports to work every day and finds her tools stolen, her workstation filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman.

Because of this, all employees should be aware that what one may consider a harmless action such as nicknames like “honey” or “sweetie” may create a hostile work environment for some and can lead to sexual harassment complaints.

To ensure that the workplace is a safe and professional environment for everyone, we ask that all employees and managers do their part as laid out below:

Employee Responsibility:

- Educated yourself on the Company’s sexual harassment policy and ensure all aspects are clearly understood
- Complete the required sexual harassment training and bystander training.
- Be mindful of others
- Respect others and their space
- Speak up if you see something

Manager Responsibility:

- Each manager is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. Managers should:
- Educated yourself on the Company’s sexual harassment policy and ensure all aspects are clearly understood
- Complete the required sexual harassment training and bystander training.
- Understand your role as a manager/supervisor when it comes to sexual harassment in the workplace
- Identify sexual harassment and set a plan in motion to eliminate it from the workplace
- Take all complaints of sexual harassment seriously
- Report to the appropriate parties to have all sexual harassment matters investigated thoroughly

- Take disciplinary and protective action as needed
- Ensure employees understand what sexual harassment is and that they uphold the policy set in place

Company and manager liability in sexual harassment cases is taken very seriously under the Illinois Human Rights Commission and within the court. As such, Pyxis will take all preventative measures to ensure that they always maintain a work environment free of harassment and, even more importantly, regarding their own individual conduct.

The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Managers must act quickly and responsibly not only to minimize their own liability but also that of the company.

Any employee or manager who violates the Company's sexual harassment policy will be subject to disciplinary action up to and including termination in accordance with company policy as deemed appropriate.

Complaint Procedure

An employee who either observes or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee and their direct supervisor or their Bambee HR Manager.

- To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:
- The name, department and position of the person or persons allegedly committing harassment
- A description of the incident(s), including the date(s), location(s) and the presence of any witnesses
- The effect of the incident(s) on the complainant's ability to perform his or her job, or on other terms or conditions of his or her employment
- The names of other individuals who might have been subject to the same or similar harassment (If the harasser is the immediate supervisor; the problem should be reported to the next level of management)
- What, if any, steps the complainant has taken to try to stop the harassment
- Any other information the complainant believes to be relevant to the harassment complaint

Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious

implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Resolution Outside Company

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

The following are administrative contacts the employee can use for filing a complaint outside of the company:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action including and up to termination.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee policy handbook of Pyxis Management Consulting Group. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the policies and all other written and oral materials provided to me are intended for informational purposes only. The policy handbook and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the CEO of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the CEO of the company.

_____
Employee's Name in Print

_____
Signature of Employee

_____
Date Signed by Employee