

# OTLS

On Track Life Solutions, INC



## Employee Handbook

*October 16, 2025*



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## **1.0 Introduction**

### **1.1 Welcome Statement**

On behalf of ON TRACK LIFE SOLUTIONS, INC (OTLS) (“the company”), let us extend a warm and sincere welcome. We hope you enjoy your experience here and are glad to have you with us. Your skills and experience will be a great addition, and we look forward to the contributions you’ll make. At OTLS, we believe in collaboration, growth, and creating a positive workplace where everyone can thrive. If you have any questions or need support as you get settled in, don’t hesitate to reach out to our People Innovation group, we’re here to help every step of the way.

Welcome to the team, and here’s to a successful journey together!

### **1.2 About This Handbook**

This handbook was developed to provide information about OTLS’ company policies, practices, programs, and benefits. The handbook applies to all employees. It is important to read, understand, and comply with all handbook provisions. If you have any questions about the handbook, please contact your manager or Kimara Brown, People Innovation Manager. This handbook is not a binding contract between the company and its employees and is not intended to alter the at-will employment relationship. It’s also important to remember that this handbook provides general guidelines, and other information, such as benefit plans (if applicable), will be described in other documents.

OTLS reserves the right to modify, rescind, delete, or add to the provisions of this handbook at any time, consistent with applicable law. The company also reserves the right to interpret the policies in this handbook at its discretion.

### **1.3 Employment-At-Will**

Employment with ON TRACK LIFE SOLUTIONS, INC (OTLS) is at-will. This means that either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. Nothing in this employee handbook or in any oral or written statement limits the right to terminate employment-at-will unless otherwise dictated by Florida state law. Only the company's President has the authority to enter into an employment agreement with any employee providing for employment other than at-will, and any such agreement must be in writing.

With the exception of employment-at-will, which can only be altered by the President, the terms and conditions of your employment with ON TRACK LIFE SOLUTIONS, INC (OTLS) may be modified at the sole discretion of the company, with or without cause or notice, at any time.

## **1.4 Mission Statement**

"To build smarter, sustainable, and future-ready environments by integrating advanced technologies, cutting-edge design, and a relentless commitment to quality. We aim to redefine the construction experience through innovation, safety, and collaboration—creating lasting value for communities and clients alike."

## **1.5 Equal Employment Opportunity**

ON TRACK LIFE SOLUTIONS, INC (OTLS) is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, disability, military or veteran status, or any other status protected by applicable law. This policy applies to all aspects of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

ON TRACK LIFE SOLUTIONS, INC (OTLS) is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and relevant state laws. Our policy is not to discriminate against any qualified employee or applicant because of their disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation through an "interactive process" and will provide a reasonable accommodation to a qualified individual with a disability, allowing them to perform the essential functions of their job, provided such accommodation does not constitute an undue hardship to the company. The company reserves the right to propose an alternative accommodation, so long as such accommodation is equally effective in accommodating the disability.

Any employee or job applicant who has questions regarding this policy, would like to request an accommodation, or believes they have been discriminated against, should notify their manager or Kimara Brown, People Innovation Manager. Any individual who reports conduct in violation of this policy or participates in an investigation will not be retaliated against. If you believe that you have experienced retaliation, please report your concerns to your manager or Kimara Brown, People Innovation Manager.

## **1.6 Open Door Policy**

ON TRACK LIFE SOLUTIONS, INC (OTLS) values each employee and strives to provide a positive work experience. In any organization, however, disagreements among employees or between managers and employees may occasionally arise. In most situations, the individuals directly involved will resolve these disagreements on their own. If that cannot be accomplished, our Open Door Policy provides an effective path toward resolution. All employees are encouraged to approach any manager, supervisor, or People Innovation representative with questions, suggestions, concerns, or complaints. Whether it's about workplace conditions, interpersonal conflicts, company policies, or new ideas, your voice matters.

## **How the “Open Door Policy” Works**

- **Step 1:** If you have a concern, you're encouraged to first speak with your direct supervisor or manager.
- **Step 2:** If the issue is not resolved, or if you're uncomfortable speaking with your supervisor, you may approach another manager or the Human Resources department.
- **Step 3:** You may escalate concerns to senior leadership if you feel the issue requires further attention.

## **Guidelines**

- All conversations will be handled professionally, respectfully, and in confidence, where possible.
- No employee will face retaliation or adverse consequences for raising concerns or sharing feedback in good faith.
- While anonymous concerns are accepted (via [email/feedback form/hotline, if applicable]), direct conversations are encouraged to allow for better resolution.

## **Limitations**

- This policy is not a replacement for formal grievance or complaint procedures in cases involving legal or ethical violations, which should be reported following the company's Whistleblower or Compliance policies.

## **Responsibility**

Managers and supervisors are expected to:

- Maintain an open and respectful attitude.
- Listen actively and respond constructively.
- Take action or escalate concerns when necessary.

## 2.0 Employment Policies

### 2.1 Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, status, and benefit eligibility (if applicable). These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and ON TRACK LIFE SOLUTIONS, INC (OTLS).

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are typically paid hourly and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are usually paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by ON TRACK LIFE SOLUTIONS, INC (OTLS) management.

In addition to the above categories, each employee *may receive the following designations:*

- Regular Full-Time: Employees who are not in temporary or probationary status and who are regularly scheduled to work the company's full-time schedule (32 hours or more per week).
- Regular Part-Time: Employees who are hired for an indefinite period, but who work less than a full-time schedule. These employees may work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. Part-time employment at the company means scheduled work of less than 32 hours per week. Regular part-time employees may be eligible for some company benefits.
- Short-Term Employee: A "short-term employee" means an individual whose employment is limited in duration and is hired for a specific short-term project, or on a temporary basis. Short-term employees are not eligible for company benefits unless required by applicable law.

### 2.2 Introductory Period

The first 90 days of employment are an introductory period. This is an opportunity for ON TRACK LIFE SOLUTIONS, INC (OTLS) to evaluate your performance and suitability for the role. It is also an opportunity for you to decide whether you are happy being employed at OTLS. The company may extend the introductory period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the manager, the employment relationship will continue.

### 2.3 Performance Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that may need improvement. The company uses performance reviews as a tool to give feedback and to determine pay increases, promotions, coaching, disciplinary action, and/or termination.

Employees should note that a performance review does not guarantee a pay increase or promotion. Written or verbal performance evaluations may be made at any time to advise employees of unacceptable performance or celebrate their accomplishments. In addition to these formal performance evaluations, the company encourages you and your manager to discuss your job performance and career development on a frequent and ongoing basis.

## **2.4 Nursing Parents Policy**

ON TRACK LIFE SOLUTIONS, INC (OTLS) supports breastfeeding parents by accommodating those who wish to express breast milk during the workday while separated from a nursing child. For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. This duration may differ based on Florida state law. OTLS will designate a private, non-bathroom space for this purpose as needed. If applicable, these breaks may run concurrent with scheduled or paid break times but are otherwise considered unpaid unless designated by Florida state law. Where the Nursing Parents Policy and state-specific or municipality-specific mandates differ, the more generous of the two will apply.

## **2.5 Progressive Discipline Policy**

ON TRACK LIFE SOLUTIONS, INC (OTLS) strives to follow a policy of progressive discipline in which it attempts to provide employees with notice of performance deficiencies or unacceptable behavior and an opportunity to improve. Discipline may take the form of verbal warnings, written warnings, probation, suspension, demotion, transfer, termination, or some other disciplinary action. The course of action will be determined by the company in its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation.

Documentation of each violation will be kept in the employee's personnel file. The employee may ask for a copy of the documentation at any time.

## **3.0 Time Away from Work and Other Benefits**

### **3.1 Benefits Overview**

This handbook contains descriptions of some of our current employee benefits (if applicable). Many of the company's benefit plans are described in more formal plan documents available from Kimara Brown, People Innovation Manager. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from Kimara Brown, People Innovation Manager.

### **3.2 Paid Holidays**

ON TRACK LIFE SOLUTIONS, INC (OTLS) observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Additional holidays may be added at the company's discretion. If a holiday falls on a weekend, the company may designate an alternate day off. To qualify for holiday pay, employees must be in active status and work their scheduled day before and after the holiday, unless excused with prior approval.

### **3.3 Time Away from Work**

#### Paid Time Off (PTO)

Eligible employees are entitled to accrue paid time off (PTO) to use for vacation time, sick time, or for other personal reasons. All regular full-time employees are entitled to accrue PTO from their date of hire at the rate of 1.6 hours for every 40 hours worked. Part-time and temporary employees are not eligible for PTO. If the need to use PTO is foreseeable, employees must provide at least 10 business days' notice to their manager. If the need to use PTO is not foreseeable, the employee must provide notice as soon as possible. Employees must get approval from their manager prior to scheduling or using PTO, unless the need for PTO was an unforeseeable situation.

PTO requests are not guaranteed to be approved; approval will be based on factors impacting the business, including seasonality, staffing levels, and/or previous PTO requests. PTO approval is at the sole discretion of management. Employees are encouraged to proactively discuss their PTO needs with their manager and to schedule PTO as far in advance as possible to ensure smooth operations for the company and their department. In order to use PTO, employees must have accrued PTO available. The company does not allow employees to borrow against future expected accruals. Employees must use PTO in the year in which it is earned. Accrued but unused PTO will not carry over into the next year and will not be paid out upon termination unless required by applicable law. For states that require carry-over of accrued PTO, an employee will cease accruing PTO when they have accumulated the maximum amount allowable, until such time as they use any or all of those days. Upon their use of any or all of those days, accrual will resume at the regular rate until they have again

reached the maximum. If Florida state law also provides leave, the more generous accrual rate may apply.

### **3.4 Jury Duty**

ON TRACK LIFE SOLUTIONS, INC (OTLS) understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All full-time and part-time employees are eligible for time off to serve on a jury or when subpoenaed as a witness, in accordance with applicable federal, state, and local laws. Employees who are selected for jury duty must provide a copy of their jury summons to their manager and Kimara Brown, People Innovation Manager. Employees will be granted time off for the duration of required jury service or witness duty. Employees are expected to report to work on any day or portion of a day when they are not required to serve. Exempt Employees will continue to receive their regular salary during jury duty, consistent with applicable laws.

Non-Exempt Employees may be paid for up to three (3) days of jury duty. Beyond this period, employees may use accrued paid time off (PTO), such as vacation or personal days, or take unpaid leave, depending on their preference and eligibility under state/local laws.

### **3.5 Military Leave**

Employees taking part in a variety of military duties may be eligible for unpaid military leave. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

The company will grant such leave in accordance with applicable state and federal laws, provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law. Except as required by applicable law, all military leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave. Employees requesting leave for military duty should contact Kimara Brown, People Innovation Manager to request leave as soon as they are aware of the need for leave.

### **3.6 Unpaid Leaves of Absence**

Occasionally, employees may need to take a temporary leave of absence. These can be for personal, medical, or other reasons. In certain circumstances, you may wish to be temporarily released from the duties of your position with ON TRACK LIFE SOLUTIONS, INC (OTLS), but may not want to submit your resignation. All regular full-time and part-time employees who have completed 90 days of continuous employment may request an unpaid leave of absence. Unpaid leave may be granted at the sole discretion of OTLS based on business needs, the nature of the request, and applicable federal, state, or local laws.

## 4.0 On the Job Practices and Policies

### 4.1 Employment Records

In order to obtain employment, all employees are required to provide the company with personal information such as their legal name, address, and telephone number. This information is saved in the employee's personnel file. Please inform Kimara Brown, People Innovation Manager of any changes to your personal information, including your emergency contact. Changes to your address, marital status, etc., can affect your withholding tax and benefits coverage, so it is crucial to notify the company of any changes promptly.

### 4.2 Payroll

All employees of the company are paid twice a month. The company takes care to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday. By law, the OTLS is required to make deductions for Social Security, federal income tax, and any other appropriate taxes.

#### a) Timekeeping

Accurate timekeeping is essential for proper wage calculation.

- **Non-exempt (hourly) employees** must record all hours worked using [timekeeping system/method, e.g., electronic time clock, app, or paper timesheets]. Time must be recorded at the beginning and end of each shift and for any unpaid breaks.
- **Exempt (salaried) employees** are not required to track hours daily but must report any time off or absences according to company procedures.

Falsifying time records is strictly prohibited and may result in disciplinary action, up to and including termination.

#### b) Overtime

Non-exempt employees are eligible for overtime pay at a rate of 1.5 times their regular hourly rate for all hours worked over 40 in a workweek (or as required by applicable state law). Overtime must be approved in advance by a supervisor.

#### c) Payroll Deductions

OTLS will make payroll deductions as required by law, including:

- Federal, state, and local income taxes
- Social Security and Medicare (FICA)
- Court-ordered wage garnishments or child support
- Other mandatory deductions

d) Voluntary deductions (if applicable) may include:

- Health insurance premiums
- Retirement plan contributions
- Flexible spending or health savings accounts
- Other employee-authorized programs

### **4.3 Direct Deposit**

ON TRACK LIFE SOLUTIONS, INC (OTLS) encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees are encouraged to use direct deposit for faster, more secure payment.

### **4.4 Overtime**

Non-exempt employees may be required to work beyond their regularly scheduled workday at the request of their manager. Employees are expected to cooperate with such requests. Non-exempt employees are eligible for overtime pay at a rate of 1.5 times their regular hourly rate for all hours worked over 40 in a workweek (or as required by applicable state law). Overtime must be approved in advance by a supervisor.

### **4.5 Timekeeping**

Non-exempt employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours. Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct the error.

### **4.6 Punctuality and Attendance**

Employees are expected to arrive on time and be ready for work. Managers will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, they should contact their manager. The company does not tolerate tardiness or absenteeism without communication and an acceptable excuse. Excessive tardiness or absenteeism may result in disciplinary action. Employees who will be late to or absent from work should *contact their supervisor eight (8) hours prior to their scheduled shift*. An employee who fails to report for their scheduled workday and has not notified their manager of their tardiness or absence within the first two hours of their scheduled shift will be considered a *no show and classified as an unauthorized absence*. In the case of job abandonment, the employee's final date of employment for purposes of payroll and welfare benefits (if applicable) will be their last day actually worked.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your manager as early as possible, but no later than the start of your workday. Asking another employee, friend, or relative to give this notice is improper unless it is an emergency situation. Please call or email your manager, stating the nature of your absence and its expected duration, for every day that you are or plan to be absent.

#### **4.7 Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

#### **4.8 Customer Property and Worksite Care Policy**

All employees must treat client property with the utmost respect and care. Before beginning any job, inspect the work area and secure or remove any fragile items. This may include asking the client to move items, or safely moving them with the client. In the event of accidental damage, immediately report the incident to your supervisor and inform the client according to company procedures. Always ensure the work area is clean and returned to its original state before leaving the site. This means a thorough cleaning and a final inspection of the work area.

#### **4.9 Safety Protocols for On-Site Work Policy**

Employees are required to follow all safety protocols strictly, including the use of personal protective equipment (PPE) relevant to their tasks. Employees may not use equipment including hand tools, power tools, and any other specialized equipment before completing training.

##### PPE Requirements:

- Before starting work, assess the necessary PPE for the specific task.
- Use only PPE that meets industry standards and is approved by the company.
  - Hard Hats
  - Gloves
  - Boots
  - Eye Protection
  - Safety Vest
  - Body Harness (if needed)

#### **5.0 Vehicle Use and Maintenance**

Company vehicles are to be used strictly for business purposes. Employees assigned a vehicle must conduct a daily safety check and report any mechanical problems to their supervisor. Employees should adhere to all maintenance schedules and keep the vehicle clean and tidy.

### Authorized Use and Responsibilities:

- Eligibility: Only employees who have completed a driving record check and have been approved are authorized to drive company vehicles.

## **6.0 Tool and Equipment Management Policy**

Employees are prohibited from any unauthorized use of the company's property, including its equipment, tools, machinery, or other equipment. Employees are responsible for the tools and equipment issued to them.

- Report any lost, stolen, or damaged equipment to your supervisor as soon as possible.

## **7.0 Job Site Conduct Policy**

While on the job site, employees must maintain a professional demeanor at all times. This includes no use of profane language, maintaining a tidy appearance, and limiting personal phone use to emergencies only. Smoking is not permitted on client property. Be courteous and respectful to all clients, their guests, and their properties.

## **8.0 Environmental Compliance Policy**

Employees must comply with all local, state, and federal environmental regulations. This includes proper handling and disposal of chemicals and waste, and minimizing disruption to natural habitats. Report any environmental concerns to your supervisor immediately.

## **9.0 Scheduling and Availability Policy**

Employees are expected to be flexible with their schedules to accommodate the unpredictable nature of service demands. Employees will receive schedules in advance but must be prepared for possible changes due to client needs. Promptly communicate any availability issues to your supervisor.

## **10.0 Client Feedback and Complaint Handling Policy**

Employees should encourage feedback from clients and handle all complaints with professionalism.

## **11.0 Building Security Policy**

This policy is designed to ensure the safety and security of all employees, and company property by maintaining strict building security protocols. Be sure to follow the procedures for managing building security, including visitor management and end-of-day lock-up procedures.

#### End-of-Day Lock-Up Procedures:

- **Securing Entrances:** At the end of each workday, designated employees must ensure all entrances and exits are securely locked. This includes checking that all doors and windows are closed and locked.

## **12.0 Subcontractor Management Policy**

The company is committed to maintaining productive and professional relationships with subcontractors, ensuring their compliance with all relevant regulations, project requirements, and company policies.

#### Subcontractor Selection:

- **Qualifications and Experience:** Subcontractors must demonstrate the necessary qualifications, experience, and expertise in their respective fields. This includes relevant certifications, licenses, and a proven track record of successful project completions.

## **13.0 Company Vehicles Policy**

All employees authorized to drive company-owned or leased vehicles, or personal vehicles in conducting company business, must possess a current, valid driver's license, an acceptable driving record, and an appropriate level of insurance. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession at all times while operating a company vehicle or driving for company business.

## **14.0 Standards of Conduct**

### **14.1. Workplace Violence Prevention**

It is ON TRACK LIFE SOLUTIONS, INC (OTLS)'s policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Employees have a duty to immediately notify their managers, security or workplace personnel, human resources, or senior management of any suspicious behavior, concerning situations, or acts of physical violence that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties associated with the company. These situations include, for example, threats or acts of violence, aggressive or intimidating behavior, threatening or offensive comments or remarks, or similar behavior. Employee concerns raised under this policy will be held in confidence to the maximum possible extent.

OTLS will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to disciplinary actions by OTLS.

### **14.2 Drug-Free Workplace and Testing Policy**

ON TRACK LIFE SOLUTIONS, INC (OTLS) employees are responsible for helping maintain a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are a risk to the safety and productivity of our company. Therefore, the company prohibits the possession, manufacture, use, and distribution of all controlled substances in the workplace.

#### Employee Assistance

The company will assist employees who wish to seek treatment for drug and alcohol addiction voluntarily.

#### Drug and Alcohol Possession

OTLS maintains a drug-free workplace in compliance with federal, state, and local laws. The unauthorized possession, use, sale, distribution, or being under the influence of illegal drugs or controlled substances on company premises, during work hours, or while conducting company business is strictly prohibited. Violation of this policy may result in disciplinary action, up to and including termination of employment. OTLS reserves the right to take appropriate legal action when necessary. Employees who are prescribed medication that may affect their performance must notify People Innovation (HR Manager) to discuss any necessary accommodations.

## 14.3 Employee Conduct and Work Rules

ON TRACK LIFE SOLUTIONS, INC (OTLS) expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings as it relates to maintaining a professional work environment.

Every company employee should attempt to avoid the following conduct:

- Dishonesty or falsification of company records;
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other conduct that may endanger others or damage property;
- Insubordination, failure to perform assigned duties, or failure to comply with the company's health, safety, or other lawful rules;
- Unauthorized or careless use of the company's materials, equipment, or property;
- Unauthorized and/or excessive absenteeism or tardiness;
- Lack of teamwork, poor communication, unsatisfactory performance, or unprofessional conduct;
- Sexual or other illegal harassment or discrimination;
- Unauthorized use or disclosure of the company's confidential information;
- Violation of company policy.

Engaging in any conduct the company deems inappropriate may result in disciplinary action, up to and including immediate termination.

## 15.0 Use of Computer and Communication Systems

ON TRACK LIFE SOLUTIONS, INC (OTLS) retains the right to access all company property, including computers, desks, file cabinets, storage facilities, equipment, vehicles, phones, software, files, and folders, electronic or otherwise, at any time. Employees should have no expectation of privacy when on company grounds or while using company property. Upon termination, employees are required to surrender any company property they possess. Files or programs stored on company computers may not be copied for personal use. The company's computer, email, and Internet access systems are for business use only.

The company requires you to follow its rules. These rules are in no way an exhaustive list:

- Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee's computer systems or data without authorization.
- Do not install unapproved apps. Employees should not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
- Do not use company resources or information for other commercial purposes or personal profit.
- Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.

- Any unauthorized or deliberate action that damages or disrupts systems, alters normal performance, or causes it to malfunction is prohibited.
- Dissemination of proprietary or confidential company information without appropriate authorization is prohibited.
- Use of company computers for entertainment purposes such as playing online gambling or accessing pornographic sites is prohibited.

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to access our devices.

## **15.1 Employee-Owned Communication Devices**

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally-owned device to the company's corporate systems or network. The policy applies to any hardware and related software that is employee-owned or supplied and is used to access company resources or perform work for the company. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company's technology infrastructure. All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for purposes of conducting the company's business or on behalf of the company, are the property of the company, regardless of who owns the device at issue. The company reserves the right to monitor, inspect, and review any work-related communications, data, information, or work product created by, stored by, recorded by, printed from, transmitted to, or received by employees on such personal electronic devices.

## **15.2 Personal Visitors and Phone Usage**

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls and messaging be kept to a minimum. For safety and security reasons, employees are prohibited *from using personal communication devices (telephone, tablets, etc.) while performing work activities and duties.*

## **15.3 Workplace Searches**

OTLS prioritizes the safety, protection, and well-being of employees and its business interests. The company reserves the right to search all company property for all business purposes, including compliance with company policies, protecting the company's rights, property, and interests, investigating breaches of security, and investigating possible violations of the law. Employees are expected to cooperate in the conduct of any search or inspection.

## **15.4 Smoking**

ON TRACK LIFE SOLUTIONS, INC (OTLS) *is committed to providing a healthy and safe work environment. Smoking, including the use of e-cigarettes and vaping devices, is prohibited inside all company buildings, vehicles, and within 25 feet of all building entrances and windows. Employees who wish to smoke must do so in designated outdoor areas during*

*their breaks and comply with all local laws and regulations. Violation of this policy may result in disciplinary action.*

## **16.0 Confidential Company Information**

The protection of OTLS' confidential business information and trade secrets is vital to the interests and success of our organization. "Confidential information" is information belonging to the company but not generally known to the public, including, but not limited to: customer lists and contact information, price lists, financial information, marketing plans, business strategies, and sensitive employee information.

It is important that all confidential information remains confidential and not be disclosed to others. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company without authorization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### **16.1 No Solicitation / No Distribution**

ON TRACK LIFE SOLUTIONS, INC (OTLS) works hard to build a cooperative culture. As such, employees may not solicit for any cause or distribute literature of any kind, for any purpose during working time.

### **16.2 Conflict of Interest Policy**

Employees are expected to act in the best interests of the company and its clients by identifying and managing potential conflicts of interest.

#### Disclosure and Documentation

- Employees must disclose any personal, financial, or other interests that could potentially conflict with their professional responsibilities. This includes relationships with clients, vendors, or competitors that could influence decision-making.
- When a potential conflict of interest is identified, the employee must report it to their supervisor. The company will assess the situation and determine the appropriate course of action, which may include recusal from certain projects or clients.
- Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that could influence professional judgment. Any offers of gifts or benefits must be reported to a supervisor.
- Employees should maintain records of disclosed conflicts and actions taken to mitigate them. This documentation helps ensure transparency and accountability.

## **16.3 Company Property**

Employees are prohibited from any unauthorized use of the company's property, including equipment, materials, or other items (“company property”).

## **16.4 Health and Safety**

ON TRACK LIFE SOLUTIONS, INC (OTLS) takes reasonable precautions to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees, and it is ultimately the responsibility of each employee to help prevent accidents. In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately. Physical discomfort caused by repetitive tasks must also be reported. Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills.

## **16.5 Hiring Relatives and Significant Others**

ON TRACK LIFE SOLUTIONS, INC (OTLS)’s policy is that close relatives or individuals who live with but are not legally related to company employees may be hired only if they will not be working directly for or managing their close relative cohabitant. If already employed, they cannot be transferred or promoted into such a reporting relationship.

## **16.6 Business Expense Reimbursement**

Employees may be reimbursed for reasonable, pre-approved expenses incurred in the course of business. These expenses must be approved by your manager in advance. Contact your manager in advance if you have any questions about whether a business expense will be reimbursed.

## **17.0 References**

ON TRACK LIFE SOLUTIONS, INC (OTLS) will respond to reference requests through Kimara Brown, People Innovation Manager. Verification of employment: Requests to verify employment will be handled by Kimara Brown, People Innovation Manager. If contacted to verify employment, the company will provide your title and dates of employment.

## **18.0 Social Media Policy**

Information published on any social networking site should not reveal any confidential information and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, website, or to use social media. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social sites, X, and similar sites.

## 19.0 Travel and Expense Policy

ON TRACK LIFE SOLUTIONS, INC (OTLS)'s policy is to reimburse team members for reasonable expenses that occur during travel for business purposes. Travel must be approved in advance by your manager, and all expenses must *be approved in advance by the employee's manager or supervisor.*

It's important to keep travel expenses reasonable and seek low-cost travel opportunities whenever possible. Managers are responsible for reviewing and approving expenditures and withholding reimbursement if an inappropriate or extravagant expense is incurred.

A valid driver's license is required for all vehicle travel. For personal and rental vehicles, appropriate insurance should be purchased and maintained. Mileage for use of personal vehicles will be reimbursed.

Certain expenses will not be reimbursed, including:

- Travel expenses not directly related to company business
- Airline lounge fees
- Airline club membership fees
- First-class flights and upgrades, unless approved in advance by your manager
- Clothing for business travel
- In-flight entertainment or pay-per-view movies
- Activities not related to company business
- Expenses incurred from missing flights
- Expenses incurred from unused reservations (for example, reservations that should have been canceled but were not)
- Travel expenses for family members
- Unreasonably expensive meals or excessive alcohol

## 20.0 State and Local Policies

### Florida Policies

#### Florida - Final Paycheck

OTLS will provide employees final paycheck no later than when they would have received payment had they remained employed.

#### Florida - Workplace Privacy

OTLS recognizes that Florida is an "all parties" consent state, meaning every person on a phone call must be aware that they are being monitored or recorded and have consented by placing or continuing the phone call.

#### Florida - Whistleblower Policy

OTLS does not retaliate against an employee because they have reported an activity, policy, or practice that is in violation of a law or regulation. The Florida Whistleblower's Act prohibits retaliation against employees who report violations of law.

#### Florida - Jury and Witness Duty

Employees will be allowed to take leave for time spent responding to a summons for jury duty or are subpoenaed as a witness. It is the responsibility of the employee to provide reasonable notice of their jury or witness service to their supervisor.

#### Florida - Workplace Privacy

Employees should be aware that the company may monitor business communications or activities.

Examples of business activities that the company may monitor and/or record include:

- GPS tracking of company vehicles
- Etc.

## 21.0 Acknowledgments

### 21.1 General Handbook Acknowledgment

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case, or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this employee handbook.

I have received and read a copy of ON TRACK LIFE SOLUTIONS, INC (OTLS)'s employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the company at any time. I further understand that my employment is terminable at will, either by myself or the company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, as allowed by law.

**Employee's Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The signed original copy of this acknowledgment should be given to Kimara Brown, People Innovation Manager - it will be filed in your personnel file.