

PDX Family of Companies
Employee Handbook

1/23/2019

Welcome

Welcome to The PDX Family of Companies!

Dear Employee:

You and The PDX Family of Companies have made an important decision: The Company has decided you can contribute to our success, and you've decided that PDX is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of our team and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high-quality service to our customers and exceed their expectations. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

(This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. PDX reserves the right to change, add or delete benefits and policies as necessary. **This handbook does not create a contract for employment for any specified period or definite duration.**)

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Introduction & Description of Company

Description of Company

Here's where a description of your company, its goals, mission statement and values will go.

Anti-Discrimination & Harassment

Americans w/ Disabilities Act

It is PDX's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. PDX is committed to complying with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as applicable. PDX recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job. We are not required to provide an accommodation that could cause the business an undue hardship as defined by law.

The Americans with Disabilities Act defines "disability" as: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

In accordance with the Americans with Disabilities Act, employees with AIDS will be treated like any other ill employee. If the individual is fit to work, he or she will be provided with work in accordance with normal procedures. Usually, no special precautions in the workplace are indicated. However, employees with AIDS may request reasonable accommodation by contacting the company's medical officer or human resources department. We are committed to safeguarding the health of all employees and maintaining productivity.

Pregnancy Accommodations

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Pregnancy Discrimination Act and any other applicable federal, state or local laws, a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the Company's business operations.

Reasonable accommodations may include but are not limited to: light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical conditions resulting from pregnancy or childbirth.

The Company may request certain documents from an employee's or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Company.

An employee must provide timely notice sufficient to make the Company aware that the employee needs reasonable accommodation and, where practicable, the anticipated timing and duration of the reasonable accommodation, transfer or pregnancy disability leave.

The notice must be provided at least 30 days where foreseeable. The employee shall consult with the Company and make a reasonable effort to schedule any planned appointment or medical treatment to minimize disruption to the Company's operations, subject to the health care provider's approval. If the need for accommodation, transfer, or leave is not foreseeable, notice must be given as soon as practicable.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under these laws.

Employees with questions about this policy or that wish to request a reasonable accommodation under this policy should contact human resources.

Equal Employment Opportunity Policy

PDX provides equal opportunity in all our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, sexual orientation, gender identity or expression, genetic information or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

If you have any questions, concerns or believe that this policy has been violated, please contact Accounting.

Any employee who violates this policy may be subject to disciplinary measures including termination.

Languages Spoken at Work

Every employee is expected to treat others with respect in all aspects of their working relationships. Employees are prohibited from making offensive remarks or gestures toward fellow employees or visitors to the company who are not fluent in English. In turn, we urge employees not to use their fluency in another language in any way to humiliate or offend your fellow employees or visitors to our company.

Policy Prohibiting Harassment and Discrimination

PDX strives to maintain an environment free from discrimination and harassment, where employees treat one another with respect, dignity and courtesy.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

PDX does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's race, color, religious creed, ancestry, age, sex, national origin, disability (including physical or mental impairment or use of a guide or support animal), genetic information, military status, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

"Genetic information" includes:

- Information about an individual's genetic tests;
- Information about the genetic tests of a family member;
- Family medical history;
- Requests for, and receipt of, genetic services by an individual or a family member; and
- Genetic information about a fetus carried by an individual or family member, or about an embryo legally held by the individual or family member using assisted reproductive technology.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment;
- is used as the basis for employment decisions;
- unreasonably interferes with an individual's work performance; or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the Company, regardless of gender.

Harassment by Non-employees

PDX will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to immediate supervisor. If that person is not available, or you believe it would be inappropriate to contact that person, contact either Michael Frankel, Anthony Klondar or Human Resources Director.

PDX will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with PDX in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Employment at Will

Employment At-Will

Unless expressly proscribed by statute or contract, your employment is "at-will." All PDX employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at-will must be set out in writing and signed by PDX's President.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, TELEPHONE AND IF NECESSARY, LEAVE A VOICE MAIL for your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Bonus Compensation

You may become eligible for a periodic bonus. This bonus is optional at the discretion of management and depends upon profitability, individual performance and contribution.

Breaks

Employees are entitled to a 10-minute break for rest twice each day, spaced approximately evenly throughout the work period.

Employees are also entitled to a 30-minute paid break for meals during each work period.

Employees who are under the age of 18 are entitled to at least a 30-minute meal break if they work more than five consecutive hours.

Breaks may be scheduled at staggered times to allow department coverage.

Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations. PDX is required to comply with such orders as a matter of federal and state law.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, the Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elect's supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Outside Employment

Because of PDX's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

An employee may hold a job with another non-competing organization as long as he or she satisfactorily performs his or her job responsibilities with us. All employees will be judged by the same performance

standards and will be subject to our scheduling demands, regardless of any existing outside work requirements.

If we determine that an employee's outside work interferes with performance or the ability to meet the requirements of their job as they are modified from time to time, the employee may be asked to terminate their outside employment if he or she wishes to remain with us.

Outside employment within similar industries will present a conflict of interest if it has an adverse impact on us. Under this situation, we may have to terminate the employment relationship.

As part of employment, employees will be required to sign a non-competition and non-solicitation agreement.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave, are prohibited from having outside employment during their leave.

Overtime

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week.

Overtime pay is based on actual hours worked. Time off on holidays, sick leave, vacation leave, personal leave or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Sunday.

All employees are paid every two weeks on Friday. Each paycheck will include earnings for all work performed through the end of the PREVIOUS payroll period.

Timekeeping Rules for Non-Exempt Employees

PDX strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees' payment of minimum wage and overtime. The rules below are designed to help PDX with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please ask your human resources manager.

- You must keep an accurate record of all your work hours in the manner designated by PDX (e.g., handwritten time card, time clock, timekeeping computer program, etc.).
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another

employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.

- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location including time spent checking emails or using any mobile device (e.g., cell phone, tablet, laptop) for any work-related purpose. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.
- The Company prohibits retaliation (e.g., demotion or termination) against any employee for making a complaint about a suspected violation of the FLSA. If you have a complaint about the Company's pay practices, or if you believe you have been retaliated against for making such a complaint, please report it immediately to the President of the Company or the Company's human resources department.

Work Eligibility Records

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form) and show us documentation proving your identity and your eligibility to work in the United States.

If you have previously worked for this Company, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact Human Resources.

Work Hours

PDX follows a work schedule of 40 hours per week. The normal workweek covers a 24/7 365-day operation

Your supervisor or manager will establish your scheduled hours.

Conduct Standards

Company Property

You may not use any company property, including company vehicles, for personal purposes or remove any company property from the premises without prior written permission from your supervisor. Normal care should be used when handling company property including computer equipment or hardware and when performing required maintenance. Follow all operating instructions, safety standards, and guidelines. Report any broken or damaged equipment to your manager at once so that proper repairs can be made. The prompt reporting could also prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask for your supervisor.

At the end of employment, all company property must be returned immediately including, but not limited to, all materials that contain proprietary or confidential information, keys, credit cards, identification badges, computers, vehicles, communication devices, uniforms, and any other property otherwise belonging to or leased by PDX.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche, or electronic medium, belonging to the Company, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to PDX products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are the sole property of PDX.

You may be held financially responsible or face disciplinary action for any loss to Company property if you use or operate equipment improperly, carelessly, negligently, or unsafely.

Company-Sponsored Social Events

When authorized by the Company, alcoholic beverages may be served at Company-sponsored social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events. At Company functions, no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during Company events, the employee does so at his or her own risk. All employees are expected to maintain a high standard of professional and personal conduct at any Company event.

The Company reserves the right to arrange transportation for any employee suspected of being intoxicated at a Company social event. The Company reserves the right to cease allowing alcoholic beverages to be served to any employee whom it suspects is intoxicated or who behaves inappropriately at such functions. Managers and supervisors should remember that even at Company social events, they should set the standard for acceptable, responsible behavior.

Conduct Standards & Discipline

PDX expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that PDX retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

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- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or Company procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other company records or documents
- Failing to record working time accurately or recording a co-worker's timesheet
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying or stealing company property or another person's property
- Possessing, entering with or using weapons on company property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- Violating conflict of interest rules
- Violating the Company's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way

Dating in The Workplace

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact Human Resources for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Your immediate supervisor immediately. No customer or employee of this Company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, PDX's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Dress Policy

Appropriate office attire is required. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be PDX employees. Be guided by common sense and good taste. Specific standards may be required.

Business casual dress will be permitted on Fridays and business days that fall just before a holiday.

Office Clean Desk Policy

It is everyone's responsibility to maintain their work area to a professional standard. At day's end desks and work stations should be cleared and straightened, with all files secured and returned to their proper places. Work areas should be kept free of parts and other paraphernalia not used in the process of normal duties. Personal effects are permitted if kept neat and not excessive.

Lunchroom Etiquette

While management provides employees with a comfortable area to have working breaks and/or take meals or coffee breaks, everyone is responsible for cleaning up after themselves, utilizing the proper garbage disposal containers and not leaving spoiled leftovers in the refrigerator. All used utensils, food containers, cups/mugs/ glasses must be washed immediately after use to prevent the influx of insects or rodents in the office.

Drug and Alcohol Policy

PDX strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs, including marijuana, by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' confidence in our company. Alcohol and drug use, including marijuana, during working hours, while performing business activities.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for PDX, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Drugs

PDX employees are prohibited from using or being under the influence of illegal drugs or marijuana while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug or marijuana while in PDX facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

PDX may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any PDX property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

PDX may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Unpaid Suspension as a Disciplinary Measure

PDX always expects the highest standards of professional conduct.

In accordance with PDX's policies on harassment, drug or alcohol use, and other work conduct rules, the Company reserves the right to discipline or discharge any employee for violations of rules pertaining to behavior within the workplace.

An employee will be subject to an unpaid disciplinary suspension for infractions of workplace conduct rules. Suspensions without pay apply to everyone. For exempt employees, suspensions without pay will be in one or more full-day increments. For non-exempt employees, suspensions may be any period of time within the Company's discretion.

Ethical and Legal Business Practices

PDX expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by either Michael Frankel, Anthony Klondar.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

Employee Privacy and Other Confidential Information

PDX collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Human Resources Director must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

PDX's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client, or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Political/Campaign Activities

PDX encourages employees to exercise their constitutional right to vote and participate in the political process. However, political and campaign activities can be disruptive and must be limited during work hours. In the interest of maintaining a productive and tension-free work environment, PDX has adopted the following policy restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action, up to termination, for violating this policy.

Prohibited Employee Activities

Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. It is against this company's policy for any employee to:

- Use work time or company resources to accomplish goals that are politically motivated.
- Solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during work hours.
- Use company facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity.
- Utilize the company's property or company-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, email systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity.
- Use the company's name or affiliation in connection with any political or campaign activity, at any time, without the company's express written approval.

Requesting Time Off for Voting

The Company encourages every employee to play an active role in the election process. Employees are generally permitted to take time off from work to vote in the event the employee's work schedule does not allow sufficient time for voting either before or after work. Employees are encouraged to check local poll operation times before requesting time off to vote. Requests should be made as far in advance of the election date as possible to minimize disruption to work flow and operations. The Company will attempt to accommodate all requests for voting leave; however, management has discretion to deny leave requests or designate permissible voting times for business reasons, to the extent permitted by law. The Company also reserves the right to demand proof that a vote was cast as a condition for excusing an employee's absence or issuing pay for time off. State law and company policy will determine whether you will be paid for time off used for voting.

Political Coercion, Harassment and Retaliation

PDX embraces diversity and respects each employee's political beliefs and preferences. It is against Company policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee with respect to his or her political beliefs or activities. The Company does not permit its officers or managers to coerce employees into supporting or opposing any political candidate, party, or belief. It is a violation of this Company's policy for any manager to retaliate, threaten to retaliate, or take any adverse action against an employee for his/her support or opposition to any political campaign or party affiliation.

Employees Running for Public Office

Employees who decide to run for public office are expected to keep politics separate from employment and should not allow political involvement to interfere with work performance. PDX strictly prohibits employees seeking public office from using the Company's name in association with any political or

campaign activity without the Company's express written permission. Employees wishing to run for public office should notify their supervisor and the Human Resource Department in writing of their intentions, specifying the position and venue in which they are seeking election. Employees running for office are expected to maintain all regular work duties during the campaign and upon election. Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The Company does not guarantee that employees will be reinstated to their prior position or any other position upon return from a leave of absence for political service. Employees elected to public office must disclose to an officer of the company the existence of any potential or actual conflict of interest affecting the employee's duties or loyalty to the company and shall cooperate to the extent practicable to resolve such conflicts to the company's satisfaction.

Any person deemed to be in violation of this policy will be subject to disciplinary measures including termination at the discretion of management.

Non-Business or Social Visits to the Worksite

While personal visits are not prohibited, their frequency and duration should be limited and should not interfere with on-going work nor distract fellow employees. Visitors in the work area must sign in on the visitation list, obtain and wear a visitor's badge for identification purposes, and have an employee escort them while on the Company's premises. Unaccompanied visitors will be asked to leave the premises. The employee shall be responsible for the acts of visitors in the workplace.

Workplace Bullying

The Company is committed to providing our employees with a healthy and safe work environment that is free from bullying.

Bullying is repeated unreasonable behavior directed toward an employee, or group of employees, that creates a risk to health and safety. Examples of bullying include:

- Verbal abuse and yelling
- Humiliating someone through sarcasm, criticism or insults
- Constant criticism
- Exclusion of a person from workplace activities
- Giving someone the majority of unpleasant tasks

The Company expects all employees to behave in a professional manner and to treat each others with dignity and respect.

We encourage all employees who experience bullying to report it.

Any reports of bullying will be treated seriously and investigated promptly, confidentially and impartially. The reporting and investigation procedures for dealing with bullying are set out in the Employee Handbook, as are disciplinary and appeals procedures.

Open Door

Communication is a two-way street. PDX has an open-door policy whereby any employee can speak to any executive, manager, or supervisor on any matter. Our leaders are dedicated to being available and attentively listening to employees. The bottom line is, we can't implement change(s) if we are unaware of the need for change(s).

Progressive Discipline

PDX retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that PDX reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Use of Company Cell Phones While Driving

This policy applies to: (1) the operation of company-provided vehicles at any time; and (2) the operation of private vehicles while an employee is on work time or conducting business for the Company.

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited in a particular area, please check with the human resources department.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call.

Violation of this policy may subject an employee to disciplinary action up to and including immediate termination.

Personal Communication Devices

PDX acknowledges that technology has become a necessity in everyday life both professionally and personally. As such, certain employees may be given authorization to use their own personal devices for business purposes, also known as "Bring Your Own Device (BYOD)", when there is a legitimate business need. In some instances, the cost of use of personal devices may be reimbursed by the company. Reimbursement will be established on a case by case basis at the discretion of management. For the purpose of this policy personal devices include cell phones, smart phones, computers, laptops, tablets, pagers, recording devices, or any other personal device necessary to meet the needs of the business.

All use of personal devices for business purposes must first be authorized by a supervisor or manager. Once authorization has been granted, employees must strictly follow all company policies. Policy violations could result in the revocation of authorization to use all personal devices for business use along with any other disciplinary measures including termination deemed appropriate by management.

Office Cell Phone Policy

Personal cell phones should be turned off during work hours and placed away, not on desks during work hours. Personal activities such as texting, internet surfing, listening to music, checking personal emails and playing games during work is not permitted unless on break or punched out for lunch. If a family member or someone else needs to contact you or you need to contact them, please use the phone lines. We understand emergencies happen and we want you to feel comfortable in utilizing the company phones for that purpose.

Expectation of Privacy

Employees should enjoy a right to privacy on their own personal devices and the company will only request to access the device in limited circumstances. Times when the company may need to access a personal device include, but are not limited to, when IT technicians need to implement security controls or when the company must comply with a discovery request during an investigation or litigation matter. Note: This policy may differ from other policies regarding expectation of privacy when those policies relate to company-owned property.

Acceptable Use

Acceptable use is described as activities that assist the employee to fulfill his or her job duties or activities that directly or indirectly support the business. If authorization has been granted, employees may use their devices to access company owned resources such as email, calendars, contacts, documents, etc.

Restrictions

PDX has a zero-tolerance policy for texting or typing in any way on personal devices while driving. Only hands-free talking while driving is allowed.

Personal devices may not be used at any time to:

- Store or transmit illicit or illegal materials;
- Store or transmit proprietary or confidential information;
- Harass, bully, discriminate, coerce or otherwise degrade or defame anyone including businesses or identities;
- Engage in illegal activities; or
- Violate any company policies.

Non-exempt (hourly) employees must not use their personal devices for business purposes outside of working hours without advanced authorization from a supervisor or management. This includes checking emails, answer or returning a business call, or responding to a work text message. Employees may not use personal devices for work purposes when out on unpaid leave without advanced authorization from a supervisor or management.

Security

Before personal devices may be used for business purposes, the devices must be surrendered to the IT department for provisioning and configuring so that the devices are compatible with apps and programs needed to be productive and efficient.

Personal devices must be protected by adequate antivirus software that is approved by the IT department.

Personal devices must be password protected and lock automatically within one minute of idle time to prevent unauthorized used.

Passwords to access the company network from a personal device must be provided by IT regarding the number of characters and a combination of upper and lower case letters, numbers, and symbols.

Jailbroken or rooted devices are not permitted to access the company network.

A personal device may be wiped remotely when:

- The device has been lost or stolen;
- The employee has been terminated or resigns from the company;
- IT detects a security breach that threatens company data or infrastructure.

Risk/Liabilities

Employees are expected to protect personal devices from loss, damage, or theft. Even though IT technicians will take reasonable precaution to prevent an employee's personal data from being lost in the event of a repair or a remote wipe, it is the employee's responsibility to take additional precautions to back up his or her personal data. Lost or stolen devices must be reported to the company immediately when the loss has been discovered. If the loss occurs during non-working hours, then it must be reported as soon as the employee reports back to work. The employee is also responsible for reporting any loss to his or her mobile carrier if necessary. Though the employee is personally responsible for all costs associated with his or her device, the company may offer a stipend or reimbursement for use on a case by case basis.

Personal Use

Employees should limit use of personal devices for personal matters to nonworking hours or while on breaks as excess use may lower employee productivity or cause distractions to other employees.

Exceptions may be made for emergency situation or if use is approved in advance by management.

Separation

Upon separation from the company, the employee must allow the IT department to inspect and remove any company data from personal devices. PDX reserves the right to remote wipe any device that is not temporarily surrendered for inspection upon separation without notice or permission from the separated employee.

Social Media Policy

Generally, PDX views the use of social networking sites, weblogs and personal websites positively. The Company recognizes the right of employees to use blogs/social networking sites as a medium of self-expression. Should you choose to identify yourself as an employee of PDX to discuss business related matters on such websites, bear in mind that some readers may view you as a Company representative or spokesperson. We therefore ask you to observe the following guidelines when referring to the Company:

1. Ensure that readers understand that the views expressed are entirely your own, and that these views do not necessarily reflect the views of PDX. Please include a disclaimer that is easily visible to all visitors to the site.
2. Do not disclose any sensitive, financial, proprietary or confidential company information. This may include but is not limited to financial data (such as stocks or securities information), intellectual and trade secrets or corporate announcements that are not made available to the public.
3. PDX expects that employees will be respectful to the Company, fellow employees, our customers, partners and competitors. Employees must not post materials that violate the privacy or publicity rights of another individual or entity, including, but not limited to, posting any personal identifying information of another individual or entity including date of birth or Social Security number. Also, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying.
4. Blogging activity should not interfere with work requirements at any given time.
5. Copyrights and laws regulating what can be written must always be respected. Blogs and social networking sites should not be used to make statements that are libelous, defamatory, profane, harassing or obscene. Nothing in this policy is intended to violate the National Labor Relations Act or prohibit discussions or activities involving your terms and conditions of employment.
6. The Company reserves the right to suspend blogging activities temporarily if it has any concerns about compliance with securities regulations or other laws.
7. Ask your manager or supervisor for guidance if you are uncertain whether the content of your blog will conflict with the Company's blogging policy.
8. Breaching this policy may result in discipline up to and including termination.

Smoking Policy

Smoking, including the use of electronic cigarettes, is prohibited inside PDX facilities.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact Michael Frankel.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, PDX has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on PDX property or use company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Nonemployees may not make solicitations or distribute literature at any time.

PDX may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

All employees are responsible for maintaining a safe work environment. Acts of violence or threats of violence, either explicit, verbal or written, are unacceptable and will not be tolerated in the workplace. This includes harassment, intimidation, and other disruptive behavior. All reports of incidents will be taken seriously and will be dealt with appropriately.

Further, to ensure a workplace safe and free of violence for all employees, the Company prohibits the possession or use of weapons anywhere on company property, except as specifically provided herein. Employees are prohibited from bringing or otherwise carrying firearms or other weapons inside company-owned or leased buildings, structures, or other areas or structures where employees, staff, management, customers or other members of the public gather as a result of company business, events or activities. To enforce this policy and protect our employees' safety, we reserve the right to search all packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on Company property. Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

Return of Company Property Upon Separation

When an Employee's employment with PDX terminates, for whatever reason, the Employee is required to immediately return all Company-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to the Company. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to PDX.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to the Company, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to PDX products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are property of PDX.

Leave

Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Unless otherwise required by state or local law, PDX does not compensate employees their pay when they are required to serve. Employees must provide evidence of service from jury duty to their immediate supervisor.

If excused or released from jury duty, employees are expected to return to work promptly.

Time Off from Work in Connection with Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you are called to serve as a witness, notify your manager as soon as possible.

Unless otherwise required by state or local law, you will not be paid for the time you are away from work participating in a court case or arbitration but may use available vacation and personal days to cover the time.

Employees will not be terminated solely for their absence if they are testifying as a victim, witness, or member of a victim's family in a judicial proceeding.

Time Off to Vote

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in an election may request time off to do so. The time off will be unpaid. Such time off will be granted at your supervisor's discretion.

If you plan to take time off to vote, you must provide your supervisor with reasonable notice before Election Day. The Company may specify which hours you take off to vote.

General Employment

Employee Classifications

Employees at PDX are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An employee's personnel file consists of an employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data and other appropriate employment-related documents.

It is your responsibility to notify the Payroll or Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered company property. You or your designated representative may review and take notes of your records in the Human Resources office after giving adequate notice. Employees may not photocopy the contents of their personnel records without specific authorization.

Access to personnel records does not apply to records relating to an investigation of a possible criminal offense, letters of reference, documents developed or prepared for use in a civil, criminal, or grievance procedure, medical records, or materials used by the Company to plan for future operations.

Employment of Relatives

PDX may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Introductory Period

The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for PDX to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave accrue during this period but cannot be taken until the successful completion of your probationary period.

The Introductory Period may be extended at management's discretion.

HIPAA Privacy and Security Compliance

It is the intent of PDX to safeguard and protect the privacy and security of its applicants', employees' and customers' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered "individually identifiable" if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of PDX to ensure the confidentiality, integrity, and availability of protected health information entrusted to the Company by its applicants, employees and customers by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Employees and managers of PDX cannot at any time access, use, or disclose to any person or entity, any protected health information of the Company's applicants, employees or customers, except as necessary and authorized in the course of their duties and responsibilities with the Company. Similarly, employees and managers are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the Company's computer system to an unauthorized location.

It is the policy of PDX to take all reasonable steps to prevent security breaches with respect to protected health information and to notify all affected individuals when their protected health information is breached. Employees and managers of PDX must notify the Company of any suspected or actual breaches of protected health information and support the Company in meeting its obligations in the event a breach occurs.

These privacy and security obligations apply regardless of the manner in which the employee or manager acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject you to disciplinary action up to and including termination of employment.

Identity Theft Protection

PDX respects the privacy of your personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. In all circumstances, we take reasonable steps to:

- Give you clear notice when we are requesting information from you, the types of information we request from you, the general purposes for which that information will be used or disclosed, and the categories of users to whom we provide the information; and
- Use safe and secure systems, physical and electronic, to safeguard your non-public personal information, including your social security number.

If at any time you feel as if your personal data has been misused or improperly accessed, please report your concerns to the Human Resources Department for further investigation.

Reference/Background Checks

PDX conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

All inquiries regarding a current or former employee must be referred to the Human Resources Department.

Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Department for handling. No employee may issue a reference letter to any current or former employee without the permission of the Human Resources Department.

Under no circumstances should any employee release any information about any current or former employee over the telephone. All telephone inquiries regarding any current or former employee must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former employee, or his/her employment with the company, will be furnished unless the employee authorizes the company to furnish this information in a writing that also releases the company from liability in connection with the furnishing of this information or the company is required by law to furnish any information.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with PDX is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, PDX requests at least two weeks' notice.

Employees who are discharged or resign will receive their final paycheck on the next regular payday. Final paychecks will include all wages accrued but not paid through the date of separation.

Confidential Information & Conflict of Interest

General Confidentiality Obligations

An employee may receive or have access to “confidential information” (as defined below) during the course of his or her employment with. Any nonpublic information that pertains to PDX business is strictly confidential and must not be disseminated to anyone outside of the business.

Confidential Information

For purposes of this policy, “confidential information” includes all information or material that has or could have commercial value or other use in PDX’s business, including but not limited to:

(a) scientific or technical information concerning PDXs’ products and services; trade secrets as defined by applicable state and federal law; inventions; product “know how;” studies; formulas; designs; procedures; strategies; ideas; concepts; methods; improvements; drawings; product development; research projects; prototypes; technical memoranda and correspondence; and computer applications, codes, programs, designs and software;

(b) information concerning PDX’s business operations, such as marketing techniques; business development plans and procedures including acquisitions and mergers; names, locations, and contract information relating to vendors, suppliers, subcontractors, customers (including customers on whom Employee called during his/her employment with Company), or other entities that provide/receive products or services to/from Company; pricing; profits; costs; sales; losses; financial information; purchasing techniques; actual and potential customer and supplier lists, profiles, preferences, or transaction information.

Exclusions

Confidential information does not include: (i) information known or developed by an employee prior to commencement of his or her employment with PDX; (ii) information generally available or readily ascertainable from the public domain through no fault of an employee; and (iii) information over which PDX has not made reasonable efforts under the circumstances to maintain its secrecy or confidentiality.

Employee's Obligations

Employees must take all reasonable measures to protect the confidential information from misuse or disclosure, and must strictly adhere to each of the following:

(a) Employees must hold and maintain the confidential information in the strictest confidence for the sole and exclusive benefit of PDX.

(b) Employees must not, or permit anyone to, disclose or communicate confidential information without prior written approval from Accounting.

(c) Employees must not, or permit anyone to, use confidential information in any manner for their own purposes or for the benefit of anyone other than for the benefit of PDX, without prior written approval from Accounting.

(d) Employees must not remove, copy or duplicate anything containing confidential information except as authorized by PDX or as required for the performance of their regular job duties. Employees must return to PDX any and all original and copies of notes, files, disks, records, software, documents, plans, media, and any other written, printed, electronic, tangible or intangible materials containing confidential information or other items containing confidential information, that employees have in their possession or control, immediately upon request of the company, or automatically upon separation from PDX. All such items are exclusively the property of the company.

(e) Employees must store confidential information in a secure location at the end of every business day.

Employee cooperation is particularly important because of the company's obligation to protect the security of clients' and own confidential information. Employees are expected to use sound judgment to protect the confidential information of the business. If there are any questions regarding what constitutes confidential information, please consult Accounting immediately prior to the release of any questionable information.

Employees will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney solely for the purpose of reporting or investigating a suspected violation of law; (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal; or (3) to an attorney or in a court proceeding in connection with a lawsuit alleging retaliation by an employer for reporting a suspected violation of the law.

Any employee found to be in violation of this policy will be subject to disciplinary measures including termination.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of PDX. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with PDX
- Owning or having a significant financial interest in, or other relationship with, a PDX competitor, customer or supplier, and
- Accepting gifts, entertainment or other benefit of more than a nominal value from a PDX competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance.

Safety & Emergency

Severe Weather

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence may be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. Make sure that your notification information is up-to-date at all times. If there is a question as to whether the office will be open, call your place of work.

Transportation Guidelines for Injured/Ill Employee

Employees who experience a work-related injury should notify their manager or supervisor immediately. In cases of extreme illness or injury (such as unconsciousness, severe bleeding or broken bones), the Company will call 911.

For injuries and illnesses that require medical attention but are not life threatening, the Company will:

1. Call the employee's emergency contact to arrange transportation to a medical facility. In the absence of an emergency contact, the Company will arrange to have a supervisor or manager transport the injured employee - in either a company vehicle or, if unavailable, the accompanying employee's personal vehicle.
2. Call the medical facility to let them know that an employee is coming in with a work-related injury. After an injury, an Employee Injury Report must be completed by the affected employee and given to the supervisor or manager as soon as reasonably possible.

A physician's report must be provided to a supervisor or manager before the affected employee returns to work after treatment for an on-the-job injury.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

PDX is committed to maintaining a safe and healthy environment for all employees. Employees should report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to their manager. All employees have the right to raise a safety or health concern with their employer or the federal Occupational Safety and Health Administration, or report a work-related injury or illness, without being retaliated against. Employers are prohibited from discharging or in any manner discriminating against employees for using any of their rights under the law, including raising a health and safety concern or reporting a work-related injury or illness.

If you or another employee is injured, you should contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted in the

lunch room.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your immediate supervisor.

The federal Occupational Safety and Health Act requires that we keep records of all illnesses and injuries that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job. All workers have the right to request copies of their medical records, tests that measure hazards in the workplace, and the workplace injury and illness logs. Some employers are also required to electronically submit injury and illness data to the Occupational Safety and Health Administration.

In addition, state workers' compensation laws may require that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from your immediate supervisor.

Security

PDX is committed to ensuring employees' security. Our premises are equipped with security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact Michelle McGowan.

All employees are given identification cards (ID) when they join the Company. Wear your ID at all times while on Company business, whether you are on or off Company premises. If you leave PDX, you must surrender your ID and any company keys you have been issued.

Corporate Communications & Technology

Bulletin Boards

Check all the bulletin boards regularly to obtain important information about company events and policies. Only PDX employees should use company bulletin boards. Management must approve all postings. See Michelle McGowan to obtain approval for a bulletin board posting.

Communication with Press or Media

Media inquiries in relation to PDX must be handled in accordance with the following guidelines:

- Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to the President or to the CEO.
- All other inquiries should be referred to the President, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Employee Suggestions

The Employee Suggestion program is established to supply all employees with an opportunity to express their own creative and original ideas on methods and procedures that ultimately will:

- Improve efficiency
- Improve attitudes and working conditions
- Improve the company's competitive position
- Improve productivity

We consider the ideas and suggestions of our employees to be one of our best sources for making PDX the best company possible. It is the desire of management to encourage ongoing efforts in creative thinking and originality so that we can maximize our potential.

Investigations

In an effort to safeguard the property of our employees, clients, and PDX, PDX reserves the right to inspect property owned and/or supplied by the Company. Company-supplied property (including but not limited to offices, desks, file cabinets, computers and software, company vehicles, lockers and other storage facilities) are company property and are subject to inspection by managers at any time, with or without notice. Therefore, employees should have no reasonable expectation of privacy in property owned and/or supplied by the Company. Employees may be permitted to store personal items in facilities. However, the Company is not responsible for loss, damage or theft of employees' personal belongings, so employees should exercise discretion in storing any personal items.

Software Policy

PDX regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the company to liability.

All software that PDX acquires must be purchased by Senior Management. Upon delivery, all software must be registered properly by IT and installed by IT. You may not load personal software on PDX computers.

Use of Company Communication Systems

The Communication and Information Systems at PDX should be used only for conducting company business. Communication systems include but are not limited to any handheld wireless device such as palm organizers, laptops and blackberries or more traditional devices such as phones, facsimile-machines and mailing systems. Information systems include computers, internet/intranet networks and electronic mail.

Incidental, occasional and infrequent use of the Company's communication and information systems for personal use is permitted as long as such use does not interfere with your work or the work of any other employee or with the computer's operations.

The communication and information systems of PDX may not be used for any illegal, unethical, destructive or wasteful purpose. Employees should exercise care in personal use of any communication and information systems device and should not expect their use of personal information stored in these systems to be kept private.

Telephone Usage

The telephone system (including voicemail) at PDX is the property of the Company and is provided for business purposes. To the extent permitted by law, PDX may periodically monitor the use of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the Company telephone system to be private.

Instant Messaging

Employees' use of instant messaging should be limited to work-related matters, except for incidental personal use. Incidental personal use of instant messaging by employees is permitted as long as the use does not interfere with the employee's work, the company's operations, or use of communication facilities, and does not violate any policies.

Employees should not use the instant message system to "visit" with colleagues about non-work-related subjects.

When using instant messaging, employees are to follow company security procedures.

Employees should not use instant messaging to transmit confidential, proprietary, or trade secret information or personnel information.

Instant messages are not to be used as a substitute for oral communication with nearby co-workers or telephone calls to key vendors or customers. Generally, verbal communications are preferred when practical.

Internet/Intranet and E-mail Usage

The use of the Company's information systems is subject to company policies applicable to traditional forms of communication. These include, but are not limited to, policies prohibiting discrimination, sexual harassment, solicitation, and use of company property and resources, disclosure of confidential information, misconduct and profanity.

The electronic mail (e-mail) system is provided by the company to facilitate business activities within the organization. The hardware of the e-mail system is company property. All messages written, sent or received remain company property and are not considered to be private property of any employee.

The information systems should not be used to upload (send) or download (receive) any trade secrets, proprietary information, copyrighted information, or any similar materials without prior authorization of

company officials.

The Company's internet/intranet and e-mail systems must not be used to create disruptive or offensive messages. These may include, but are not limited to racial slurs, sexually implicative messages, or offensive comments about someone's age, disability, national origin, political or religious belief, sexual orientation or national origin.

Accessing files, utilizing codes or retrieving stored information is prohibited unless an employee has received prior authorization from management to conduct any such activity. Employees are also prohibited from gaining access to another employee's e-mail unless permission was granted to do so.

Unsolicited Messages

PDX strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) will not be tolerated. The electronic mail system is reserved for Company business. It may not be used for personal solicitation or any other improper purposes.

General Computer and Software Usage

It is the policy of the Company to respect all computer software copyrights and adhere to the terms of all software licenses to which the company is a party.

Employees may not duplicate any licensed software for their use unless the Company is expressly permitted to do so by an agreement with the licensor and with the approval of the employee's supervisor.

Only software purchased by PDX with the approval of the appropriate management may be used on Company computers. Employees are not permitted to bring software from home and load it on Company computers, unless: (1) such action is approved by the Company's management and technology department and (2) such use of the software is consistent with the terms of the software licensing agreements.

Use of the Company's communication and information systems constitutes consent to the Company's Communication and Information Systems policy.

CAN-SPAM

Controlling the Assault of Non-Solicited Pornography and Marketing Act (CAN-SPAM) was passed by Congress and took full effect on January 1, 2004. This anti-spam legislation imposes new requirements on the use of commercial e-mail messages (known as CEMMs).

The Act prohibits transmission of a CEMM without disclosing: (a) clear identification that the message is an advertisement or solicitation; (b) an opportunity to decline or "opt-out" of receiving further e-mail messages from the sender; and (c) a valid physical postal address of the sender. To comply with this Act, the Company requires employees sending commercial e-mails on behalf of the Company to follow these guidelines:

1. The use of misleading subject lines and headers are prohibited. Subject lines/ headers should be a true reflection of the subject matter or message.
2. Unsolicited CEMMs must be labeled in the message subject. CEMM must bear clear notice that they are advertisements or solicitations.
3. Each CEMM must contain a working "opt-out" mechanism. To fulfill this requirement, one must provide a return e-mail address or another internet-based mechanism that permits a recipient to request that future email messages are not sent to this address.
4. When a recipient selects the opt-out option, the sender is required to honor the request and must stop sending e-mail messages to the recipient's address within 10 days of receiving the request. The sender (or any other individual made aware of the request) is prohibited from selling or transferring the e-mail addresses of individuals who have selected the "opt-out" option, except in cases where the

recipient has granted consent.

Personal Mail

All mail delivered to the Company is presumed to be related to company business. Mail sent to you at the Company's address may be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Employee Benefits

Bereavement Leave

Full-time employees who have worked at PDX for at least 90 days are permitted up to 2 consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted 1 day(s) with pay for the death of a relative who is not an immediate family member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Domestic Partner Benefits

The Company acknowledges the needs of a diverse workforce and fairness in providing benefits to our employees, their dependents, and their spouses and domestic partners. Therefore, domestic partners will receive the same benefits that are available to spouses of company employees such as medical and dental insurance.

Domestic partners are those individuals who meet the following criteria:

- At least 18 years old and mentally competent to consent to a contract.
- Not legally married to anyone.
- Have entered into the domestic partner relationship voluntarily and without reservation.
- Are jointly responsible for each other's common welfare and shared financial obligations.
- Intend to continue the domestic partner relationship indefinitely, with the understanding that the relationship can be terminated at any time by either partner.

The couple must be at least the age of consent for marriage in the state in which they reside. The couple must complete an Affidavit of Domestic Partnership provided by the Company or the Insurer. The couple must have filed a domestic partnership agreement or registration, if available in their state (and/or city) of residence.

Employees may also elect to enroll their domestic partner's eligible dependent children if they meet the medical and/or dental plan eligibility requirements, they reside regularly with the employee and the domestic partner and qualify as the domestic partner's dependent(s) for Federal Income Tax purposes.

Employees are required to notify Human Resources Department if the domestic partnership no longer meets all of the qualifying criteria. COBRA-equivalent coverage is available for the non-employee partner.

Employee Benefits Policy

PDX employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability, and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact Human Resources.

Some benefit programs require contributions from employees, but many are fully paid by PDX. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Currently, PDX provides the following benefits: Medical, Dental and 401K.

Medical Insurance

PDX offers and bears a substantial cost of this plan for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the Human Resources Department.

Retirement Savings Plan

PDX provides a 401(k)-retirement savings plan for fulltime employees who have completed any mandatory Introductory Period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

The plan trustee is Michael Frankel. You can request a full copy of the plan summary description from Human Resources.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on PDX business. Use your discretion but try to keep costs low.

You must record all travel and business activities on the Company's Expense Report Form and submit it to Accounting. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to Accounting no later than five business days after the last day of the month.

Workers' Compensation

PDX provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Unemployment Compensation

The law provides unemployment compensation benefits to protect workers from economic hardship due to a loss of employment. A terminated employee who is unable to secure new employment may file a claim for unemployment compensation. An employee may be eligible for unemployment compensation if he/she was terminated for reasons other than misconduct, as defined by state law. Generally, employees who voluntarily resign without "good cause" are not eligible for benefits.

When an employee files a claim for unemployment compensation, the employer is required to provide a written statement detailing the circumstances or reasons for the employee's termination. The employer will also be asked whether payment of unemployment compensation is opposed. The answer provided by the employer may determine the employee's eligibility for benefits. If either party disagrees with the initial determination with respect to coverage, an appeal can be made. A formal hearing is held in the event that there is an appeal.

Vacation & Holidays

Holidays

PDX observes the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 30 days at the Company, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

Due to business needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

Sick Days

Full-time employees who have completed any mandatory Introductory Period are eligible to earn sick day credits not to exceed the listed Sick Accrual Rate:

Accrual Rate

Year 1	=	2 days	(Accrued @ .17 day/month)
Years 2-5	=	3 days	(Accrued @ .25 day/month)
Years 6+	=	4 days	(Accrued @ .33 day/month)

You must use sick days by December 31, as they may not be carried over to the next calendar year and you may not take the time as vacation.

To be eligible for a sick day, you must call in each day to your supervisor no later than 15 minutes after your usual start time for work. If you do not call in, the absence will be considered unexcused and you will not be paid for it.

All full-time exempt employees are eligible to receive sick days at their supervisor's discretion.

PDX reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Vacation

PDX provides paid vacation time for eligible employees as follows:

Vacation Accrual

Vacation may be used as soon as it is accrued. Length of service with the Company determines the rate at which eligible employees accrue vacation. Employees become eligible for the new higher accrual rate on their landmark anniversary date, as follows:

Accrual Rate for Employees for Scheduled Time Off

Year 1	=	3 days	(Accrued @ .25 day/month)
Years 2-5	=	10 days	(Accrued @ .83 day/month)
Years 6+	=	15 days	(Accrued @ 1.25 day/month)

Procedure for Borrowing Nonscheduled and Scheduled Time Off

Employees may borrow nonscheduled and scheduled time off before it is earned, but in the event of termination any unearned used time will be deducted from the employee's final paycheck. Employees will be required to sign an authorization a copy which is attached to this Handbook.

No Carry Over of Nonscheduled or Scheduled Time Off

Nonscheduled and scheduled time off may not be carried over to the next year, unless in the Company's sole discretion there are exceptional circumstances, and, any exception must be approved in writing by the Company. Upon termination employees will be paid for any earned unused time off that has been earned through the last day of employment with the Company. Managers reserve the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority and workload priority will prevail.

All scheduled time off that is not used by year end will be forfeited

Acknowledgment

Acknowledgment

I acknowledge that I have received the PDX Employee Handbook and that I have read and understand the policies.

I understand that this Employee Handbook represents only current policies and benefits, and that it does not create a contract of employment. PDX retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents

Signature Date

Please Print Your Name