

# Employee Handbook

nvca

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## **WELCOME!**

Welcome to National Venture Capital Association and Venture Forward. We hope you agree that you have a great contribution to make to our organization and that you find your employment with us a rewarding experience. We look forward to the opportunity of working together to create a more successful association. We also want your employment with us to be one that is mutually beneficial and gratifying.

We hope you will find satisfaction in your job and take pride in your work.

Bobby Franklin

President/CEO

# INTRODUCTION

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## INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our association policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This Employee Handbook replaces all previous National Venture Capital Association handbooks, policies and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including, termination of employment.

National Venture Capital Association and Insperity are in a co-employment work relationship. This means that National Venture Capital Association handles the day-to-day activities related to its core business. Insperity handles the administrative responsibilities such as payroll processing and benefits, and supports the association in many human resources issues.

You should have already signed an Employment Agreement outlining your employment relationship with Insperity. Contact your supervisor or an Insperity payroll or human resource specialist if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding. Again, welcome!

# EMPLOYMENT

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## ACCOMMODATION OF DISABILITIES

National Venture Capital Association is committed to making every reasonable effort to accommodate an employee's disability. An accommodation may be provided as long as the employee can perform the essential duties of the job, and it does not create an undue hardship for the association. A reasonable accommodation may include changes in the work environment or in the way a job is performed, so a person with a disability may enjoy equal employment opportunities.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of or any part of your pregnancy, we will explore all possible means of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- Acquisition or modification of equipment;
- Changing the employee's job duties;
- Changing the employee's work hours;
- Relocating the employee's work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.

Accommodations depend upon the employee's job qualifications and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require an accommodation, so the association can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

## AT-WILL EMPLOYMENT

Your employment with National Venture Capital Association is at-will which means that you or National Venture Capital Association may terminate your employment at any time for any lawful reason unless a written employment agreement exists with National Venture Capital Association that provides otherwise. Your employment with Insperity is at-will regardless of whether you have a written employment agreement with National Venture Capital Association.

National Venture Capital Association has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. Insperity does not have the authority to change your at-will status with National Venture Capital Association, enter into any agreement for

employment for any specified period or make any promises or commitments to the contrary. Likewise, National Venture Capital Association does not have the authority to change your at-will status with Insuperity, enter into any agreements on behalf of Insuperity for employment for any specified period or make any promises or commitments to the contrary. National Venture Capital Association however, maintains the ability to enter into employment agreements, independent of Insuperity, which is not binding on Insuperity and does not alter the at-will nature of your employment with Insuperity. For an employment agreement with National Venture Capital Association to be considered valid, it must be signed by the President/CEO.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the Handbook Acknowledgement, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

## **CHANGE IN POLICY**

The association may change, revoke or supplement the policies in this handbook at any time without notice. The association will determine the effective date of any changes and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

## **EMPLOYMENT OF RELATIVES**

National Venture Capital Association allows the employment of qualified relatives of employees provided that the working relationship does not create an actual or perceived conflict of interest. Additionally, related employees may not share the same supervisor nor have a direct reporting or supervisory/management relationship.

For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. This policy applies to all categories of employment at the association, including regular, temporary and part-time positions.

## **EQUAL EMPLOYMENT OPPORTUNITY**

National Venture Capital Association and Insuperity provide equal employment opportunities to all employees and applicants in all association facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **PERSONNEL FILES**

National Venture Capital Association and Insperity each maintain a personnel file on each employee. Contact your supervisor to request a review of your association personnel file, or contact your Insperity payroll or human resource specialist to view your Insperity personnel file.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your Insperity payroll specialist or you may update your file through the Employee Service Center<sup>SM</sup> at [esc.Insperity.com](http://esc.Insperity.com). Assistance may also be provided through the Insperity Contact Center at 866-715-3552, 7AM-7PM CT Monday-Friday.

# EMPLOYEE CONDUCT

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## ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of National Venture Capital Association. If you are late or absent, it places a burden on other employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, notify your supervisor directly as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider, unless state or local law provides otherwise, before you will be permitted to return to work. Failure to properly report your absences may be considered a voluntary resignation of your position.

## ANTI-HARASSMENT

National Venture Capital Association and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, National Venture Capital Association and Insperity will promptly take any necessary and appropriate disciplinary action.

National Venture Capital Association and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of employment;
- b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
- c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

### **Complaint Procedure**

National Venture Capital Association and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or association owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client association for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

### **Confidentiality**

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

### **Investigative Procedure**

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, National Venture Capital Association and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. National Venture Capital Association and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, National Venture Capital Association and Insperty will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

### **Duties of Employees and Supervisors**

All employees of the association, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The association strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, association owner) should act promptly to notify the Insperty Anti-Harassment hotline number so an investigation may promptly proceed. The association and Insperty may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

CALIFORNIA EMPLOYEES ONLY The California Department of Fair Employment and Housing and/or the U.S. Equal Employment Opportunity Commission may also investigate and process complaints of harassment and discrimination.

## **CONFLICT OF INTEREST**

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is or appears to be a conflict of interest for the association, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with National Venture Capital Association, as described below.

Because National Venture Capital Association employs federally registered lobbyists, all National Venture Capital Association officers, directors, employees and anyone acting on National Venture Capital Association's behalf is prohibited from providing anything of value to federal legislators and their staff, and certain government officials and employees in the executive branch. In addition, you should not offer such gifts to customers, state and local government personnel or financial institutions or other business associates in connection with transactions of Association business.

You are to act in the best interests of the association, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment or any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

## **DRUG-FREE WORKPLACE**

NVCA is committed to maintaining a drug-free and safe workplace. Except as outlined below, employees may not use, possess, manufacture, distribute, dispense, transport, sell, buy or attempt to buy, or be under the influence of or be impaired by illegal drugs or alcohol while on NVCA premises or while conducting any business-related activity at a client site or any other place away from NVCA's premises. Such activities not only violate NVCA rules, but also can jeopardize NVCA and create situations that are unsafe or that substantially interfere with job performance. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. Employees in violation of this policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, NVCA reserves the right to require an employee to undergo drug and/or alcohol testing under appropriate circumstances.

NVCA acknowledges and accepts that occasionally employees may consume alcohol in a social setting either at an event sponsored by NVCA or with members, potential members, vendors or guests of NVCA away from NVCA's premises. In these circumstances, where the employee's attendance at the event is due to the NVCA-sponsored nature of the event or stems from his or her business relationship with the member, potential member, vendor or guest, the consumption of alcohol will not be considered a violation of this policy if (1) the employee consumes alcohol responsibly and in a moderate amount; (2) the employee's consumption of alcohol does not impair the employee's judgment or jeopardize the safety of the employee or others; and (3) the employee's consumption of alcohol does not violate any laws concerning the consumption of alcohol or being under the influence of alcohol.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

The policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

## **ETHICS**

National Venture Capital Association is committed to providing a work environment governed by the highest ethical and legal standards. In all situations you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations.

Part of maintaining an ethical workplace is providing employees the opportunity to provide honest feedback. The association will not tolerate retaliation of any kind against an employee who reports in good faith a violation of law or of this policy.

National Venture Capital Association encourages you to report any actual or potential violations of applicable laws or regulations and any unethical, dishonest or improper conduct to your supervisor, the President/CEO or National Venture Capital Association's Director of Administration. If you are uncertain as to whether there are any laws or regulations that may impact your work, you are responsible for requesting guidance from your supervisor or National Venture Capital Association's Director of Administration.

## **GUIDELINES FOR APPROPRIATE CONDUCT**

In order to conduct the operations of National Venture Capital Association efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the association. All employees are expected to act in a professional manner with customers, and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other association records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on association property without authorization, in violation of policy or while on duty;
- Using the association's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;

- Committing theft or unauthorized possession of association property or the property of fellow employees; possessing or removing any association property, including documents, from the premises without prior permission from management; using association equipment or property for personal reasons without proper authorization; using association equipment for profit;
- Giving confidential or proprietary information to competitors; working for a competing business while an employee of the association; breaking confidentiality of information such as, Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers. ;
- Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the association may terminate the employee's employment.

Depending on the specific circumstances, the association may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

## **VIOLENCE IN THE WORKPLACE**

National Venture Capital Association and Insperity are committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors and others with whom we do business. The association has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employee, guest or association property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member or Insperity. You must assume that any threat is serious. The association will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

National Venture Capital Association will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on association premises or while engaged in association business off the premises.

## **WEAPONS**

National Venture Capital Association strives to provide a safe and secure workplace for employees, clients, customers and visitors. The association has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on association property or conducting association business. For purposes of this policy, association property includes, but is not limited to, all association facilities, association-provided vehicles and equipment that are either leased or owned by the association or a association client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, National Venture Capital Association reserves the right to request inspections of any employee and their personal effects while on association property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on association-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy you should immediately report this information to their onsite supervisor.

## HOURS AND COMPENSATION

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### **BUSINESS EXPENSE AND TRAVEL - CALIFORNIA**

National Venture Capital Association will reimburse all actual and reasonable business-related expenses incurred by employees in performing their job duties according to the following guidelines:

#### **Documentation Requirements**

You are required to provide a daily record of expenses, which shows the date, business location (city and state) and business purpose. Receipts must be attached for reasonable amounts for individual meals, entertainment, lodging, auto rental, cab fare and commercial travel.

#### **Lodging**

In certain cities and locales, National Venture Capital Association may have negotiated discounted room rates with specific hotels. You should make every effort to utilize lodging in locations where these arrangements exist. When a guaranteed reservation must be changed, every reasonable effort should be made to cancel the reservation on a timely basis to avoid additional fees.

#### **Transportation**

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Commercial airline travel will only be reimbursed for economy class unless approved by management.
- Negotiated discount rates for auto rental may be available. You should utilize these arrangements where possible. Additional insurance should not be purchased.
- Personal auto used for business will be reimbursed at the current IRS mileage rate; however, the total amount for mileage must not exceed the economy class airfare for the same trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance and depreciation.
- Local commuting costs between an employee's residence and work location are not allowable business expenses. If the distance between your residence and place of departure is further than the distance between your residence and work location, the excess mileage is an allowed expense.

#### **Meals**

Reimbursement will be made for the actual cost of meals up to a reasonable amount per day, including reasonable gratuities when away from home on association business or for approved business meetings.

#### **Parking and Highway Tolls**

All parking expenses and highway tolls related to business travel will be reimbursed.

### **Miscellaneous Expenses**

Miscellaneous business expenses not described above (such as telephone, postage, service gratuities, small supplies on an emergency basis, etc.) will be reimbursed. Laundry and valet expenses are allowed when an employee is requested to extend scheduled trips or when away from home from more than five days.

While away on business, a reasonable expense for personal telephone calls will be allowed. Purchases of miscellaneous supplies, software or computer hardware should be purchased through the appropriate department and obtained under circumstances on an expense report.

### **Business Entertainment**

Reimbursement is allowed for ordinary and necessary business meal and entertainment expenses for employees who have an influence on National Venture Capital Association business. Expenses must be directly related to the business and obtained under circumstances related to a business discussion.

When reporting expenditures for entertainment, provide the following:

- Date;
- Name and address or location of restaurant or other facility;
- Name, title and association of the person(s) involved;
- Business reason; and
- Amount of each separate expense.

### **Business Gifts**

Gifts in excess of to any individual are not reimbursable unless approved in advance by management. Employees are to supply all required information to the accounting department related to all gifts.

### **Professional or Technical Organizations Dues**

Dues paid for approved memberships in professional or technical organizations are reimbursable with the proper documentation.

### **Training, Conferences and Seminars**

Registration fees or similar expenses for approved training courses, conferences, seminars and conventions are reimbursable if approved by your manager.

### **Donations or Contributions**

Donations or contributions are not reimbursable expense items.

### **Expense Advances**

National Venture Capital Association does not provide cash advances for employee travel. Employees traveling regularly on business are encouraged to personally obtain a widely accepted credit card. Any interest charges incurred are considered personal expenses and will not be reimbursed.

## **ERROR IN PAY**

National Venture Capital Association and Insperty make every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor and Insperty human resource specialist immediately. All necessary steps will be taken to research the problem and to assure that any necessary correction is promptly made.

## **EXEMPT EMPLOYEE REDUCTION OF SALARY**

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the National Venture Capital Association paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the association paid time off, vacation, sickness or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.
- Employees who violate a safety rule of major significance, may have their salary reduced in an amount to be determined by the association as a penalty for that violation.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspensions is included into all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperty human resource specialist. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

## **LACTATION BREAK**

National Venture Capital Association will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. National Venture Capital Association will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

## **OVERTIME FOR NONEXEMPT EMPLOYEES - CALIFORNIA**

Depending on the association work needs, employees will be required to work overtime when requested to do so. Nonexempt employees will be paid overtime premiums at the applicable federal or state wage rate, whichever is higher. You are responsible for clearly noting all hours worked, including any overtime hours, on your timesheet.

It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of association policy and you may be subject to disciplinary action.

If you are a nonexempt employee, you will be eligible to receive overtime pay of 1.5 times your regular hourly wage for hours worked over 8 hours per day or 40 hours in one week, and for the first 8 hours worked on the seventh consecutive day of work in the same workweek. Additionally, nonexempt employees will be paid twice their regular rate of pay for hours worked over 12 in a day and over 8 on the seventh consecutive day of work in the same workweek.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

### **Prohibited "Off the Clock" Work**

Employees are not to work “off the clock” and are required to ensure that all time worked is properly recorded. If you are given directions to perform work “off the clock,” you should promptly notify your supervisor. If your supervisor has given you directions to work “off the clock” and/or has told you not to properly record all hours worked, notify your Insperty human resource specialist. You will not be penalized in any way for making such a complaint.

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## **PAY PRACTICES - CALIFORNIA**

For overtime calculations and salary administration, the fixed 7-day "workweek" for National Venture Capital Association is the period beginning at midnight, Saturday and ending at 11:59 p.m., Friday. All employees will be paid bi-weekly on every other Friday. For payday falling on a weekend or holiday, you will be paid the prior business day.

If you are absent on payday and someone else is to pick up your check, it will not be released without a signed note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

If your employment ends, you will be paid your final wages in accordance with applicable state law. If you resign with at least 72 hours’ notice, you will be paid on the date of separation for all wages and any accrued unused vacation at the date of separation. If you resign with less than 72 hours’ notice, you will be paid for all wages and accrued unused vacation no later than 72 hours after notice is given. If your employment is terminated, you will be paid on the date of termination for all wages and any accrued unused vacation on the date of termination.

## **PAY PRACTICES**

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If your employment ends, you will be paid your final wages in accordance with applicable state law.

# OPERATIONS

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## **APPEARANCE**

All employees are to exercise sound business judgment with regard to grooming, neatness, and personal hygiene when reporting for work and engaging in work-related activities. You are expected to dress in a manner that is consistent with both the workplace and the type of work you perform.

Some individuals may have sensitivity or allergic reactions to perfumes, colognes, powders and lotions. If you use these items, use them in moderation and with consideration for those around you.

National Venture Capital Association will consider reasonable accommodations to appearance standards for medical and/or religious reasons. Contact your supervisor if you have a request for an accommodation in this area.

## **USE OF ASSOCIATION PROPERTY**

Employees may use association property, equipment and reference materials for business purposes. Association equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to employees is the property of the association and may not be removed from the building without first obtaining written permission from your supervisor. You are expected to take proper precautions concerning the equipment, reference material and/or property you are assigned to use. Any equipment that is malfunctioning should be reported immediately to your supervisor.

## **EMERGENCY OFFICE CLOSING**

National Venture Capital Association may close association facilities to protect employees' well-being and safety during periods of severe weather, utility failure, national crisis, fire, flood, earthquake, or some other emergency.

If severe weather conditions arise before the beginning of the workday, the President/CEO will make a decision about closing National Venture Capital Association for the day. Unless you are notified otherwise, National Venture Capital Association will follow the lead of the Federal Government. If in doubt, you may contact the President/CEO or Director of Administration to determine the status of NVCA for that day. If the office is closed for a full day or more, non-exempt employees will not be paid, but they will have the option to use any accrued but unused paid time off. Exempt employees will be paid for their regularly scheduled pay for that day but if National Venture Capital Association is open and you do not report to work, the day will be considered an absence and you may be required to use accrued paid time off.

In some cases, the weather may disrupt normal commuting patterns without actually being severe enough to force National Venture Capital Association to close for the day. In those cases, a "liberal

leave” policy may be implemented, again based on the lead of the Federal Government. Liberal Leave means providing employees extra time (up to two hours) to travel safely to work.

## **WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or Human Resources or Insperity. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor or National Venture Capital Association’s Human Resources Department or Insperity immediately of any workplace accident or injury.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or National Venture Capital Association’s Human Resources Department and/or Insperity for more information.

Workers’ compensation insurance coverage is provided by Insperity’s worker’s compensation carrier in most states, with the exception of Washington, Wyoming, and North Dakota where coverage is provided by a state fund. Questions regarding workers' compensation insurance coverage should be directed to your supervisor or the Insperity Workers’ Compensation Department at 800-242-8893, ext. 4244.

# COMMUNICATIONS

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## INTERNET CODE OF CONDUCT

Access to the internet has been provided to employees primarily for the benefit of the organization. The following guidelines have been established for using the Internet.

### **Acceptable Use of the Internet**

You should use the Internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and Internet Forums primarily to conduct official association business or to gain technical or analytical advice. Databases may be accessed for information as needed.

### **Unacceptable Use of the Internet**

You should not use the internet during working time for non-productive reasons. Nonworking time includes the time before and after your scheduled shift, and the time when you are on a rest or lunch break. Use of the Internet while on association time must not interfere with your productivity or disrupt the operations of the association network or the network of other users.

### **Communications**

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites or programs utilized through the association. Employees should avoid posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating; that disparage clients, or vendors; or that might constitute harassment or bullying. Examples of this conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or association policy.

Except to the extent that you are discussing your wages, hours or terms and conditions of employment, the following guidelines apply: All messages communicated on the Internet should have your name attached to them if they mention or refer to National Venture Capital Association in any way. No messages regarding or relating to the association are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the association's business.

### **Software and Copyright Issues**

National Venture Capital Association intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the association. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the association, up to and including immediate termination or legal action by the copyright owner.

### **Confidentiality and Passwords**

While our systems may accommodate the use of passwords for association security, you should not expect confidentiality of your files at work. National Venture Capital Association reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized association representatives. You are not to attempt to gain access to another employee's system, including email or voice mail messages.

### **Security**

All messages created, sent or retrieved over the Internet are the property of the association and are not private. The association may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

### **Harassment**

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

### **Violations**

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the association will advise appropriate legal officials of any illegal violations.

## **USE OF COMMUNICATION SYSTEMS**

National Venture Capital Association provides the communication systems necessary for you to conduct business. You are expected to adhere to proper use of all communication systems. These include, but are not limited to, the telephone, email, wireless communication devices, iPads, tablets, facsimile, Internet access and other external network connections, network file share and storage systems, wide area network, association intranet, voicemail, computers, modems, systems, audio/visual equipment, and other software and equipment.

The Association's computing and communications systems are to be used in a productive manner primarily for the association business.

### **No Privacy Expectations**

You should have no expectation of privacy of any correspondence, messages or information located or sent across in the association's computing and communication systems, regardless of

the content or purpose. This includes email, social media sites, text messages, chat messages, internet searches and stored documents.

The association may access, monitor, copy, capture, disclose, delete, and use any communication, information or data, whether personal or business related, that is created on, stored on (permanently or temporarily), viewed on, downloaded or uploaded to, accessed by, printed from, or communicated across the association's computing and communication systems with or without notice to the employee. This includes instances where employees transmit or receive text or instant messages on association devices. All messages, regardless of content or the intent of the sender, are a form of association correspondence, and are subject to the same internal and external regulation, security and scrutiny as any other association correspondence.

Email communications must be written following customary business communication practices as is used in correspondence. Email communications are official internal association communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the specific employee(s) rather than sending a global message to all employees. It is the employee's obligation to notify any third parties affected by this policy of the association's policies regarding monitoring employee communications.

Communication systems shall not be used as a forum to promote religious or political causes, or an illegal activity. Offensive or improper messages or opinions, transmission or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental/intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited.

Unless authorized by personnel with the authority to grant such authorization, any attempt to gain access to another employee's personal communications system and messages is prohibited.

## **WIRELESS COMMUNICATION DEVICE USE GUIDELINES**

National Venture Capital Association may provide wireless communication devices, including hands-free devices, to employees who have a job-related need for them. These devices are the property of National Venture Capital Association. The following guidelines must be followed:

- Employees are expected to carry wireless communications devices as directed by their supervisor.
- Employees are responsible for lost or stolen wireless communications devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return all association-issued property.

### **Safety Concerns**

The association values its employees and the safety of others, and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

### **Use of Camera Phone**

Use of the camera feature on cellular phones or other communication devices presents risks to the association, potentially compromising customer information, trade secrets, or the privacy of others. Use of this feature is banned from restrooms, locker rooms, as well as anywhere confidential processes take place including, but not limited to confidential inventions, discoveries, improvements, formulas, software, apparatus, equipment, methods, trade secrets or research.

### **Bring Your Own Device**

You may be allowed to use your personal device(s) for work purposes. Personal electronic devices include, but are not limited, to personally owned cell phones, tablets, laptops and computers.

National Venture Capital Association must ensure the security of association information; therefore, any approved device is required to have an anti-virus, mobile device management (MDM) and “remote wipe” software installed. This MDM software will store all association-related information, including calendars, emails and other association-related applications in one area that is password-protected and secure. The IT department must approve any personal device and install all required software prior to the device being used for work-related activities.

If you choose to connect personal or association devices to the association’s computing and communication systems, you should be aware that the association may remotely “wipe” all information on any device that has been configured to access the association’s systems without any notice. If the association chooses to exercise this option, all information on the device—including any personal information—will be remotely deleted and reset to its factory settings without notice. This could occur if the device is lost, when your employment ends, or at other times during your employment. You may not receive any advance notice of the association’s decision to execute a remote wipe command. Consequently, if you store personal information on any device that has been configured to access the association’s communication systems, you should maintain copies of this information on non-association equipment that has not been configured to access the association’s computing and communication systems. National Venture Capital Association will not be responsible for loss or damage of personal applications or data resulting from the use of association applications or the wiping of association information. You must notify IT immediately in the event an authorized personal device is lost or stolen.

Cloud-based applications or backup that allows association-related data to be transferred to unsecure parties are prohibited. Additionally, personal devices may not be synchronized to other devices that have not been authorized. Making any modifications to the device hardware or software beyond authorized and routine installation updates is prohibited unless approved by IT. You may not use unsecure Internet sites.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. Additionally, any employee who is on unpaid leave may not use a personal device for work without authorization from management. National Venture Capital Association reserves the right to deactivate the association's application and access on the employee's personal device during periods of leave.

While at work, you are expected to exercise the same discretion in using your personal device(s) as is expected for the use of association devices. Association policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities. Audio and/or video recording anywhere on association property during working time (breaks are not considered working time) is prohibited.

You should have no expectation of privacy of any correspondence, messages or information located or sent across the Association's computing and communication systems, regardless of the content or purpose or whether the device is personal or business. This includes email, social media sites, text messages, chat messages, internet searches and stored documents.

The association may access, monitor, copy, capture, disclose, delete, and use any communication, information or data, whether personal or business related, that is created on, stored on (permanently or temporarily), viewed on, downloaded or uploaded to, accessed by, printed from, or communicated across the Association's computing and communication systems with or without notice to the employee. All messages, regardless of content or the intent of the sender, are a form of association correspondence, and are subject to the same internal and external security and scrutiny as any other association correspondence.

You are expected to follow applicable state or federal laws or regulations regarding the use of electronic devices at all times. Upon resignation or termination of employment, or at any time upon request, you may be asked to produce your personal device(s) for inspection. All association data on personal devices will be removed by IT upon termination of employment.

Failure to follow policies and procedures may result in disciplinary action up to and including termination of employment.

## EMPLOYEE BENEFITS

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### HOLIDAYS

Full-time employees are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week.

National Venture Capital Association observes the following holidays each year:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving & the day after Thanksgiving
Independence Day	Christmas Day

A recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized Sunday holiday will be observed on the following Monday.

### VACATION

Paid vacation is granted for all full time and part time employees so that they may benefit from rest and relaxation during a period of change from their usual job activities. All employees are encouraged to use their accrued vacation.

Use of paid vacation must be approved by the supervisor so that work assignments and vacation can be scheduled to accommodate individual plans and the needs of the remaining staff. Requests should be made at least 14 days prior to the anticipated leave. Leave may be taken at any time during the year, except that it must be scheduled to avoid conflicts with other employees' leave and with busy periods of the year, i.e. Association's Annual Meeting.

Paid vacation begins to accrue on the first day of employment and is generally determined by your length of service with NVCA. Vacation leave is earned on a bi-weekly basis and according to the following schedule:

Length of Service	Accrual: Hours per pay period
<b>0-24 months of service</b>	accrue vacation leave at a rate of 2.89 hours per pay period
<b>25-60 months of service</b>	accrue vacation leave at a rate of 4.33 hours per pay period
<b>61+ months of service</b>	accrue vacation leave at a rate of 5.77 hours per pay period

However, new-yet-experienced employees, with five (5) years of experience in their relevant field, will start accruing leave at the 4.33 hours per pay period rate and employees with ten (10) years of experience will start accruing leave at the 5.77 per pay period rate.

Part-time employees accrue paid vacation in proportion to their work hours at the same rate as full-time employees.

Employees may carry over two (2) weeks of accrued vacation leave into the following calendar year. Any accumulated vacation leave in excess of this amount at the end of the calendar year will be forfeited, unless prohibited by state laws.

Terminated employees shall be paid for accumulated vacation.

## **INSPERITY ONLINE SERVICES**

Visit Insperty online to access training, secure personal information and work tools. Go to <https://portal.insperty.com>. and click CREATE ACCOUNT. Follow the steps below to log in and begin using the Insperty Employee Service Center<sup>SM</sup>:

Step 1: Enter your last name and date of birth

Step 2: Enter one of the following to identify yourself:

- Your Social Security Number
- Your Individual Taxpayer Identification
- Your Insperty ID (this can be found on your paystub)

Step 3: Enter a username and password of your choice. Then follow the remaining prompts to create the account.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

Contact Insperty's Contact Center toll free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m. Central time for questions about the Employee Service Center<sup>SM</sup> and your Insperty benefits.

## **PAID SICK TIME**

The Association recognizes that the inability to work because of illness, injury or safety concerns may cause economic hardship. For this reason, National Venture Capital Association provides 75 hours of paid sick time to all employees. Sick leave may be used for your own or your family

member's health needs. If you do not have a spouse or registered domestic partner you may identify a "designated person" within 10 work days from your date of hire and may change your designation annually. Please advise your manager if you wish to identify a "designated person." Additionally, paid sick time may also be used for purposes relating to an employee being a victim of domestic violence, sexual assault or stalking or for an employee donating bone marrow or an organ. This policy is intended to comply with California's Healthy Workplaces, Healthy Families Act of 2014 and the San Francisco Paid Sick Leave Ordinance.

Employees begin to accrue sick time upon hire and are eligible to use the time immediately. Sick time accrues at the rate of 3.0 hours per bi-weekly pay period and unused sick time will carry over into the following year. Employees are eligible to earn up to a maximum of 75 of sick time hours and accruals will stop until the balance is again below the maximum amount.

Suspected abuse of sick time may lead to disciplinary action. Indications of possible abuse include, but are not limited to, repeated usage of sick time to extend regularly scheduled days off, including weekends, holidays (before or after a holiday), excessive absenteeism on Mondays and Fridays, and usage of sick time on days previously requested and denied as vacation. Please familiarize yourself with the Absenteeism and Tardiness Policy for the proper procedures to follow when an absence has or will occur.

Employees classified as exempt may take sick time in 1 hour increments. Nonexempt employees should record their absences in exact time increments to the quarter hour, (e.g., 1.5 hours, 6 hours, 2.75 hours). Unused sick hours are not paid in the event of separation from employment; however, any unused sick hours will be reinstated if reemployed by National Venture Capital Association within one year of separation. While sick time is paid through Insperity, sick time is solely a National Venture Capital Association policy. Please familiarize yourself with the Absenteeism and Tardiness Policy for the proper procedures to follow when an absence has or will occur.

## LEAVE OF ABSENCE

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Additional leave of absence policies for the states of California, D.C., see addendum.

### **BEREAVEMENT LEAVE**

Full-time and part-time regular employees may take up to 5 days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, and up to 3 days off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law. You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family. The eligible time off will be paid. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

### **CONTINUATION OF BENEFITS**

All active, full-time employees covered by the Insuperity Group Health Plan or the Insuperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the Insuperity Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Insuperity Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

### **JURY DUTY AND WITNESS LEAVE**

If you are summoned to jury duty or to appear in court as a witness, National Venture Capital Association will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, National Venture Capital Association will continue your pay for 5 days of jury service per calendar year. If you are required to serve more than 5 working days of jury service in a calendar year, you will be allowed additional time off without pay to complete the jury service. National Venture Capital Association will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment

action will be taken against employees due to their service as either a juror or witness in state or federal courts.

## **MILITARY LEAVE OF ABSENCE**

A leave of absence without pay for military or reserve duty or National Guard training will be granted to employees. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

## **PERSONAL LEAVE OF ABSENCE**

You may be granted a leave of absence to attend to personal matters in situations in which the association determines that an extended period of time away from the job will be in your and the association's best interest.

Requests for a leave of absence or any extension of a leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

Upon return from a personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The association will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

## **PARENTAL LEAVE**

National Venture Capital Association offers up to 12 weeks of paid Parental Leave to all full time employees who have completed 6 months of employment. Parental Leave may be taken for the following reasons:

1. The birth of an employee's child(ren); and
2. The adoption of an employee's child(ren) under the age of 18

An employee taking leave under this policy must give notice of intended leave at least two weeks in advance of the anticipated leave, or as soon as practical. The Parental Leave must be used within 12 months from the birth and/or adoption of an employee's child(ren). The Parental Leave and any other type of personal leave in which the employee may be eligible for will run concurrently, when applicable.

## **VOTING LEAVE**

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If you are unable to reach your polling place outside of work hours, you may take up to 2 hours of unpaid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

## CALIFORNIA SPECIFIC POLICIES

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### ANTI-BULLYING

National Venture Capital Association and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of abusive conduct. Abusive conduct, or “bullying,” is conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.

It includes unwelcome or unacceptable behavior including repeated infliction of verbal abuse, such as derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance and may be directed at an individual or a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident if it is especially severe and egregious. It is usually carried out by an individual but can also be an aspect of group behavior. Some examples of bullying behavior are:

- Excessive supervision;
- Belittling or disregarding opinions or suggestions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Unfairly blaming for mistakes;
- Trivializing of work and achievements;
- Abusive and offensive language;
- Insults;
- Teasing;
- Public humiliation in any form;
- Spreading rumor and innuendo;
- Unreasonable criticism;
- Isolating people from normal work interaction;
- Deliberate exclusion;
- Practical jokes;
- Name calling;
- Threats of physical harm or other type of retribution

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intent of the alleged bully is irrelevant, and will not be given consideration when disciplining an employee. It is the effect of the behavior upon the individual which is important.

We encourage all employees to report any instance of bullying behavior. Reported or suspected occurrences of bullying will be promptly and thoroughly investigated. Following an investigation, National Venture Capital Association and Insperity will promptly take any necessary and appropriate disciplinary action.

National Venture Capital Association and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of bullying complaints.

To report workplace bullying, discussing the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate or your problem is not resolved after discussion with your supervisor, you are encouraged to request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, the association provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employee who feels harassed or discriminated against should follow the complaint procedure as described in the Anti-Harassment policy.

## **BONE MARROW AND ORGAN DONATION LEAVE**

After 90 days of employment, you may request up to five days of leave to donate bone marrow or up to 30 business days of leave for organ donation. Employees requesting bone marrow leave must use all accrued sick leave, vacation or paid time off before additional paid leave is granted. Employees requesting organ donation leave must use up to two weeks of accrued sick leave, vacation, or paid time off before additional paid leave is granted. If you did not qualify as a bone marrow donor, any time that you used prior to that medical determination will not count toward a leave. You may be required to provide a doctor's verification describing the reason and length of leave requested.

You should notify your supervisor in writing as soon as possible if you need bone marrow leave.

## **CRIME VICTIM LEAVE**

An employee who is the victim of or who is family member, a registered domestic partner, or a child of a registered domestic partner who is the victim of a felony, domestic violence, sexual assault, or stalking is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or make their homes more secure or seek new housing.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. National Venture Capital Association will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

## **EMERGENCY RESPONDER LEAVE**

National Venture Capital Association provides unpaid leave for employees who perform emergency duty as a firefighter, reserve peace officer or emergency rescue personnel, whether a volunteer or paid worker. If you are participating as one of these emergency responders, notify your supervisor so the association may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. National Venture Capital Association will comply with additional requirements under state law.

## **EXEMPT EMPLOYEE REDUCTION OF SALARY**

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the National Venture Capital Association paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the association paid time off, vacation, sickness or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

### **Prohibited Reductions/Complaint Procedure**

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperty human resource specialist. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

## **MILITARY FAMILY LEAVE**

California Military Family Leave provides up to 10 days of unpaid leave to employees who are the spouse or registered domestic partner of a deployed member of the armed forces, including the National Guard and reserves.

### **Eligible Employee**

To qualify to take California Military Family Leave, you must meet the following requirements the date leave is to begin.

1. You are an active employee in California;
2. You work an average of 20 hours per week; and
3. You are the spouse or registered domestic partner of a qualified deployed service member who is on leave from deployment during a period of military conflict

Employees taking military family leave should give advance notice of the need to take leave as soon as practicable. California Military Family Leave and federal Family Military Caregiver Leave under the FMLA will run concurrently, when applicable. At the end of the military family leave, an employee will be restored to the position held when the leave began or to a position of equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

## **PREGNANCY DISABILITY LEAVE**

Under California's Pregnancy Disability Leave law and where National Venture Capital Association employs five or more regular full or part-time employees, female employees may take a leave of absence of up to four months for disabilities relating to pregnancy, childbirth or other related medical conditions (PDL leave). PDL leave is subject to the guidelines and conditions set forth below, per applicable law. Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any employee seeking PDL leave should advise the Insperity Leave and Disability Group of the intention to take such leave as soon as feasibly possible. The following guidelines and conditions apply to PDL leave:

1. If the need for the leave, a reasonable accommodation, or transfer is foreseeable, employees must provide at least 30 days of reasonable advance notice before the pregnancy disability leave, reasonable accommodation, or transfer is to begin. Employees must consult with their manager regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of National Venture Capital Association. Any such scheduling is subject to the approval of the health care provider of the employee. If 30 days of advance notice is not possible, notice must be given as soon as practicable.
2. Employees who need to take PDL leave must provide timely oral or written notice sufficient to notify the association that the employee needs to take a pregnancy disability leave and/or be granted a transfer or other form of reasonable accommodation. The

- verbal notice should include the anticipated timing and duration of the leave, reasonable accommodation, or transfer request.
3. If requested by the employee and recommended by the employee's health care provider, the employee's work assignment may be changed as required to protect the health and safety of the employee and her child.
  4. Requests for temporary transfers of job duties will be reasonably accommodated if the job and seniority rights of others are not breached.
  5. PDL leave usually will begin when ordered by the employee's health care provider. If requested, the employee must provide the association with a certification from a health care provider. The certification indicating disability should contain:
    - a. The date on which the employee became disabled due to pregnancy;
    - b. The probable duration of the period or periods of disability; and
    - c. Statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
  6. A return from leave will be allowed only when the employee provides a release to the association from her health care provider.
  7. An employee will be required to use all accrued sick time, if any is available, during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a PDL disability leave.
  8. Duration of the leave will be determined by the advice of the employee's health care provider, but disabled employees may take up to four months. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth or related medical condition. This includes, but is not limited to, leave for severe morning sickness, prenatal or postnatal care, post-partum depression or recovery from childbirth, loss or end of pregnancy.
  9. When an employee is also eligible for FMLA leave, FMLA leave will run concurrently with PDL leave.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from PDL leave, an employee will be reinstated to her same position held at the time the leave began or to a comparable position with the same pay rate/salary, if available. An employee returning from a PDL leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on PDL leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated due to a reduction in force, and there are no like or comparable positions available, then the employee would not be entitled to reinstatement.

Absences due to PDL leave will not be counted as time worked for the purpose of computing seniority, vacation, sick leave or personal days.

For employees on PDL leave and covered by the Insperty Group Health Plan, plan coverage will continue as is provided for in the Continuation of Benefits policy.

## **REST AND MEAL BREAKS FOR NONEXEMPT EMPLOYEES**

National Venture Capital Association provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early. An employee may leave the premises during a 10-minute rest period and is responsible for ensuring they promptly return to their work station at the end of the break. Employees are relieved of all duty during rest and meal breaks, which includes not being required to respond to phone calls or electronic messages during these times. An employee should notify management immediately if denied the opportunity to take a full, uninterrupted rest or meal break.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period. Your meal period must begin no later than the end of the fifth hour of work, unless the work day is no more than six hours, then your meal period can be waived by mutual consent between you and National Venture Capital Association. A second meal period will be provided to employees who work more than 10 hours per day. If the total work day is no more than 12 hours, and the first meal period was not waived, the second meal period can be waived by mutual consent between the employee and National Venture Capital Association. Nonexempt employees are entitled to one 10 minute rest period per four hours worked (or per a major fraction of 4 hours). The rest period should, to the extent practicable, occur in the middle of the four hour (or major fraction of four hours) work period. If, for any reason, you are unable to take your meal period or rest period in accordance with policy, you should report that to your supervisor.

Breaks and meal periods may be staggered and may change to meet the business needs of National Venture Capital Association.

## **VOTING LEAVE**

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If you are unable to reach your polling place outside of work hours, you may take up to 2 hours of paid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

## **WIRELESS COMMUNICATION DEVICE USE GUIDELINES**

National Venture Capital Association may provide wireless communication devices, including hands-free devices, to employees who have a job-related need for them. These devices are the property of National Venture Capital Association. The following guidelines must be followed:

- Employees are expected to carry wireless communications devices as directed by their supervisor.
- Employees are responsible for lost or stolen wireless communications devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return all association-issued property.

### **Safety Concerns**

The association values its employees and the safety of others, and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

### **Use of Camera Phone**

Use of the camera feature on cellular phones or other communication devices presents risks to the association, potentially compromising customer information, trade secrets, or the privacy of others. Use of this feature is banned from restrooms, locker rooms, as well as anywhere confidential processes take place including, but not limited to confidential inventions, discoveries, improvements, formulas, software, apparatus, equipment, methods, trade secrets or research.

## D.C. SPECIFIC POLICIES

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### CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member of a victim of stalking, domestic violence, or sexual abuse is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or take other actions to enhance the physical, psychological, or economic health or safety of themselves or their family members, associates, or co-workers. Employees will be provided one hour of paid sick time for every 87 hours worked up to a maximum of 3 days of paid leave per year.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. National Venture Capital Association will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

### SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, National Venture Capital Association recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 24 hours per year to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

## HANDBOOK ACKNOWLEDGEMENT

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I acknowledge that I have received the association's Employee Handbook ("the Handbook"), dated **January 1, 2018**, and understand that violations of the policies contained in the Handbook including, but not limited to, the Anti-Harassment Policy, could result in disciplinary action, up to and including termination.

I understand I must repay the association any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the association to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I further agree and consent to all policies contained herein and understand that the information contained in the Handbook represents guidelines for the association and that the association reserves the right to modify the Handbook or amend or terminate any policy, procedure or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract for employment for a specific term or duration. My employment with Insperity is at-will. My employment with National Venture Capital Association is also at-will unless a duly authorized employment agreement with National Venture Capital Association provides otherwise.

I further understand that no manager, supervisor or other representative of the association, other than the President/CEO, has any authority to change my at-will status or enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be duly authorized and enforceable unless it is in writing and signed by both parties. Notwithstanding the above, I also understand that an agreement made by either the President/CEO of National Venture Capital Association is not binding on Insperity unless it is agreed to in writing by either the President/CEO or senior vice President/CEO of Insperity.

My signature below certifies that I understand the at-will employment relationship between the association and myself.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the onsite supervisor.

In the event there is a conflict between a policy in this Handbook versus a policy posted on the ESC, the policy in this Handbook governs.

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

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

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Insperity Employee ID Number*

**Please sign and return one acknowledgment to your supervisor and retain the other for your records. A copy of this signed acknowledgement should be sent to Insperity.**

Filename: 3964200 National Venture Capital Association Handbook Final  
Directory: C:\Users\mxsoni\OneDrive - Insperity Inc\Handbooks  
Template: C:\Users\mxsoni\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: pmsqdisp  
Keywords:  
Comments:  
Creation Date: 12/19/2017 11:39:00 AM  
Change Number: 18  
Last Saved On: 10/20/2020 9:01:00 AM  
Last Saved By: Meeta Soni  
Total Editing Time: 1,192 Minutes  
Last Printed On: 10/20/2020 10:18:00 AM  
As of Last Complete Printing  
Number of Pages: 43  
Number of Words: 15,703 (approx.)  
Number of Characters: 89,511 (approx.)