

GLOBAL MARITEK SYSTEMS

EMPLOYEE HANDBOOK



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WELCOME FROM THE CEO

Dear Employees,

As the CEO of Global Maritek Systems, Inc. ("GMS") I want to express my gratitude that you are a part of our team. We believe that each employee contributes directly to the growth and success of GMS, and we hope you will take pride in being a member of the team.

At the National Marine Center in St. Augustine and our many satellite facilities across the nation, GMS provides quality vessel maintenance services nationally with high-integrity people striving for innovation and excellence every day.

This handbook was developed to describe some of our expectations of our employees and to outline the policies, programs, and benefits offered to you as a GMS employee. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it will answer many of your questions about employment with GMS.

Again, we are delighted that you are a part of GMS, and we wish you success during your employment. We hope that, with our Company, you will reach your career goals.

Sincerely,

A handwritten signature in blue ink that reads "John A. Douglas". The signature is written in a cursive, flowing style.

John Douglas, Sr.
CEO
Global Maritek Systems, Inc.

INTRODUCTION

ABOUT THIS HANDBOOK

This handbook details many of the policies of Global Maritek Systems, Inc. (“GMS,” “we” or “the Company”). It is designed as a working guide for employees and supervisors and a tool to provide you with general information on benefits, policies and practices that are of direct interest to our employees. Read it carefully and keep it for future reference.

Of course, due to our changing operational needs and Government regulations, items within the handbook may be modified at the sole discretion of GMS from time to time. This handbook supersedes all prior handbooks, manuals and policy statements issued by GMS. GMS has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time. Nothing in this handbook should be construed as a promise of specific treatment in any specific situation upon which any employee should rely. Additionally, many matters covered by this handbook are also described in separate official documents, and such official documents are always controlling over any statement made in this handbook or by any supervisor or manager. We will keep you informed of any changes that may affect you via email or other means.

If you require further information on any areas covered in this handbook or on any additional human resources questions, please contact the Human Resources Department at the St. Augustine office.

HISTORY

GMS is a small business that was incorporated in Delaware in 1977 as General Offshore Corporation (“GOC”) with headquarters in Ft. Lauderdale, FL. It was engaged in sonobuoy testing, shock testing, vessel operations and specialized equipment design and fabrication for the U.S. Navy. It was also engaged in shore-ending cable laying/installation.

Since that time, ownership of the Company changed hands numerous times, as did the focus of the Company’s business. In 1988, after a pilot program by the U.S. Customs Service (now “Customs and Border Protection” or “CBP”) to outsource the maintenance and repair of its fleet of vessels, GOC was awarded a contract providing for one (1) base year and four (4) option years.

In 2003, certain contracts, including the CBP contract, were sold to the newly formed Global Marine Systems, Inc. The company name was changed to Global Maritek Systems, Inc. (“GMS”).

Except for the years 1993-1998, the CBP contract has been continuously awarded to GMS or its predecessor company since 1988.

In 2013, GMS was awarded the Department of Homeland Security (“DHS”) Small Business Achievement Award for its outstanding work in support of the DHS mission through its work for CBP.

In 2016, the Company was acquired by one of the prior owners, John Douglas, Sr., who continues to serve as CEO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company is an equal opportunity employer. GMS will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, religion, color, national origin, sex, physical or mental disability, age, sexual orientation, gender identity, national origin, disability, military and/or veteran status or any other Federal or State legally-protected classes.

The Company has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions and/or concerns should be referred to your immediate supervisor or Human Resources. Appropriate disciplinary actions will be taken against any employee violating this policy. You may also contact anyone in Senior Management, up to and including the CEO, if you believe your concern was not properly addressed.

GMS is committed to our Affirmative Action Program ("AAP"). Upon request, the AAP is available for inspection by any employee or applicant for employment and can be obtained from Human Resources. GMS aims to ensure that its employees achieve their full potential and that all employment decisions are made without reference to irrelevant discriminatory criteria. The Company has adopted this policy as a means of helping to achieve these aims. The Company prohibits and will not tolerate discrimination or harassment.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Company is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's gender, race, ethnicity, national origin, age, religion, or any other legally protected characteristic will not be tolerated. All employees, including supervisors and other management personnel, are expected, and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the employees and guests. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; unwanted physical contact; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through electronic transmission); and other physical, verbal or visual conduct of a sexual nature. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior. Gender-based harassment that does not involve sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his or her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to the Company (e.g., an outside vendor, consultant, or customer).

The Company prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The Company strongly urges the reporting of all incidents of harassment, discrimination, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Company's policy or who have concerns about such matters should first file their complaints with their immediate Supervisor, followed by the Program Manager for the contract and/or Human Resources. Employees may also contact anyone in Senior Management, up to and including the CEO, directly if they feel the Supervisor, Program Manager, and/or Human Resources have not sufficiently addressed the issue. If an employee is uncomfortable speaking with their manager about the concern, the employee should follow this chain of command to the first person he or she is comfortable discussing it with.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Company strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Company will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have another relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination, as the Company believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with Human Resources or the Program Manager at the St. Augustine office.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment. The law and the policies of the Company prohibit disparate treatment based on gender or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

AMERICANS WITH DISABILITIES ACT POLICY

GMS is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, GMS will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources at the St. Augustine office. GMS encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of Human Resources and your Supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Company might make to help overcome those limitations. In certain circumstances, you may be required to supply medical certification from a physician of the ADA concerns needing accommodation so the supervisor and Human Resources can best analyze whether a reasonable accommodation is possible and what accommodations may be made.

The Company will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the Company's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties, the

Company's ability to conduct business, and the potential safety hazards the accommodation may pose.

The Company will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the Company to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify Human Resources in St. Augustine. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

OPEN DOOR POLICY

We value teamwork and ordinary channels of communication. Thus, we encourage you to discuss any employment concerns with your immediate Supervisor or Site Manager. If you are not comfortable doing so, or if your concern is not addressed to your satisfaction, you may contact the Program Manager for the contract or Human Resources directly. Any employee may also contact any Senior Management, up to and including the CEO, directly.

EMPLOYMENT, COMPENSATION AND PERFORMANCE MANAGEMENT PROGRAMS

INITIAL EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment to learn about the Company and about his or her job. During this time, the employee will have an opportunity to find out if he or she is suited to, and likes, his or her position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period to evaluate his or her performance. The initial employment period is ninety days and supervisors will conduct an evaluation within the first 90 days on all new employees.

During this time, the new employee will be provided with training and guidance from his or her supervisor. He or she may be terminated at any time during this period if his or her supervisor concludes that he or she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment period may be extended at the sole discretion of the Company. At all times during an employee's employment with the Company, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his or her supervisor may discuss his or her performance. Provided his or her job performance is "satisfactory" at the end of the initial employment period, he or she will continue in the Company's employment as an at-will employee.

EMPLOYEE CATEGORIES (JOB CLASSIFICATIONS)

Employees are classified by two major categories: "Exempt" and "Non-Exempt." This handbook applies to both Exempt and Non-Exempt employees.

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State wage and hour laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a daily basis.

Non-Exempt employees receive overtime pay in accordance with the Fair Labor Standards Act ("FLSA"). Their salaries are calculated on an hourly basis.

Employees are also classified within one of the following statuses:

- a) Full-time: A full-time employee is one who works the standard working hours of the Company each week (generally either on five 8 hour shifts or four 10 hour shifts weekly), is "on call" or works a minimum of 32 hours or more per week.
- b) Part-time: A part-time employee is classified as Exempt and Non-Exempt and works a regular schedule of 20 hours or more, but less than 32 hours per week. The salary of a part-time exempt employee is calculated on a weekly basis. The salary of a part-time non-exempt employee is calculated on an hourly basis.
- c) Temporary: A temporary employee is hired for a specified project or time frame and works an irregular schedule. A temporary employee in a non-exempt position is paid by the hour, while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by the Company.

PAYMENT OF SALARY, INCLUDING OVERTIME

The workweek is Monday through Sunday. Pay days are bi-weekly on every other Friday.

All overtime hours must be pre-approved by your immediate supervisor, and for contract employees, pre-authorized by the Government.

Non-Exempt full-time employees are eligible for additional pay for work performed beyond their regularly scheduled 40hrs per week. After the non-exempt employee has worked the normal 40hrs, all additional time is paid at a rate of 1 ½ times the employees' hourly rate. Keep in mind that vacation hours, holiday hours, and sick time do not count towards hours worked, and will not be calculated towards overtime pay. Travel to and from locations is also not considered overtime unless overtime hours occur while pulling a vessel.

GMS abides by the individual state overtime law regulations and this policy may be superseded by state law.

Employees will be paid through direct deposit. On the first day of employment, employees will be given a direct deposit sign up form, to be turned in to Human Resources. Direct Deposit changes must be completed by the employee through the Paycor system. Human Resources/Payroll are available to assist you when necessary, however, they cannot make the change for you without having been in personal contact with you for the request. In part because of various existing and emerging email scams, there are no exceptions. This is for the protection of the employee.

Your paycheck statement may be viewed and printed by accessing the Paycor (payroll system) site for employees. A statement of earnings is provided each pay period to employees indicating:

- a) Gross Pay
- b) Statutory Deductions
- c) Voluntary Deductions

For new employees, log-in instructions are provided via your personal email address on file, when you are entered in the system as a new hire. If you do not receive an email from Paycor, reach out to Human Resources for further assistance.

The number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate, affects the amount of Federal withholding. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, the employee must enter these changes in the payroll system. Employees should reach out to Human Resources if they need instructions.

If the normal payday falls on a Company-recognized holiday, payment will be distributed one workday prior to the normal pay day, when possible. Under no other circumstances will the Company release any payments prior to the announced schedule.

TIMEKEEPING

Timekeeping records of all employees are entered by the employee and are consolidated weekly by the payroll department. Timekeeping records are Company records and care must be exercised in recording the hours worked, overtime hours, and absences. It is strictly forbidden to falsify any timekeeping record or for an employee to sign another employee in or out. This is inclusive of any and all systems where the employee is documenting work or benefit hours.

Employees are responsible for reporting their own hours daily, in Unanet and in CAMITS (for contract employees). The utmost integrity and accuracy must be exercised to assure that Unanet time entered against project codes matches the information entered into CAMITS. Consistent failure to do so could result in disciplinary action taken up to and including termination.

The employee's supervisor must approve his or her hours worked at the end of each week. Timecards must be submitted and approved by 10:00 AM ET on the Monday after a bi-weekly pay period.

The attendance of all employees is recorded weekly by Human Resources. Attendance records are Company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to record hours on other employee timecards. Violations of this policy will result in appropriate disciplinary action, up to and including immediate termination.

Lunchtime is generally thirty minutes unless otherwise stipulated to comply with local or other employment requirements. Once an employee reports to the place of employment, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

Vacation, sick and personal days must be truthfully recorded on the timecard by the employee.

Corrections to timecards may only be made by the employee unless his or her timecard is locked in Unanet. If this is the case, the employee should contact Human Resources to assist in making any necessary changes.

PERSONNEL RECORDS

To keep necessary Company records up to date, it is extremely important that an employee update Paycor and notify Human Resources of any of the following changes:

- a) Name and/or marital status
- b) Address and/or telephone number
- c) Number of eligible dependents
- d) W-4 deductions
- e) Emergency contact information

EMPLOYEE PRIVACY

The Company will not release employee information to third parties unless there is a legal business reason to do so.

Reference Checks

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

Should an employee receive a written request for a reference, he or she should refer the request to Human Resources for handling. No Company employee may issue a reference letter to any current or former employee without authorization from Senior Leadership.

Under no circumstances should any Company employee release any information about any current or former Company employee over the telephone. All telephone inquiries regarding any current or former employee of the

Company must be referred to Human Resources.

In response to an outside request for information regarding a current or former Company employee, management will furnish or verify only an employee's name, dates of employment, job title and department (with the exception of any information requested during the initial or 5-year renewal background investigation, which must be given in person after verification of the investigator's credentials). No other data or information regarding any current or former Company employee, or his or her employment with the Company, will be furnished unless the employee authorizes the Company to furnish this information in writing, or the Company is required by law to furnish any information. The written authorization will release the Company from liability in connection with furnishing this information.

OUTSIDE EMPLOYMENT

Employees are required to obtain written approval from the Company, and for contract employees, the Program Manager, before participating in outside work activities. Approval may be granted unless the activity conflicts with the Company's interest. In general, outside work activities are not allowed when they:

- a) Prevent the employee from fully performing work for which he or she is employed by the Company, including overtime assignments.
- b) Involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers.
- c) Violate provisions of law or the Company's policies or rules.
- d) Involve a competitor, or potential competitor of the Company or to the knowledge of the employee, anyone associated or affiliated with a competitor.

From time to time, Company employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired and continue in the Company's employ with the understanding that the Company is their primary employer and that other employment or commercial involvement that is in conflict with the business interests of the Company is strictly prohibited.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination.

NON-DISCLOSURE POLICY

All employees at one time or another will receive or be exposed to personal, privileged and/or confidential information. That information may concern other employees, Government operations, the Company's operations, intellectual property, customer lists, Company affairs, product development, trade secrets, business models or other organizations with whom we do business. You are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave, or your employment with the Company ends for any reason. Employees who disclose such sensitive information will be disciplined, up to and including immediate termination or legal action.

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve Company forms, lists or other materials belonging to the Company without prior authorization.

WORK PRODUCT OWNERSHIP

All employees must be aware that the Company retains legal ownership of the product of their work. No work product created while employed by the Company can be claimed, construed, or presented as property of the individual, even after employment by the Company has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for the Company, regardless of whether the intellectual property is actually used by the Company. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest, a breach of the Company's policies and rules, and may violate confidentiality requirements to which the Company is subject. In any event, it must always be made clear that work product is the sole and exclusive property of the Company. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of the Company.

FINANCIAL INTEREST IN OTHER BUSINESS

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer, or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company and those securities are regularly traded on the open market.

ACCEPTANCE OF GIFTS

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

With prior approval from management, an employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company. Any questions regarding this policy should be addressed to Human Resources.

PERFORMANCE MANAGEMENT PROGRAM

To attract and retain a highly qualified and competent work force, the Company has instituted a performance management program. The Company ensures that all employees are treated in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program, employees will receive constructive work reviews designed to address performance and skill development needs and interests.

Under usual circumstances, employees should receive a performance review annually, on or around the anniversary month of their employment with GMS. If an employee's job responsibilities change substantially at any time after the annual work review, another review may be performed before the next annual review, after the new assignment has begun.

TRANSFERS AND PROMOTIONS

The Company encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, the Company has a process that offers employees the opportunity to apply for certain positions within the Company. Generally, employees must be in their job for at least one year before applying for a change in position. In addition, employees must have a good performance, attendance, and punctuality record.

Current employees requesting a transfer will be considered for the new or vacant position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both sites/departments involved and the requisite qualifications of the transfer position.

Employees who wish to apply for a transfer should discuss it first with their supervisor so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their supervisor at any time, including during the annual performance review cycle.

If an employee fits the basic criteria for the position, the Company will decide to set up an exploratory interview with the other site/department

Senior Management will make all final decisions regarding transfers, in conjunction with Human Resources.

EMPLOYEE DISCIPLINE

The Company generally uses a progressive discipline policy to identify and address employee and employment related problems. This policy applies to all employee conduct that the Company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, GMS takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Company's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, GMS is not obligated to resort to progressive discipline, but may take whatever action it deems necessary and appropriate to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation.

Discipline Other Than Immediate Termination

All employees are expected to meet the Company's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and compliance with the Company's policies and procedures.

If an employee does not meet these standards, the Company may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, compliance with the Company's policies and procedures and/or other disciplinary problems.

Written Warnings

The supervisor should discuss the problem and present a written warning to the employee in the presence of Program Management and/or Human Resources, where possible. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee's personnel file with Human Resources.

LEAVE POLICIES

VACATION POLICY

The Company provides each eligible employee with paid vacation. Your vacation accrual is confirmed in your offer letter. Your leave is based on your anniversary date of hire. Starting your first day of employment, vacation is accrued on a bi-weekly basis.

For non-exempt (hourly) full time employees (CONUS employees only), you will begin to accrue vacation at these rates:

- a) Day 1 to 5 years at 3.08 hours per pay period = 80 hours
- b) 5 years to 10 years at 4.61 hours per pay period = 120 hours
- c) 10 years to 20 years at 6.15 hours per pay period = 160 hours
- d) After 20 years, 7.69 hours per pay period = 200 hours

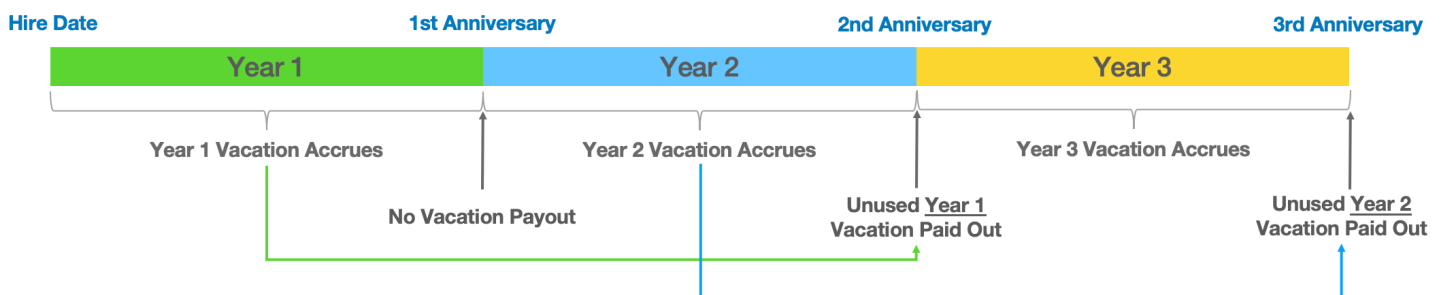
For non-exempt (hourly) full time employees (PR employees only), you will begin to accrue vacation at these rates:

- a) Day 1 to 10 years at 4.61 hours per pay period = 120 hours
- b) 10 years to 20 years at 6.15 hours per pay period = 160 hours
- c) After 20 years, 7.69 hours per pay period = 200 hours

For exempt full-time employees, please refer to your offer letter for vacation accrual.

Vacation is accrued on a bi-weekly basis and the hours are reflected in Unanet.

For CBP Contract employees (US and PR), GMS is governed by the Federal Service Contract Act ("SCA"). The SCA vacation policy states that on your second anniversary and thereafter, your unused vacation will be paid out to you on the next pay date following your hire date anniversary. To illustrate:



An SCA employee's vacation balance may not exceed their annual accrual amount (29 C.F.R. 4.173(c)-(d))

Employees should make their vacation requests as far in advance as possible and must have approval by their supervisor before taking time off. GMS reserves the right to deny vacation requests or to ask the employee to choose alternative dates, depending on current contract needs and availability of back up staff.

When a Company holiday falls during scheduled vacation, it is not counted as a vacation day.

Any employee that becomes ill during a scheduled vacation day cannot change a vacation day to a sick day.

Upon termination or resignation, all accrued vacation hours not used will be paid out to the employee in their final paycheck.

SICK LEAVE (ABSENCE DUE TO ILLNESS)

To keep the business and each site/department running smoothly and efficiently, it is important that every employee be on the job and on time regularly. For this reason, careful attention is given to promptness, absenteeism, and overall dependability. The Company recognizes, however, that injury or illness may occasionally disable an employee. As a result, the Sick Leave (Absence Due to Illness) policy is designed to provide protection to employees against loss of income during unavoidable illness or injury.

All full-time CONUS employees who are unable to perform their jobs due to illness or injury are eligible for 56 hours of Sick Leave per year; Puerto Rico employees are entitled to 120 hours of Sick Leave per year. Annually on January 1, 56 (CONUS) or 120 (PR) hours of Sick Leave are fronted into each eligible employee's Sick Leave bank. New hires receive a Sick Leave allotment as of their first day at a pro-rated amount based on the month they join the company. No carryover is allotted.

No employee will accrue in excess of 56 hours in CONUS states or 120 hours in Puerto Rico. Sick Leave will not be paid out upon termination.

To be eligible for sick pay, employees unable to report to work due to illness must telephone their supervisor directly each day of their absence, as far in advance as possible, but no later than their scheduled start time. If their supervisor is not available, the Program Manager or National Maintenance Manager should be contacted (for contract employees). If an employee is unable to make the call personally, a family member or a friend should contact their supervisor. An employee who fails to contact his or her immediate supervisor, (or for contract employees) the Program Manager or the National Maintenance Manager, or Human Resources may be considered as having voluntarily resigned. This policy must be followed unless an exception has been made for a particular absence, and a written memo to this effect has been sent to Human Resources.

If the Company has questions about the nature or length of an employee's disability, a written certification from a physician or licensed health care professional may be required.

LIMITED DUTY WORK OFFER

Employees who are unable to perform their normal job because of an illness or injury covered by Workers' Compensation will be offered a limited duty position at the Company, if possible. GMS would prefer to help employees maintain their employment status and recover at the worksite rather than at home.

Human Resources will work with the supervisor, or in the case of a contract employee the Program Manager, to build a customized limited duty job to be performed for only a limited time until the employee can return to regular duty without restrictions. The employee may always refuse such offers of limited work. However, doing so may affect their ability to continue to collect workers' compensation benefits.

HOLIDAYS

All full-time employees are eligible for eleven paid holidays per year unless otherwise required by local law or the Service Contract Act ("SCA"). At the end of each year, the holiday schedule for the coming year will be posted at each location.

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

Recognized Federal Holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day / Indigenous People's Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

BEREAVEMENT LEAVE

In the unfortunate event of death in the immediate family, a leave of absence up to 3 days with pay will be granted.

For this purpose, immediate family is defined as:

- a) Spouse
- b) Child or stepchild
- c) Parents (including in-laws and stepparents)
- d) Siblings (including in-laws and stepsiblings)
- e) Aunts and uncles
- f) Nieces and nephews
- g) First cousins
- h) Grandparents
- i) Grandchildren

Employees should make their supervisor aware of the situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record his or her absence as Bereavement Leave on his or her timecard. Proof of death and relationship to the deceased may be required.

JURY DUTY

A leave of absence for jury duty will be granted to any full time or part time employee who has been notified to serve. During the leave, employees will be compensated by payment of an amount equal to the difference between

their jury duty pay and their regular salary. An employee on jury duty is expected to report to work any day he or she is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his or her supervisor, and Human Resources. A copy of the notice to serve jury duty may be required upon request. When available from the jurisdiction, the employee must submit a signed Certificate of Jury Service indicating number of days served.

If the jury duty falls at a time when the employee cannot be away from work, the Company may request the court allow the employee to choose a more convenient time to serve if he or she makes a request in accordance with the court's procedures. The employee must cooperate with this request.

TIME OFF TO VOTE

Employees will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will determine when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

MILITARY LEAVE

GMS supports the military obligations of all employees. An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, Space Force, National Guard, Reserves or Public Health Service will be granted leave for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify Human Resources and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member or friend should notify the supervisor as soon as possible.

Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

During a military leave of less than 31 days, an employee is entitled to continue group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his or her health coverage for up to 18 months of uniformed service but will be required to pay the premium for the continuation coverage.

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an employee should notify his or her supervisor, as well as Human Resources, as soon as possible, and submit a copy of the military orders to his or her supervisor and Human Resources (unless he or she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations (e.g., fitness for service examinations)

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor and/or Human Resources of their training schedule and/or other related obligations as far in advance as possible.

Return from Military Leave

Notice Required: Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

- a) An employee who served for less than 31 days or who reported for a fitness examination must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.
- b) An employee who served for more than 30 days but less than 181 days must submit an application for reemployment no later than 14 days after completing his or her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- c) An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.
- d) An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to Human Resources (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years).

Documentation Required: An employee whose military service was for more than 30 days must provide documentation within two weeks of his or her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general termination.

VOLUNTARY LEAVE WITHOUT PAY (“LWOP”) AND ADVANCING VACATION ACCRUALS

GMS may grant voluntary leave without pay when the following conditions are met:

- a) The employee must use all their accrued vacation time before requesting leave without pay.
- b) All leave without pay time off must be requested in writing using the *GMS Leave Without Pay Request form* (contact Human Resources for a copy) and submitted at least 24 hours in advance of LWOP hours to be used.
- c) The form must be approved by the Program Manager, National Marine Maintenance Manager, or a member of Senior Leadership.

If an employee requires more time off than he/she has accrued vacation, *GMS*, in its sole discretion, may advance the employee up to 40 hours of future vacation accruals. Should the employee terminate their employment with *GMS* before this advanced leave has been earned back, the unearned portion of the advanced vacation pay will be deducted from the last paycheck.

FAMILY AND MEDICAL LEAVE ACT (“FMLA”)

GMS complies with the federal Family and Medical Leave Act (“FMLA”), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. States with specific leave regulations include:

- California
- Maryland
- New York
- Washington

For more information regarding the state-specific regulation, please reach out to Human Resources.

The FMLA provides eligible employees with up to twelve work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continue group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

State-specific regulations may require paid leave or offer additional time for job-protected leave.

EMPLOYEE BENEFITS

EMPLOYEE BENEFITS DISCLAIMER

The Company has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Handbook contains a very general description of the benefits to which you may be entitled as an employee of the Company. Please understand that this general explanation is not intended to and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are provided to you upon hire. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, retirees, or their dependents, for benefits or for any other purpose. All employees shall remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

The Company reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the Company reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

HEALTH AND DENTAL INSURANCE

The Company offers 100% Company paid medical and dental insurance for the employee.

**** All employees must enroll in medical and dental ****

If the employee chooses to enroll a spouse and/or dependent, there will be a bi-weekly deduction taken from the employee's paycheck. This amount is subject to change. You will be provided with a benefits packet on your first day of employment, outlining the current cost.

You have up to 15 days from the date your employment starts to make benefit elections, though benefits are effective on the date of hire.

For more information regarding any of our benefit programs, please refer to the summary plan documents, which were provided to you upon hire, or will be provided to you upon request by Human Resources.

SHORT TERM DISABILITY ("STD")

Each employee will be automatically enrolled in a Company-paid short-term disability benefit plan as of date of hire.

LIFE INSURANCE

Each employee will be automatically enrolled in group life insurance covered by the employer. Life insurance benefit will be two times the employee's salary and capped at \$100,000 of earnings.

Optional life insurance is available at a charge to the employee, depending on the amount selected and age of employee. You will be provided with a benefits packet on your first day of employment, outlining the current cost.

401(k) PLAN

The Company offers a voluntary pre-tax and post-tax salary retirement savings plan with a Company match to full-time employees who are 21 years of age or older. Participation begins the second pay period after employment. Enrollment information may be obtained from Human Resources.

OPTIONAL VOLUNTARY BENEFITS

The Company provides additional optional voluntary benefits available to all employees, including:

- a) Critical Illness Plan through Colonial Life helps supplement major medical coverage.
- b) Cancer Insurance through Colonial Life offers additional coverage costs not covered by medical insurance.
- c) Accident Insurance through Colonial Life can help offset unexpected expenses not covered by medical insurance.
- d) Long Term Disability through Unum provides disability coverage past the time period covered by Short Term Disability.

These benefits are not pre-tax, so they can be added or removed at any time. Enrollment information may be obtained from Human Resources.

WORKER'S COMPENSATION

The Company is covered under state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your supervisor, the Safety Manager, and Human Resources. In the case of emergency, you should go to the nearest urgent care center or hospital emergency room for treatment and then utilize the network referral unit if additional treatment is necessary.

COBRA

GMS complies with COBRA (the Consolidated Omnibus Reconciliation Act 1985) healthcare continuation requirements. These requirements allow employees, covered spouses and dependents the opportunity to temporarily continue their group healthcare coverage, under the GMS plan, if their coverage would otherwise cease due to termination, layoff, or other changes in employment status. Entitled workers, as well as covered spouses and dependents, may extend (at their own expense) their Company-provided healthcare coverage for a period of:

- a) Up to 18 months for covered employees as well as their spouses and dependents
- b) Up to 36 months for spouses and dependents facing a loss of Company-provided coverage due to an employee's death, divorce, legal separation, or certain other "qualifying events."

Under COBRA, the Company charges former employees and their eligible dependents 100% of the cost of the coverage, plus another 2% to cover processing.

In addition to those already stated, GMS's obligation to offer COBRA coverage is triggered by the occurrence of such "qualifying events" as:

- a) The employee's change in employment status (e.g., termination or a reduction in working hours)
- b) The employee's entitlement to Medicare
- c) Dependent child's loss of eligibility under the Plan
- d) Employee called to military duty
- e) Retirement

The Third-Party Administrator will send a certified letter of notice of COBRA continuation to the terminated employee or eligible dependent, as per the COBRA mandates, and the employee or covered dependents have 60 days in which to notify the Third-Party Administrator of their intent for COBRA continuation.

ON THE JOB GENERAL POLICIES

ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Dependability, attendance and punctuality, and a commitment to do the job right, are always essential. As such, employees are expected to report to work on time, on all scheduled workdays and during scheduled work hours. If an employee is going to be late or absent, he or she must notify their immediate supervisor as far in advance as possible, but not later than the start of his or her scheduled workday. This policy applies for each day of his or her absence or tardiness. An employee who fails to contact their supervisor may be considered as having voluntarily resigned. Human Resources keeps a record of absenteeism and tardiness, and it does become part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

EMPLOYEE CONDUCT

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Such behavior fosters a positive and productive working environment while inappropriate or unprofessional behavior is disruptive and unproductive. Inappropriate conduct is cause for discipline, up to and including immediate termination.

VIOLENCE IN THE WORKPLACE

The Company strongly believes that all employees should be treated with dignity and respect. Acts or encouragement of violence will not be tolerated. Any instances of threats or violence must be reported to the employee's supervisor and Human Resources. The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

WEAPONS PROHIBITED

In accordance with Federal law, you may not possess a firearm or other dangerous weapon while on any GMS site or government owned or leased site regardless of any lawfully obtained permits.

DRUGS AND ALCOHOL

The Company has a standard of conduct that prohibits the possession, use, distribution, or manufacture of illegal drugs on the Company property or while you are employed. Violation of GMS's Drug Free Workplace policy may be in violation of the law and involve the authorities. Each violation will be evaluated and addressed separately. The Drug Free Workplace policy is as follows:

- a) Unlawful manufacture, possession, use or distribution of illegal drugs while on Company property is prohibited.
- b) Use of legal prescription drugs in excess, or that do not have a prescription, will be in violation of this policy, in addition to the use of alcohol or over the counter drugs in excess to the extent the employee's and fellow employees' health or safety are in jeopardy.

- c) Employees who violate the policy are subject to disciplinary action up to and including termination.
- d) Any employee arrested for a misdemeanor, felony or a summary offense involving drugs or alcohol, must notify the Program Manager and National Maintenance Manager (for contract employees) and Human Resources within one week of the arrest and discuss the circumstances.
- e) The Company will screen employees at our discretion and will also test those individuals who may appear to demonstrate signs of drug use, intoxication or perform other screenings required of employees who operate motor vehicles.
- f) The Company may search employee property on Company premises when illegal drugs, as defined by Federal or State law are reasonably believed to be present. Employees should realize that any work sites owned or leased by the U.S. Government are subject to the search and seizure policies of the U.S. Government.

Post-Offer Job Applicant Screening

The Company will conduct post-offer drug tests designed to prevent the hiring of individuals who use illegal drugs or abuse prescription medications. If a job applicant refuses to submit to the required drug test, tampers with or adulterates a drug test specimen or has a confirmed positive drug test result; he/she forfeits his/her eligibility for employment.

Current Employee Screening

The Company will conduct drug and/or alcohol screens, as outlined in this policy, to identify employees who use illegal drugs or abuse alcohol, etc., either on or off the job. It shall be a condition of continued employment that all employees submit to a drug and/or alcohol screen in accordance with the provisions listed below.

Reasonable Suspicion Testing - "Reasonable suspicion testing" means drug and/or alcohol testing based on a Company's belief that an employee is using or has used drugs in violation of the Company's policy, drawn from specific visual or verbal facts that would lead a reasonable person, without any medical training but normal life experiences, to conclude the possibility of drug and/or alcohol use.

Whenever possible, the Supervisor who is suspicious of an employee's behavior should have the suspicious behavior confirmed by another Supervisor or manager before requiring the employee to be tested. Employees who refuse to be tested will be terminated.

If there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the employee will be required to undergo drug and/or alcohol testing at a laboratory chosen by the Company.

Occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion are:

- a) Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c) A report of drug use, provided by a reliable and credible source.
- d) Evidence that an individual has tampered with a drug test during his employment with the current employer.
- e) Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If an employee is arrested for, or convicted of, a drug-related crime, the Company will investigate the circumstances, and company officials may utilize the drug-testing procedure if cause is established by the investigation. An arrest for a drug-related crime constitutes reasonable suspicion of drug use under this policy. As a condition of

employment, an employee must notify Human Resources of any criminal drug statute arrest or conviction within five (5) days of such arrest or conviction.

Accident and Injury Procedures - Any employee involved in a work-related accident, which requires medical treatment, above and beyond first-aid, must first receive treatment. The employee must then submit to a post-accident drug screen. A post-accident alcohol test may apply. The employee must report for testing to the designated collection site within 24 hours of the accident if the drug and/or alcohol collection is not performed following treatment. Failure to do so will be considered a refusal to test, resulting in immediate termination.

Routine Fitness-for-duty - The Company must require an employee to submit to a drug test *IF* the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the company's established policy *OR* that is scheduled routinely for all members of an employment classification or group.

Follow-up drug testing - If an employee in the course of employment enters an employee assistance program for drug-related problems, or an alcohol/drug rehabilitation program, the Company must require the employee to submit to a drug test as a follow-up to such program. Follow-up testing must be conducted at least once a year for a two (2) year period after completion of the program. Advanced notice of a follow-up testing date must not be given to the employee to be tested.

Basis for Discipline or Termination

Illegal Drug Use and Alcohol Abuse - Any employee using, selling, purchasing, possessing, soliciting, or distributing illegal drugs and/or unauthorized alcoholic beverages on Company property or Company business will be in violation of this policy, resulting in immediate termination of employment. Any employee, who has a confirmed positive drug and/or alcohol test, as determined under Florida Administration Codes 59A-24 and listed below, will be subject to the Company disciplinary action.

Any employee who has a confirmed positive drug and/or alcohol test may forfeit eligibility for medical and indemnity benefits under Florida's Workers Compensation Law (Florida Statutes 440.101 and 440.102) and may also forfeit unemployment benefits, under Florida Law.

Refusal to Test - Any employee who refuses to submit to a required drug and/or alcohol test will be subject to immediate termination of employment. A tampered with or an adulterated drug and/or alcohol specimen, will be considered a refusal to test, resulting in termination of employment. Any employee who refuses to test, tampers with or adulterates a drug and/or alcohol specimen, will automatically forfeit eligibility for medical and indemnity benefits under Florida's Workers Compensation Law (Florida Statutes 440.101 and 440.102) and will also forfeit unemployment benefits under Florida law.

Confidentiality

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Company through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this Rule, in determining compensability under Chapter 440.101 & 440.102 FL. Statutes.

Companies, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction, in pursuant to an appeal taken under this section, or unless deemed appropriate by a

professional licensing board in related disciplinary proceedings. The consent form must contain, at the minimum, the following:

- a) The name of the person authorized to obtain the information.
- b) The signature of the person authorizing release.
- c) The purpose of the disclosure.
- d) The duration of the consent.
- e) The precise information to be disclosed.

Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding.

Nothing herein shall be construed to prohibit the employer, agent of the Company, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the company or its agents defense in a civil or administrative matter.

Medical Marijuana

GMS abides by Federal Law. Therefore, medical marijuana, even with a proper card from the state, is strictly prohibited in use and falls under a controlled substance. Failure of a drug screen for marijuana, even with a Medical License, can result in termination.

SMOKING POLICY

To comply with Government regulations, the Company has prohibited smoking through its workspace. White House Presidential Executive Order 13058 bans smoking in any facility owned or leased by the Federal Government. It also bans smoking in courtyards and within twenty-five feet of doorways on GSA-controlled properties.

SAFETY

The safety of our employees is very important. We expect all employees to be safety-conscious, follow safety rules, and to alert your immediate supervisor to any conditions in the workplace that are believed to be unsafe. GMS requires all employees to wear PPE in accordance with all federal, state, and local law, regulations, and ordinances.

Maintaining a safe work environment requires the continuous cooperation of all employees. Employees are strongly encouraged to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid, and emergency service, as required, for injuries or illnesses while on Company premises. Employees should contact their immediate Supervisor, the nearest Supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the Company provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor and the Safety Manager. They will in turn notify Human Resources of the incident.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

USE OF COMPANY AND GOVERNMENT-OWNED EQUIPMENT AND PROPERTY

The Company may provide supplies, uniforms, equipment, automobiles, and materials necessary for you to perform your job. These items are to be used solely for Company purposes unless prior permission is granted by the Company. In the normal course of the workday, you may use Government-owned equipment. Under no circumstances is Government-owned equipment to be utilized for activities outside of direct work on a contract. Loss, damage, theft, or inappropriate use of equipment should be reported to your supervisor at once.

Additionally, employees may not use Company or Government-owned property for their own personal use or to perform work for any other company or individual.

SOLICITATIONS, DISTRIBUTIONS, AND USE OF BULLETIN BOARDS

Employees may not solicit any other employees during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by the Company may not solicit the Company employees for any purposes on Company premises.

Bulletin Boards

Bulletin boards maintained by the Company are to be used only for posting or distributing material of the following nature:

- a) Notices containing matters directly concerning Company or Government business.
- b) Announcements of a business nature that are equally applicable and of interest to employees.

All posted material must have authorization from the Company. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

CELL PHONE USAGE AND TEXTING

Employees must not use hand-held cell phones while driving on Company business, regardless of whether they are in a personal, Company or Government vehicle or vessel, unless hands-free operation is possible through the use of Bluetooth or similar technologies.

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. Cell phones for personal matters may only be used during breaks and meal periods. If cell phone use interferes with work activities in any way, an employee's cell phone privilege may be rescinded, and disciplinary action may be taken.

Text Messaging While Driving

All employees are prohibited from creating or reading text messages while operating a motor vehicle used in the performance of work-related duties and at any time while operating a company or Government vehicle or vessel. Employees may pull over to the side of the road or off the road where they may remain stationary to create or read a text message.

“Text messaging” means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

This is applicable to GMS-owned or rented vehicles as well as Government-owned vehicles or privately-owned vehicles when on official Government or Company business or when performing any work for or on behalf of the Government or the Company.

EMAIL AND INTERNET POLICY

Every Company employee is responsible for using any Government, company-owned, or company-sponsored electronic mail (email) system properly and in accordance with this policy. Any questions about this policy should be addressed to Senior Leadership or Human Resources.

Such email systems are the property of the Company and/or the Government and have been provided for conducting company business. All communications and information transmitted by, received from, or stored in these systems are company records and property of the Company and/or the Government. Email systems are to be used for company purposes only.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over Company or Government email systems.

The Company and/or the Government, in their discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent through the email systems, for any reason and without the permission of any employee.

Even if employees use a password to access the email system(s), the confidentiality of any message stored in, created, received, or sent from such system(s) still cannot be assured. Use of passwords or other security measures does not in any way diminish the Company and/or the Government’s rights to access materials on such system(s) or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to management upon request, as emails may need to be accessed by the Company in an employee's absence.

Employees should be aware that deletion of any email messages or files would not truly eliminate the messages from the system. All email messages are stored on a central back-up system in the normal course of data management.

Even though the Company has the right to retrieve and read any email messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not

authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive the prior approval of the Company's management.

The Company's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.

Email systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Email systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Company's management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult Management.

The Company recognizes that the Internet may have useful applications to the Company's business, however, "surfing the net" is not a legitimate business activity.

The Company's approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Company to act as an official representative of the Company, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of Global Maritek Systems, Inc."

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on the Company letterhead.

Because email records and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the Company if disclosed.

Any employee who discovers misuse of the email system(s) should immediately contact his or her supervisor.

Contract requirements for email signature lines. All contract employees must use the following for email signature lines. GMS employees will identify themselves as employees of our company while performing duties relating to the U.S. Customs and Border Protection vessel maintenance contract (CBP). For example, contractor personnel shall introduce themselves and sign attendance logs as employees of GMS, not as CBP employees. The contractor will ensure that their personnel use the following format signature on all official emails generated on CBP computers:

- a. Name
- b. Contractor Position or Professional Title
- c. Global Maritek Systems, Inc.
- d. Supporting Air and Marine Operations
- e. U.S. Customs and Border Protection
- f. Phone
- g. Address (if needed)

Disclaimer of liability for use of Internet

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains billions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

Monitoring Computer Usage

The Company has the right, but not the duty, to monitor all the aspects of its computer systems, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

Amendments and Revisions

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the Company's computer systems constitutes consent by the user to all the terms and conditions of this policy.

On Screen Email Disclaimer

The Company's network is a private information system of the Company. Individuals using this system expressly consent to monitoring of their activities. Anyone using this system in violation of the Company's email and Internet policy may be subject to disciplinary action, up to and including termination.

SOCIAL MEDIA

The Company takes no position on your decision to start or maintain a presence in social media, but you should be aware that postings can affect your professional reputation and, possibly, your clearance to work under the CBP contract. Unless specifically authorized to do so, however, you are prohibited from engaging in personal social media on work time or during working hours with the sole exception of designated breaktimes and may not use Government or Company computers (or other Company-provided devices) for these activities.

You are also subject to the GMS discipline policy for any posting that the Company determines is detrimental to its business, whether current, planned or being discussed. You are not authorized to make public statements on behalf of the Company without prior permission. The nature of any improper posting will be a factor in determining what or whether discipline will be imposed, but you may be subject to discipline up to and including immediate termination.

GMS is respectful of all employees' political views. If you choose to participate in a political action, you cannot associate with any Government agencies that we serve.

VOICE MAIL POLICY

Every Company employee is responsible for using the voice mail system properly and in accordance with this policy. Any questions about this policy should be addressed to Senior Leadership or Human Resources.

The voice mail system is the property of the Company or the government. It is provided for use in conducting company or government business. All communications and information transmitted by, received from, or stored in this system are company records and property of the Company or the government. The voice mail system is to be used for company or government purposes only. Use of the voice mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Company or government voice mail systems.

The Company or government, in their discretion as owners of the voice mail system, reserve and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voice mail system, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the voice mail system, the confidentiality of any message stored in, created, received, or sent from the Company or government voice mail systems still cannot be assured. Use of passwords or other security measures does not in any way diminish the Company's or the government's rights to access materials on its system. Any password used by employees must be revealed to the Company or the government upon request, as voice mail messages may need to be accessed by the Company or the government in an employee's absence.

Even though the Company and the government reserve the right to retrieve and listen to any voice mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any voice mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Company or the government.

The Company's policies against sexual or other harassment apply fully to the voice mail systems, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no voice mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.

The voice mail systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Users should routinely delete outdated or otherwise unnecessary voice mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Because of the storage space required for voice mail messages, employees should not send a voice mail message to a large number of recipients without prior approval from their supervisor.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voice mail communications with no less care judgment and responsibility

than they would use for letters or internal memoranda written on Company letterhead.

Employees should also use professional and courteous greetings on their voice mailboxes to properly represent the Company to outside callers.

Because voice mail records and messages may be subject to discovery in litigation, employees are expected to avoid making statements in voice mail that would not reflect favorably on the employee or the Company if disclosed in a litigation or otherwise.

To avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voice mail messages while using the speakerphone feature.

Any employee who discovers misuse of the voice mail system should immediately contact his or her supervisor.

Violations of the Company's voice mail policy may result in disciplinary action up to and including termination.

The Company reserves the right to modify this policy at any time, with or without notice.

RECORDING POLICY

It is a violation of the Company's policy to record conversations with a tape recorder or other recording device unless prior approval is received from your supervisor and all parties to the conversation gives their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

TRAVEL AND EXPENSE REPORTING

It is Company policy to reimburse employees for reasonable expenses wholly incurred in pursuance of Company or government business.

Every expense will need to be accompanied by the original invoice, receipts, or itemized bill. Items not supported in this way will only be reimbursed if initialed by authorizing manager. Per diem may be reimbursed as outlined by the Joint Travel Regulations ("JTR").

Air Travel - Claims must always include used air tickets/ coupons before reimbursement will be possible. Unused tickets should be returned to the main office for crediting. In the event that the carrier issues a voucher for the unused travel, the employee should provide the voucher to the main office.

Mileage - If an employee uses his/her own car for Company business, mileage will be reimbursed as outlined by JTR.

Expense Reports - Must be approved by your immediate supervisor and submitted to Accounts Payable within 10 days after return from your business trip.

To assist employees who regularly incur business expenses, a corporate credit card will be issued. The card must be used only for business purposes, and all possible expenses associated with travel should be charged to the card.

Examples of Non-Reimbursable Expenses:

- a) Air travel and other personal trip insurance
- b) Repairs, maintenance, or insurance on personally owned vehicles
- c) Traffic fines or court costs
- d) In room movie expenses
- e) Sporting events, golf outings, theatre, or other personal entertainment
- f) Items for personal use
- g) Airline or other club memberships, subscriptions, contributions, or donations
- h) Alcoholic beverages
- i) Overall work travel expenses over the per diem allowance

Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including termination.

CLOSING DUE TO EMERGENCY

Emergency conditions, such as severe weather and power outages, may cause the Company to close temporarily. We will notify you as soon as practicable when such a closing will occur. It will be the Company's discretion as to whether employees will be paid due to an emergency closing.

Employees must provide current residential and contact information for assembly into the Company emergency contact list. In the event of a hurricane or other natural disaster, the US Government requires all personnel under the CBP contract to provide an updated status daily.

CONTRACTOR IDENTIFICATION REQUIREMENTS

GMS employees will identify themselves as employees of our company while performing duties relating to the U.S. Customs and Border Protection vessel maintenance contract ("CBP"). For example, contractor personnel shall introduce themselves and sign attendance logs as employees of HMS, not as CBP employees.

WHISTLEBLOWING POLICY

The Company always conducts its business with the highest standards of integrity and honesty. It expects all employees to maintain the same standards in everything they do. You are therefore encouraged to report any wrongdoing by the Company or its employees that are about unlawful conduct, financial malpractice, or dangers to the public or environment that falls short of these business principles.

The Company has introduced this procedure to enable you to raise your concerns about such issues at an early stage and in the right way. We would rather that you raised the matter when it is just a concern rather than waiting for proof.

If something is troubling you that you think we should know about or investigate, please use this procedure. This Whistleblowing Policy is primarily for concerns where the interests of others or of the organization itself are at risk.

The management of the Company is committed to this policy. If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course, we do not extend this assurance to someone who maliciously raises a matter they know is untrue. If, however, it should become clear that the procedure has not been invoked in good faith, for example for malicious reasons or to pursue a personal grudge against another employee, this will constitute misconduct.

We will not tolerate the harassment or victimization of anyone raising a genuine concern. However, we recognize that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you how we can proceed.

Remember that if you do not tell us who you are, it will be much more difficult for us to investigate the matter or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this policy is not normally appropriate for concerns raised anonymously.

Once you have told us of your concern, we will investigate to assess what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact them and whether further assistance may be needed.

When you raise a concern, you may be asked how you think the matter might best be resolved. If you have any personal interest in the matter, we do ask that you tell us at the outset.

While the purpose of this policy is to enable us to investigate possible wrongdoing and take appropriate steps to deal with it, we will give you as much feedback as we properly can.

If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence to someone else.

If you have a concern about malpractice, we hope you will feel able to raise it first with your supervisor. This may be done orally or in writing.

If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with Human Resources. Please say if you want to raise the matter in confidence so that appropriate arrangements can be made.

SEPARATION POLICIES

RESIGNATIONS

When an employee decides to leave the Company for any reason, his or her Supervisor and Human Resources would like the opportunity to discuss the resignation before final action is taken. The Company often finds during this conversation that there may be an alternative to resignation. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Company with two-weeks advance notice in writing (bear in mind that vacation days or sick days may not be included in the notice period).

The Company will only compensate employees for unused accrued vacation when the employee works throughout the notice period and is not terminated for gross misconduct or cause. Otherwise, unused accrued vacation will be forfeited. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the notice period, the employee will not forfeit their accrued vacation.

DISMISSAL

A GMS employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in the Company's employ. GMS may terminate an employee's employment without cause, and with or without notice, at any time for any reason. No supervisor or other representative of GMS (except the CEO) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

IMMEDIATE DISMISSALS/MISCONDUCT

Any employee whose conduct, actions or performance violates or conflicts with the Company's policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- a) Breach of trust or dishonesty
- b) Conviction of a felony or serious misdemeanor
- c) Willful violation of an established policy or rule
- d) Falsification of Company records
- e) Gross negligence
- f) Insubordination
- g) Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- h) Timecard violations
- i) Undue and unauthorized absence from duty during regularly scheduled work hours
- j) Deliberate non-performance of work
- k) Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of the Company
- l) Possession of dangerous weapons on the premises
- m) Unauthorized possession, use or copying of any records that are the property of the Company
- n) Unauthorized posting or removal of notices from bulletin boards
- o) Excessive absenteeism or lateness
- p) Marring, defacing or other willful destruction of any supplies, equipment, or property of the Company

- q) Failure to call or directly contact your supervisor when you will be late or absent from work
- r) Fighting or serious breach of acceptable behavior
- s) Violation of the Alcohol or Drug Policy
- t) Theft
- u) Violation of the Company's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- v) Leaving the work premises without authorization during work hours
- w) Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the Company.

In the event of dismissal for misconduct, all benefits end on the last day of employment. COBRA may not be available to anyone dismissed from the Company for gross misconduct.

EXIT INTERVIEW

Supervisors are responsible for scheduling an initial exit interview with a terminating employee on the employee's last day of employment and for arranging the return of Company property including:

- Company security card
- Picture identification card
- Office keys
- Company-issued credit cards
- Company manuals and any additional company-owned or issued property

Human Resources will reach out to the terminating employee to do an in depth exit interview with the employee either in-person or over the phone.

BENEFITS

Your medical and dental benefits are carried to the end of the month that your employment ends. Your Disability Insurance, Life Insurance, and 401(k) end on your last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance only if they selected the OPTIONAL life insurance, and/or to continue medical/dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations.

Specific information will be mailed to the employee's last known home address.

FINAL PAYCHECK

Employees leaving GMS must return company property as described above before their final paycheck will be issued. This final paycheck will be direct deposited or mailed during the next normal pay period unless state law dictates otherwise. If there are unpaid obligations to the Company, the final paycheck will reflect the appropriate deductions.

401(k) PLAN

If an employee has elected to participate in the 401(k) plan, please contact Human Resources for information.

UNEMPLOYMENT COMPENSATION

GMS pays the total cost of unemployment insurance, which pays you a weekly income when you are unemployed due to NO FAULT OF YOUR OWN. Under Florida law, which regulates unemployment insurance, you will not be eligible for unemployment benefits if you are terminated during your ninety (90) days initial employment period. In addition, payments of benefits may be restricted if you resign or are terminated for cause. GMS will appear at state hearings to contest a former employee's eligibility under these circumstances. Because of the complexity of this law, we suggest that unemployed Florida residents contact the Florida Department of Labor and Employment Security to get current information concerning unemployment insurance benefits. Each state has its own Government agency that applies the various rules for their state.

WHO TO CONTACT AT GLOBAL MARITEK SYSTEMS INC.

If you have a question or concern pertaining to an employee matter and you are not satisfied with the result after reporting this to your immediate supervisor, please contact Human Resources for assistance. For those working under the CBP contract, we ask that you contact the Program Manager. In the event Human Resources or the Program Manager is not able to resolve the matter, you can reach out to our President or Vice President using the contact information below. You may always contact the President or Vice President at any time to report a violation of Company policy.

Meagan Ennis

Contract Administrative and HR Coordinator

Office phone: 407-902-5524

Email: mennis@globalmaritek.com

John Parkey

Program Manager, CBP contract

Office phone: 904-640-9944

Cell phone: 904-315-3234

Email: jparkey@globalmaritek.com

Kimberly Beach

Vice President

Office phone: 804-334-3657

Email: kbeach@globalmaritek.com

John Douglas, Jr.

President & COO

Office phone: 240-393-2413

Email: jad@globalmaritek.com

Brian Martin

Board Member and Independent Managing Director

Phone: 336-624-3628

Email: bmartin@globalmaritek.com

RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of the Company's Employee Handbook. I have read it thoroughly, including the statements in the foreword describing the purposes and effects of the handbook. I agree that if there is any policy or provision in the handbook that I do not understand I will seek clarification from Human Resources.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____