INTRODUCTION TO OUR EMPLOYEES

We are pleased that you have decided to join DPM Consulting Services, Inc. (DPM). At DPM, we are genuinely interested in your job and want to help you increase your abilities. We will welcome your ideas and suggestions because they might contribute to the company’s growth and prosperity. Let's work together as a team.

During the course of your employment with DPM, questions may arise regarding our organization. This booklet is intended to provide some answers to your questions. You can also contact our Human Resources Department at (248) 740-8735 or by email at humanresources@dpmcs.com.

DPM CONSULTING SERVICES, INC.
COMPANY OVERVIEW

DPM Consulting Services, Inc was established in July of 1992. We recently celebrated our 17th year of success. The principals of DPM have many years of experience in the IT Consulting, IT Staffing, Project Management, and Placement business. We provide these services to a diverse client base made up of Fortune 500 companies primarily located in the Southeast Michigan area.

Through selective recruitment and innovative management, DPM is experienced in all environments including client server, mainframe, web development, systems design, systems administration, and database design.

It is our goal at DPM to encourage and provide employee growth and development. DPM will work with our employees to expand their skills by supporting an active training and educational environment, as well as finding client assignments that allow employees to use the skills required to remain competitive in the marketplace.

DPM provides our employees with excellent benefit programs as well as flexible compensation options.

MISSION STATEMENT

DPM is an innovative provider of integrated services including Strategy Formulation, Requirements Management, and Execution Support in partnership with a diverse customer base. DPM strives to create career opportunities to attract and retain talented professionals.
GENERAL POLICY

The Management of DPM knows that our employees and their welfare are most important to the success of the company. Our long range objective is the continuous development of a growing and prospering business through which both employees and the company can benefit. Every employee is considered a part of the company team. It is our policy to work with all members of the company team in a fair and friendly manner and for their best interests.

It is the company policy to treat all employees fairly and as individuals. Problems do arise from time-to-time, and at DPM we will always try to solve them to the best of our ability. We are convinced our employees know their own needs, and it is the company policy to try to satisfy those needs as best we can.

We pledge that these guidelines will govern our relations with you:

- We will constantly strive to provide a good standard of living and provide economic benefits for our employees, consistent with the progress and profitability of our operations.

- Realizing the importance of job security to all of us, we will work continuously for the benefit of our employees and the company to improve our competitive position, which will enable us to provide jobs and security for our team.

- With friendliness, we will meet with any employee or group of employees to discuss any requested improvements, conditions, hours, policies, or practices.

- Any grievance will be settled fairly as soon as it is brought to our attention.

- General conditions such as seniority, vacations, overtime, rest periods, safety, cleanliness, and employee accommodations will be constantly evaluated for improvement and will always compare favorably with good industry practice.

- We will devote our best efforts and thinking to the building of a growing business within which will prevail an atmosphere of friendship, harmony and opportunity for everyone.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of our company to observe and comply with the Civil Rights Act (Title VII) of 1964 and 1991, the Federal Equal Pay Act of 1963, and the Age Discrimination in Employment Act of 1967, the basic requirements of which prohibit discriminating, in the following ways, against an individual because of race, color, religion, sex, national origin, or because a person is between the ages of 40 and 65:

1. In hiring or firing;

2. In setting compensation, terms, conditions, or privileges of employment;

3. In segregating, classifying, or otherwise limiting an individual or in some other way adversely affecting their status as an employee;

4. In connection with apprenticeship or other training or retraining programs;

5. In printing or publishing of advertisements or notices that indicate a preference, limitation, specification, or discrimination.

Further, we will not retaliate against anyone who has opposed employment practices which may be illegal under the Acts or because they have testified or participated in any proceedings under the Acts.

DPM has developed this policy to guide its activities in the areas of recruitment, screening, hiring, and all areas of concern to employees, toward the goal of equal opportunity for all employees. Management will continue to be guided and motivated by these policies and, with the cooperation of all employees, will actively pursue the goal of equal opportunity for all throughout the company.

Any employee who violates the policies and procedures outlined above will be subjected to disciplinary action, up to and including discharge.
PAYDAY POLICY

DPM employees are paid on a semi-monthly basis. Hours worked from the 1st through the 15th will normally be paid on the last day of the month. Hours worked from the 16th through the end of the month will normally be paid on the 15th of the month. The pay period will always be delayed approximately two (2) weeks from your start date. For example: any start date between June 1st through June 15th will normally be paid at the end of June; any start date between June 16th and June 30th will be paid on July 15th.

Your checks will be mailed to your home unless you direct us to handle the checks in a different manner, such as the available direct deposit option. Paydates are subject to change and you will receive prior notice of any changes. Refer to your payroll schedule for the corresponding paydates.

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initials

OVERTIME PAY

All DPM contract employees are paid overtime consistent with current Federal Government guidelines.
TIME SHEETS

In order to fill out the time sheets, follow the instructions for the DPM/ADP ezlabor online system (provided in your orientation packet).

Time sheets must be submitted to the DPM office no later than three (3) business days after a time period ends. **IF YOU FAIL TO OBSERVE THIS POLICY, IT MAY RESULT IN A LATE PAY CHECK.** For example, if the pay period ends on the 15th of the month, the time sheet should be in the office no later than the 18th of the month. If you encounter trouble having a time sheet signed by your client representative, please notify the office and we will assist you.

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PERFORMANCE REVIEWS

Performance reviews are conducted annually, on or around your DPM anniversary date.

TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES

DPM will reimburse an employee for expenses incurred pertaining to business. Travel and meal expenses must receive **prior approval** from DPM and the Client Manager. Receipts for each transaction must be included with your expense report. Please mail your approved expense report with receipt(s) to the DPM office. You will not be reimbursed unless these expense reports are on file. If you need blank expense report forms, please notify the office.
TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES (Cont’d)

The following represents allowable travel and expense reimbursement:

1. Mileage will be reimbursed per IRS guidelines, if you are required to travel on client business. This would include traveling between client sites, and/or driving to the airport to travel to a client site outstate. Mileage is not reimbursed for normal travel from your residence to the normal client office.

2. Any additional expenditures for travel must receive pre-approval by management of both the client and DPM. (i.e., expenses for hotel/motel when required to travel on behalf of DPM or the client, expenses for meals incurred on authorized business travel)

HOSPITALIZATION AND MEDICAL - SURGICAL INSURANCE

The company provides several health insurance options for all eligible employees. Current eligibility requirements and insurance options are detailed in the employee benefit packet. DPM reserves the right to change or alter its insurance policy package at any time.

There is an employee pre-tax cost share per month, a percentage of the monthly premium, for the health insurance plan, which includes medical, dental, and vision for individual or for family coverage.

For specific details on health insurance, please refer to your insurance booklets.

Received DPM HIPAA Information Packet

__________________________
Date                  Initials

Medicare part “D” Memo received

__________________________
Date                  Initials
HOLIDAYS

DPM observes six (6) holidays each year. These holidays include the following and are the days the DPM main offices are closed:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

LEAVE OF ABSENCE

It is recognized that there might be occasions of an emergency or personal nature requiring you to be away from work. In such cases, you should discuss this with your DPM Account Manager and your Client Manager, in advance, requesting a leave of absence without pay. If your request does not interfere with the practical and economic operation of the client, it may be approved by management. If such a leave of absence is to be for an extended period of time, FMLA regulations may apply, and you will be informed in writing, at that time, as to the effect it will have upon your eligibility to participate in company benefits based upon your length of service.

Each leave will be for a specific period of time and will be without pay. Due to the many and varied circumstances that may require a leave, each leave is considered on an individual basis. However, an employee failing to return to work upon completion of the leave of absence will be considered to have voluntarily terminated their employment.
MATERNITY/PATERNITY LEAVE

Full-time employees must notify their DPM Account Manager and Client Manager of a pregnancy and expected delivery date. For those employees going on maternity leave, they may be permitted to continue to work as long as they continue to show written approval from their physician. The employee must provide a physician's certificate indicating that they are able to work, and certification that they can perform their normal duties up to a certain date, keeping in mind the particular job duties of the employee.

An employee on maternity leave must return to work within seven (7) days after release from their physician. If the employee requires more time in order to care for a newborn infant, an extension for up to sixty (60) additional calendar days may be granted upon written request for a personal leave of absence. An employee requesting paternity leave, must follow the requirements in the previous section on “Leave of Absence” and FMLA regulations.

During the time of a maternity/paternity leave, the employee is granted such leave at no pay. New hire client policies could override the DPM policy.

TIME OFF FOR MILITARY TRAINING

If you are a member of a United States Reserved Military Organization or the National Guard, you will be given necessary time off to attend annual training camp. This time off will be considered a leave of absence without pay.

Your DPM Account Manager and your Client Manager should be notified as far in advance as possible of your expected training dates, and provided with a copy of your orders as soon as you receive them.

JURY SERVICE

If an employee is called for jury duty, please notify DPM and the Client Manager as soon as possible of the time and extent of your jury duty. Jury duty is unpaid time off.

FUNERAL LEAVE

If arranging for or attending a funeral, please notify DPM and the Client Manager as soon as possible of the time and extent of your funeral leave.
Funeral leave is unpaid time off.
**ABSENTEEISM**

Excessive absenteeism will not be condoned and will be grounds for discharge. It is your obligation to notify your DPM Account Manager and your Client Manager promptly if you are unable to report for work. Please be sure to give your DPM Account Manager and your Client Manager the following information: your full name, reason for the absence, and, if known, your expected date of return. If you become ill at work or if some other emergency arises and you must leave your job, notify your DPM Account Manager and your Client Manager at once.

When an absence due to illness or injury exceeds seven (7) consecutive calendar days, a leave of absence should be requested in writing since FMLA and disability rules may apply. An employee who has been absent for three (3) calendar days or longer due to illness or injury will be required to produce a physician's certificate indicating the nature and extent of the injury or illness and a written release from the employee's attending physician upon returning to work.

If there are any limitations as to the hours you may work or the weight you may lift, they should be so stated in your doctor's written release. The company reserves the right to require employees to have a full, unqualified release from their attending physician prior to returning to work. Since chronic problems change over a period of time, you may be asked to periodically update this certification to note any changes that have occurred.

**TARDINESS**

Everyone is expected to report to work on time. Habitual tardiness, like absenteeism, excused or unexcused, cannot be tolerated and will be a cause for disciplinary action and eventual dismissal.

**401K PLAN**

The company provides a 401K Retirement Plan. As a DPM employee you are eligible to participate after three (3) months of employment, with enrollment dates on the first day of each quarter. You will receive plan information approximately one month before your eligibility date. DPM’s 401k provider website is [www.freedomonefinancial.com](http://www.freedomonefinancial.com).

For specific details on the 401K plan, please see the DPM Plan Administrator.

Your 401K eligibility is: _______________

[Signature]

initials
REFERRAL BONUS

Our best source of quality professionals is through referrals from our current employees. We encourage you to recommend qualified professionals to apply with us for employment. As an employee of DPM, you will be eligible for a referral bonus of One Thousand ($1,000) Dollars for any employee referred that is hired and completes ninety (90) days of service with DPM. The bonus of $1,000 will be paid after the referral’s ninety days of service with DPM. (This bonus is not available to DPM Main Office staff).

CHANGE OF EMPLOYEE STATUS/PERSONNEL RECORDS

For your protection, convenience, and benefit you are requested to notify the office immediately of any change in name, address, telephone number, marital status, dependents, beneficiary, person to notify in case of an emergency, or name change (through marriage or otherwise). This personnel information will be handled in complete confidence. We will not supply personal information to unauthorized individuals.

GRIEVANCES, PROBLEMS OR MISUNDERSTANDINGS

If you have a complaint or a work related problem, or if you feel you are not being treated fairly, you should discuss this with your immediate DPM Account Manager and your Client Manager. After this discussion, if your complaint or problem has not been resolved, you should bring it to the attention of DPM’s Human Resource Manager.

Experience shows that most problems can be settled by an examination and open discussion of all the facts. Management is sincerely interested in treating all employees fairly. Your problem will be given prompt attention.

WAGE ATTACHMENTS/GARNISHMENTS

Garnishments are unpleasant for you and the company. Garnishments will be handled as required by law, but where legally permissible, employers may charge an additional administrative fee for any added workload placed on the personnel office.

PERSONAL APPEARANCE

Your personal cleanliness and appearance is of importance to both yourself and the company. Our requirements are simple and reasonable. We expect you to dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards.
PERSONAL TELEPHONE CALLS

Our mutual security is based upon our company's ability to make a profit. All jobs are dependent upon profitable operations. This requires your uninterrupted attention to your job. Therefore, personal business during the work day must be kept to an absolute minimum. Personal telephone calls are only permitted in case of an emergency and during lunch or break periods. Under no circumstances are long distance calls permitted.

EMAIL AND INTERNET POLICY

You may be given permission to utilize the computer system and electronic mail system at our client site for business purposes only. Using the system for other than work-related information is prohibited and will lead to discipline up to and including the termination of your employment.

BACKGROUND AND DRUG TEST

DPM, as a company, does require background checks and drug testing, as well as a driving record check. Some clients of DPM, from time to time, may have a need for background and drug checks to be enforced. You will be notified of these requests.

WORKERS' COMPENSATION

In the case of an industrial injury or occupational disease, you are protected under Workers' Compensation Insurance. This is required by state law and the cost is borne entirely by the company. You are required to report any accident occurring while you are at work to your Client Manager, and DPM’s Human Resource Manager, no matter how trivial you think it may be. It is essential that you provide a written report of any accident when the accident occurs. If you do not report an accident, you may forfeit some or all of your state compensation benefits.

UNEMPLOYMENT COMPENSATION

By law, the company is obligated to contribute a payroll tax to the state and federal governments for the Unemployment Insurance Fund. Payments will be made to you from this fund at such time as you might be without employment as defined by law.
HARASSMENT POLICY

It has long been the company's policy that all employees should be able to enjoy a work environment that is free from all forms of unlawful discrimination or harassment. It is the policy of this company to prohibit unlawful harassment of employees and to prevent any unlawful harassment in the employment environment.

Harassment consists of any overt activity, sexual or otherwise, when that activity has a substantial adverse affect on a person in the work place. The following are the kinds of harassment this company does not condone:

1. Demands for sexual favors accompanied by threats concerning an individual's employment;
2. Demands for sexual favors accompanied by promises of preferential treatment;
3. Patting, pinching or unnecessary contact with another employee's body.
4. Verbal, written or graphic communications that have an adverse affect in the work place.

If any employee encounters conduct which he or she believes to be inconsistent with this policy, that conduct should be reported immediately to the employee's DPM Account Manager, Client Manager and DPM's Human Resource Department. The company shall investigate all incidents of alleged harassment, and if it is determined that harassment has occurred in violation of this policy, appropriate action will be taken.

AT WILL EMPLOYMENT

Employee understands Employee is not employed for any definite period of time and Employee's employment may be terminated at any time, for any reason, or for no reason at all, at the option of DPM. To terminate or resign in good standing, an employee should give two (2) weeks advance notice to their DPM Account Manager and Client Manager. All company property must be returned and all debts settled with the company on or before the last day of employment. You will be asked to provide DPM with your final timesheets, signed and approved. You may be required to sign a resignation form at this time. A DPM representative may go over these procedures with you. Final paychecks will be released only after this termination procedure is completed.
NOTICE OF RIGHT TO ELECT CONTINUATION COVERAGE (COBRA)

If you elect DPM’s health coverage, you may elect to continue that coverage under the DPM Group Health Plan, upon termination of your employment, or qualifying event. Please be advised, there may be an administrative fee charged for COBRA services. This fee will be governed by federal guidelines. You will be provided with a pre-notification of COBRA rights. You will also receive a notification upon the occurrence of a qualifying event and your individual COBRA rights. If you have any further specific questions, please contact the Plan Administrator.

This, hereby, signifies that I have read and fully understand all issues in the DPM Employee Handbook and it has been reviewed with me in detail by a representative from DPM. I understand that policies and procedures can be modified at any time, and that DPM will notify all employees in advance of any modifications.

_________________________  ________________________
EMPLOYEE                DATE

_________________________  ________________________
DPM REPRESENTATIVE       DATE
NEW HIRE FORMS CHECKLIST

(Please check items that have been completed and returned to our office)

Employee: _______________________________________________________

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<th>Item</th>
<th>Completed</th>
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<tr>
<td>Application</td>
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<td>Employment Compensation Agreement</td>
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<td>Federal Tax Form</td>
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<td>State Tax Form</td>
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<td>City Tax Form(if applicable)</td>
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<td>I-9 Form</td>
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<td>Life and Disability</td>
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<td>Dental Form</td>
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<td>Waiver Form</td>
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<td>Direct Deposit Form</td>
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<td>Name Plate Form</td>
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<td>Job Description</td>
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<td>Driver’s Requirement Memo</td>
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Referral: ____________________________ [ ]
HOW WOULD YOU LIKE YOUR NAME TO APPEAR ON THE NAME PLATE?

PLEASE PRINT IN SPACE BELOW.

DPM
CONSULTING SERVICES, INC.

Start Date __________________________

Client __________________________

Acct Mgr. __________________________