QUEST ASSET MANAGEMENT, INC.
EMPLOYEE HANDBOOK

(Revised January 22, 2014)
ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

By signing below, I acknowledge that I have received a copy of the Employee Handbook for Quest Asset Management, Inc. (together, the “Company”). I understand that this Handbook is intended as a guide, not a contract, and is not a guarantee of any rights, privileges or conditions of employment. I further understand that the provisions of the Handbook may be modified or eliminated at any time.

I understand and agree that my employment with the Company is “AT WILL.” This means that either the Company or I may end the employment relationship at any time for any reason. I understand and agree that this Handbook does not create an employment contract for any purpose. I also understand than no one has the authority to make any oral promises to or contracts with me or any other applicant or employee on behalf of the Company.

Date ______________________ Signature ______________________

Copy #____________________

DUPLICATE COPIES OF THE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING ARE INCLUDED SO THAT ONE COPY MAY BE RETAINED BY THE EMPLOYEE AND THE OTHER BY THE COMPANY IN THE EMPLOYEE'S PERSONNEL FILE.

COPY #1 (COMPANY COPY)
ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

By signing below, I acknowledge that I have received a copy of the Employee Handbook for Quest Asset Management, Inc. (together, the “Company”). I understand that this Handbook is intended as a guide, not a contract, and is not a guarantee of any rights, privileges or conditions of employment. I further understand that the provisions of the Handbook may be modified or eliminated at any time.

I understand and agree that my employment with the Company is “AT WILL.” This means that either the Company or I may end the employment relationship at any time for any reason. I understand and agree that this Handbook does not create an employment contract for any purpose. I also understand than no one has the authority to make any oral promises to or contracts with me or any other applicant or employee on behalf of the Company.

Date __________________________ Signature __________________________

Copy #________________________

DUPLICATE COPIES OF THE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING ARE INCLUDED SO THAT ONE COPY MAY BE RETAINED BY THE EMPLOYEE AND THE OTHER BY THE COMPANY IN THE EMPLOYEE'S PERSONNEL FILE.

COPY #2 (EMPLOYEE COPY)
# TABLE OF CONTENTS

PREFACE.......................................................................................................................... 1

THE COMPANY’S MISSION AND SERVICES: ................................................................. 1

QUEST ASSET MANAGEMENT, INC .............................................................................. 1

INTRODUCTION AND PURPOSE OF HANDBOOK..................................................... 2

THE COMPANY’S PERSONNEL PHILOSOPHY AND EQUAL EMPLOYMENT POLICY .......................................................................................................................... 2

REASONABLE ACCOMMODATION FOR QUALIFIED EMPLOYEES WITH DISABILITIES .................................................................................................................. 3

EMPLOYMENT AT WILL .................................................................................................. 3

CATEGORIES OF EMPLOYMENT .................................................................................. 4

   REGULAR FULL-TIME .................................................................................................. 4
   REGULAR PART-TIME ................................................................................................. 4
   PROBATIONARY EMPLOYEE .................................................................................... 4
   TEMPORARY EMPLOYEE ....................................................................................... 4
   EXEMPT/ NON-EXEMPT .......................................................................................... 4

PAYROLL ADMINISTRATION ......................................................................................... 5

   PAYROLL ADMINISTRATOR ..................................................................................... 5
   PAY-DAY ...................................................................................................................... 5
   PAYCHEKS .................................................................................................................. 5
   WORKING HOURS AND TIME-KEEPING .................................................................. 6
   OVERTIME ................................................................................................................... 6

TIME OFF FROM WORK ................................................................................................ 6

   PAID LEAVES OF ABSENCE ................................................................................. 6
       Paid Vacation ......................................................................................................... 6
       Paid Sick Leave ..................................................................................................... 7
       HOLIDAYS ............................................................................................................... 7
       Jury Duty Leave .................................................................................................... 7
   ATTENDANCE POLICY AND UNPAID LEAVES OF ABSENCE .............................. 8
       Attendance ............................................................................................................ 8
       Family and Medical Leave ................................................................................... 8
       Military Leave ....................................................................................................... 12

OTHER BENEFITS OF EMPLOYMENT ...................................................................... 12

   MEDICAL CARE BENEFITS ................................................................................... 12

   ANTI-HARASSMENT POLICY AND ANTI-DISCRIMINATION POLICY ............ 13
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOW TO REPORT HARASSMENT/DISCRIMINATION</td>
<td>13</td>
</tr>
<tr>
<td>WHAT IS HARASSMENT?</td>
<td>13</td>
</tr>
<tr>
<td>OBLIGATIONS OF ALL EMPLOYEES</td>
<td>14</td>
</tr>
<tr>
<td>PROFESSIONAL ENVIRONMENT</td>
<td>14</td>
</tr>
<tr>
<td>HOW TO REPORT HARASSMENT/DISCRIMINATION</td>
<td>14</td>
</tr>
<tr>
<td>WHERE TO REPORT</td>
<td>15</td>
</tr>
<tr>
<td>WHEN TO REPORT</td>
<td>15</td>
</tr>
<tr>
<td>INVESTIGATIONS</td>
<td>15</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>15</td>
</tr>
<tr>
<td>RETALIATION</td>
<td>15</td>
</tr>
<tr>
<td>GOOD FAITH ALLEGATIONS</td>
<td>16</td>
</tr>
<tr>
<td>CONSENSUAL ROMANTIC RELATIONSHIPS</td>
<td>16</td>
</tr>
<tr>
<td>TRAINING</td>
<td>16</td>
</tr>
<tr>
<td>DRUG AND ALCOHOL USE AND ABUSE</td>
<td>16</td>
</tr>
<tr>
<td>HEALTH RISKS OF ALCOHOL AND OTHER DRUG USE</td>
<td>17</td>
</tr>
<tr>
<td>LEGAL IMPLICATIONS OF ALCOHOL AND OTHER DRUG USE</td>
<td>18</td>
</tr>
<tr>
<td>WHERE TO GET HELP</td>
<td>21</td>
</tr>
<tr>
<td>OTHER PERSONNEL POLICIES</td>
<td>21</td>
</tr>
<tr>
<td>WORKPLACE INJURIES</td>
<td>21</td>
</tr>
<tr>
<td>Drug &amp; Alcohol Policy</td>
<td>22</td>
</tr>
<tr>
<td>Medical Treatment</td>
<td>22</td>
</tr>
<tr>
<td>Modified Work Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Workers’ Compensation Compliance</td>
<td>23</td>
</tr>
<tr>
<td>WEAPONS</td>
<td>23</td>
</tr>
<tr>
<td>E-MAIL AND INTERNET POLICY</td>
<td>23</td>
</tr>
<tr>
<td>USE AND CARE OF COMPANY PROPERTY</td>
<td>24</td>
</tr>
<tr>
<td>WORKPLACE SEARCHES</td>
<td>25</td>
</tr>
<tr>
<td>PERSONAL APPEARANCE</td>
<td>25</td>
</tr>
<tr>
<td>&quot;QUIET PLEASE&quot;</td>
<td>25</td>
</tr>
<tr>
<td>NO SOLICITING</td>
<td>25</td>
</tr>
<tr>
<td>NO SMOKING</td>
<td>25</td>
</tr>
<tr>
<td>GARNISHMENTS AND ASSIGNMENTS</td>
<td>25</td>
</tr>
<tr>
<td>CHANGES IN PERSONAL STATUS</td>
<td>26</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td>26</td>
</tr>
<tr>
<td>ATTITUDE</td>
<td>26</td>
</tr>
<tr>
<td>DISCHARGES</td>
<td>26</td>
</tr>
<tr>
<td>OUTSIDE EMPLOYMENT</td>
<td>28</td>
</tr>
<tr>
<td>CONFLICTS OF INTEREST</td>
<td>28</td>
</tr>
<tr>
<td>TELEPHONES</td>
<td>28</td>
</tr>
<tr>
<td>LUNCH AREAS</td>
<td>29</td>
</tr>
<tr>
<td>PERSONNEL FILES</td>
<td>29</td>
</tr>
<tr>
<td>SAFE WORK ENVIRONMENT</td>
<td>29</td>
</tr>
<tr>
<td>VISITORS</td>
<td>29</td>
</tr>
</tbody>
</table>
PREFACE

THE COMPANY’S MISSION AND SERVICES:
Thank you for joining Quest Asset Management, Inc.! We hope you agree that you have a great contribution to make to the property management industry by way of Quest Asset Management, Inc., and that you will find your employment at Quest Asset Management, Inc. a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with Quest Asset Management, Inc. will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you too will find satisfaction and take pride in your work here. As a member of Quest Asset Management, Inc.’s team, you will be expected to contribute your talents and energies to further improve the environment and quality of the company.

This Employee Handbook may provide answers to most of the questions you may have about Quest Asset Management, Inc.’s benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your Manager or the Dallas Office.

We extend to you our personal best wishes for your success and happiness at Quest Asset Management, Inc..

Sincerely,

Deborah A. Griffin, President
Chris Evans, Executive VP

QUEST ASSET MANAGEMENT, INC.
INTRODUCTION AND PURPOSE OF HANDBOOK
Our Company’s Employees are its most important resource. While our products and our services are also important, Quest Asset Management, Inc. grows because of its people and their resourcefulness and devotion to superior service. Our ability to reach our goals largely depends on the efforts of a cohesive and disciplined team—one in which each Employee has an important and essential role. The Company desires to provide an organized and pleasant work place and to achieve uncommon results for our clients. Compensation, benefits and a good working environment for our employees are all important to that end. Having disciplined rules are also important to the long-run development of a cohesive and successful team. This Employee Handbook and its framework for our employee activities were developed with these concepts in mind.

This Employee Handbook is provided for your use as a ready reference and summary of some of the Company's personnel procedures, work rules and some of the Company’s benefits. Accordingly, you will find it to your advantage to read the entire manual promptly so that you will have a complete understanding of the material covered.

Please understand that this Handbook only highlights some of the Company's procedures and rules and only generally describes current benefits. It is by no means exhaustive. There are a number of procedures and rules dealing with our business, which are established by laws, regulations and standards that are dictated by state and federal authorities, and are followed by the Company. There are also summary plan descriptions or other materials, which outline current health insurance or medical plans and retirement benefits in more detail. Also, this Handbook cannot anticipate every situation or answer every question about employment matters. For this reason, you should always contact your supervisor or our Human Resource Department if you have a circumstance or question for which you cannot locate an answer in the Handbook.

Circumstances obviously may require that the procedures, rules and benefits described in the Handbook change from time to time. Consequently, the Company reserves the right to amend, supplement or rescind any provisions of this Handbook -- except for the provision of AT WILL employment -- as it deems appropriate in its sole and absolute discretion. All such amendments, supplements and rescissions will be circulated in writing. Revisions may be in the form of memoranda, but updates to the Handbook will be distributed as soon as practicable. Please keep your copy of the Handbook readily available and insert the updated material promptly so that it remains current.

Some provisions of the handbook are state specific and those provisions apply to all Employees of the Company.

THE COMPANY'S PERSONNEL PHILOSOPHY AND EQUAL EMPLOYMENT POLICY
The Company's employment objective is to select personnel who meet high standards of personality, character, education and occupational qualifications, who can carry on our work competently, who have capacity for growth and who will become a living part of our organization.

The Company realizes that its fundamental strength and future growth depend directly upon the contribution made by each person within its organization that productivity and efficiency result from
real job satisfaction and from the opportunity each person receives and accepts for his or her individual self-development.

The Company believes that all persons are entitled to equal employment opportunity and does not discriminate against its Employees or applicants because of race, color, religion, sex, national origin, age, marital status, disability, military status or any other basis prohibited by applicable federal, or state law. This includes, but is not limited to, the express prohibition against discrimination in recruitment, hiring, training, promotion, compensation, benefits, leave of absence, termination, and all other terms conditions, and privileges of employment.

REASONABLE ACCOMMODATION FOR QUALIFIED EMPLOYEES WITH DISABILITIES

It is the policy of the Company to comply with the Americans with Disabilities Act (“ADA”). Therefore, in the case of an applicant or employee who has a disability (as defined in the ADA), which prevents him or her from performing one or more of the essential functions of the job, the Company will attempt, through a flexible, interactive process with the applicant or employee, to identify a “reasonable accommodation” that will enable the applicant or employee to perform such essential functions. In the case of an employee who is already employed, if the Company and the employee are unable to identify a reasonable accommodation that will enable the employee to perform his or her current job, the Company will then consider other methods of reasonable accommodation, such as reassignment to a different job, the essential functions of which the employee can perform, with or without reasonable accommodation.

Notwithstanding the above provisions, an applicant or employee will not be assigned to work on a job if (1) he or she is not otherwise qualified for the job; (2) he or she is unable to perform one or more of the essential functions of the job, with or without reasonable accommodation; or (3) the accommodation would create an undue hardship for the operations of the Company’s business.

If you have a question about your responsibilities under the ADA, the meaning of terms used in this policy, or the application of this policy or the ADA, you should contact your supervisor or the Human Resources Department for guidance.

EMPLOYMENT AT WILL

It is the policy of the Company that all Employees who do not have a written, individual employment contract with the Company for a specific, fixed term of employment are employed AT WILL for an indefinite period. This means that the Company can terminate Employees’ employment at any time, for any reason, with or without cause or notice. At the same time, Employees may terminate their employment with the Company at any time, for any reason, with or without cause or notice.

No Company representative is authorized to orally modify the AT WILL policy for any Employee or to enter into any oral agreement contrary to this policy. Any statements contained in this Handbook or any other Employee memoranda, employment applications or other material provided to applicants and Employees may not modify this policy. Company policies and practices are not to be considered as creating any contractual obligation on the Company’s part or as stating in any way that termination will occur only for “just cause” or only under any particular set of circumstances. Likewise, use of
discretionary methods of progressive discipline or specific statements in the Handbook or other Company documents that certain conduct will be grounds for dismissal are not intended to restrict the Company's right to terminate an Employee at will.

CATEGORIES OF EMPLOYMENT

Regular Full-Time
A “regular full-time Employee” is one who is regularly scheduled to work 40 or more hours per week, and has been employed by the Company for at least 90 consecutive calendar days.

Regular Part-Time
A “regular part-time Employee” is one who is regularly scheduled to work less than 40 hours per week and has been employed by the Company for at least 90 consecutive calendar days. Unless otherwise stated in an Employee benefit plan, a regular part-time Employee is not eligible for Company-sponsored employee benefits.

Probationary Employee
A “probationary Employee”, whether “full-time” or “part-time” is one who has been employed for less than 90 consecutive calendar days for the Company. A probationary Employee is not eligible for Company-sponsored employee benefits.

Temporary Employee
A “temporary Employee” is one who is hired, or is under contract, to work for a definitely defined time to meet a special business need or emergency. A temporary Employee is not eligible for Company-sponsored employee benefits, even if the duration of his or her employment extends beyond the original agreed-upon length of time, and even if he or she is an “employee” of the Company under common law. If a temporary Employee becomes a regular full-time Employee, he or she will begin accumulating benefits, but only as of the date the employee is considered a regular full-time Employee.

Exempt/Non-Exempt
Whether in probation, regular full-time, regular part-time or other status, Employees are generally classified as either "exempt" or "non-exempt." An exempt Employee is one who, under the provisions of the federal Fair Labor Standards Act and/or state law, does not receive additional pay for overtime work. Exempt Employees are paid a salary to compensate them for all hours worked in a week, however few or many. A non-exempt Employee is one who is entitled to receive additional pay for any overtime worked. Non-exempt Employees are sometimes referred to as "hourly" Employees.
PAYROLL ADMINISTRATION

Payroll Administrator

The law requires that federal and state income tax, as well as social security benefits (FICA) and Medicare, be deducted from employee paychecks each pay period. Benefits (such as group health insurance for dependents) will also be deducted from employee paychecks if selected by the employee.

If you have any questions regarding your paycheck, please consult your immediate supervisor or the Human Resources Department and not your co-workers. Because of the variations in job responsibilities, requirements, working conditions, and authorized deductions, paychecks among employees will vary.

Pay-Day

Employees will be paid, at a minimum, twice per month, typically biweekly on Friday. Corporate employees will be paid bi-monthly on the 15th calendar day and the last calendar day.

Upon an Employee’s resignation, discharge, or death, an Employee’s final paycheck will be available at the Company’s offices or by direct deposit into the Employee’s bank account (depending upon the method of payment which has been authorized by the Employee).

When an Employee’s employment is involuntarily terminated, the Employee will receive his or her final compensation no later than the sixth day after the Employee’s discharge date. An Employee who is separated from his or her employment for any other reason will receive his or her last paycheck no later than the next regularly scheduled payday.

Paychecks

The Company offers direct deposit for all Employees. The net pay may be deposited directly into any bank account.

Every effort will be made to avoid mistakes in the paychecks. Should an error be discovered, the Employee should take the check to the supervisor or Human Resource Department to be rechecked. In the case of an error, a correction will be made on the next paycheck. Similarly, in the event that a paycheck is lost or stolen, the Employee should notify a supervisor or the Human Resource Department immediately. If the Company is able to place a “stop-payment” on the paycheck, the Employee will be issued a replacement check. Employees are encouraged to take advantage of direct deposit in order to prevent potential paycheck losses.

Upon resignation or discharge, an Employee's final paycheck will be available at the payroll office on the day designated by state law (see your State Supplement), either at the Company’s offices or by direct deposit into the Employee’s bank account (depending on the method of payment which has been authorized by the Employee).
Working Hours and Time-Keeping
In order to meet the needs of our clients, Employee work-hours may be varied, and will be set by each Employee’s supervisor or manager. Employees should consult with their supervisors or the Human Resource Department regarding their schedules and time clock procedures.

Overtime
You may be asked to work overtime and are expected to do so when requested. In such an event, all Hourly or “non-exempt” Employees will be compensated at the rate of one and one-half times your base pay for those hours worked over forty (40) hours per week. If sick, vacation or compensatory time off (such as paid holidays) is used during the week, an Employee is not entitled to overtime pay unless the total time actually worked for the week is over 40 hours. A workweek begins at 12:00 a.m. on Saturday and ends one week later at 11:59 p.m. on Friday.

A refusal to work overtime may result in Employee discipline, up to and including discharge.

All overtime worked must be either specifically requested or approved by the Employee’s supervisor. Working non-approved overtime is prohibited and, although paid, may result in an Employee’s discipline, up to and including discharge.

TIME OFF FROM WORK

Paid Vacation
The Company provides each regular full-time Employee with Paid Accrued Vacation. Accrued Vacation begins after 30 days of employment.

31 days to 5 years of employment from date of hire: 6.66 hours/month to a maximum of 80 hours

Greater than 5 years of employment from date of hire: 10 hours/month to a maximum of 120 hours

As indicated above, Paid Vacation is accrued and scheduled based upon each Employee’s date of hire, not the calendar year. The Company encourages Employees to schedule and use all their accrued Vacation within each year of the Employees’ anniversary of date of hire. ANY accrued vacation in excess of the maximum as stated above, will be forfeited by the Employee.

Because each Employee has the authority to personally use his or her Accrued Vacation each year, the Company expects Employees to schedule their Vacation two weeks in advance of the Employee’s requested leave of absence. To schedule Vacation, an Employee should obtain a Vacation request form from the Human Resource Department, fill out the form, and give the form to the Employee’s supervisor. The Human Resource Department and supervisor will approve or disapprove the request and will notify the Employee of the Company’s decision regarding the request within a reasonable period of time.

When an Employee desires to take Accrued Vacation for reasons of emergency or unexpected illness, the Employee should follow the provisions of the Company’s attendance and family and medical leave policies.
**Paid Sick Leave**
The Company provides each regular full-time Employee with Paid Accrued Sick Leave.

After 30 days of employment from date of hire: 4 hours/month to a maximum of 48 hours

As indicated above, Sick Leave is accrued and scheduled based upon each Employee’s date of hire, not the calendar year. **ANY accrued Sick Leave in excess of the maximum as stated above, will be forfeited by the Employee.**

When an Employee desires to take accrued Sick Leave for reasons of emergency or unexpected illness, the Employee should follow the provisions of the Company’s attendance and family and medical leave policies.

**Holidays**
The Company observes seven legal holidays each year by granting time off with pay to all regular full-time Employees. The following are the holidays that shall be observed in this manner:

| January 1 | New Years Day |
| May | Memorial Day |
| July 4 | Independence Day |
| September | Labor Day |
| November | Thanksgiving Day and the following day |
| December 25 | Christmas Day |

When one of these holidays falls on a Saturday or Sunday, the Company will observe the holiday either on the preceding Friday (Saturday holiday) or Monday (Sunday holiday). When a paid holiday falls during an Employee's Vacation Time period, it shall not be deducted from the Employee's vacation accumulation.

**Jury Duty Leave**
The Company believes in the responsibility of all citizens to exercise civic duty. All Employees summoned for jury duty or subpoenaed to appear in court as a witness will be excused from work. If exempt or non-exempt employees are required to appear in court during scheduled Company work hours, they will be paid, upon documentation from the court, of the hours of service. Your jury summons and/or subpoena must be submitted to your supervisor within forty-eight (48) hours after you receive it to qualify for such pay.

When the court dismisses the Employee, the Employee is expected to return immediately to work, regardless of the hours remaining in the workday. Employees must keep supervisors informed of the time they will be required to be absent for jury duty.
Attendance Policy and Unpaid Leaves of Absence

Attendance

Each Employee’s presence in the work place every workday is an important element of the Company’s proper business operations. Therefore, attendance and promptness for work duties are essential functions of each Employee’s job at the Company. For this reason, unexplained or unexcused absences, and incidents of unexplained or unexcused tardiness will be disciplined by the Company, up to and including discharge.

Where an Employee must be absent from work or tardy because of unexpected illness or family emergency, the Employee, or a representative of the Employee, such as a family member, should notify his or her supervisor, manager, or the Human Resource Department prior to the beginning of the Employee’s work shift. In extreme emergencies, an Employee or representative should notify the Human Resource Department of the Employee’s reasons for any absence within forty-eight (48) hours of the Employee’s work shift. Where the Employee’s supervisor, manager or the Human Resource Department receives no information from the Employee or a representative after three (3) days of absence from scheduled workdays, the Company will deem the Employee to have voluntarily quit his or her employment.

Where an Employee has properly notified a supervisor, manager, or the Human Resource Department regarding an unexpected illness or family emergency, the Employee may request that his or her absence be considered paid time off (PTO). Employees should, in such cases, submit a completed PTO request form to the Human Resource Department or a supervisor as soon as practicable after taking a leave of absence and, in any event, no later than 2 work days before returning to work. Before granting the PTO request, the Company may require the Employee to provide a medical or other appropriate verification of the Employee’s reasons for the unscheduled absence from work.

Family and Medical Leave

In compliance with the Family and Medical Leave Act (“FMLA”), the Company permits eligible Employees to take unpaid job-protected leave for specified family and/or medical reasons.

To be eligible for FMLA leave benefits, an Employee must meet the following requirements: (1) he or she must have been employed by the Company for at least twelve (12) months; (2) he or she must have worked at least 1,250 hours over the previous twelve (12) months; and (3) he or she must have worked at any Company location where at least fifty (50) employees are employed by the Company within seventy-five (75) miles.

Upon submission and approval of a leave of absence request, eligible employees are entitled to take up to a total of twelve (12) weeks of unpaid FMLA leave for one or more of the following reasons:

1. For care of the Employee’s child after birth, or placement with the Employee of a child for adoption or foster care, within twelve (12) months of the birth or placement;
2. To care for an immediate family member (spouse, son, daughter, or parent) with a serious health condition;
3. Because the Employee is unable to work due to a serious health condition;
4. Because of any “qualifying exigency” (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, son, daughter, or parent of the Employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. For more information on “qualifying exigency” or “contingency operation,” please see the Human Resources Department.

Additionally, upon submission and approval of a leave of absence request, eligible employees are entitled to take up to a total of twenty-six (26) workweeks of unpaid leave for the following reason:

1. To care for that Employee’s spouse, son, daughter, parent or next of kin, who is a covered servicemember, who is being treated for, recuperating from or is on the temporary disability retired list, due to a serious injury or illness.

All five types of FMLA leave identified above are available to be taken within a “rolling” twelve (12) month period that is measured from the date an employee uses any FMLA leave. During this single twelve (12) month rolling period, an eligible employee is only entitled to a total of twelve (12) workweeks (or twenty-six (26) workweeks in the case of leave provided to care for a covered servicemember) of leave under the FMLA. Further, one type of FMLA leave cannot be combined with another type of FMLA leave to cause an Employee to exceed the total of twelve (12) workweeks (or twenty-six (26) workweeks in the case of leave provided to care for a covered servicemember) for all FMLA leave taken during a rolling twelve (12) month period. For example, if an eligible employee took twelve (12) weeks of FMLA leave following the birth of a child, that same employee would only be eligible to take an additional fourteen (14) workweeks during that same twelve (12) month rolling period to care for a covered servicemember.

If you and your spouse are both employed by the Company, then you are only entitled to a combined total of twelve (12) workweeks of family leave for the birth of your child, the placement of a child for adoption or foster care with you, and to care for a parent who has a serious health condition. Further, if you and your spouse are both employed by the Company, then you are both only entitled to a combined total of twenty-six (26) workweeks of leave to care for a covered servicemember. Additionally, no combined FMLA leave shared by you and your spouse for the birth of your child, the placement of a child for adoption or foster care with you, and/or to care for a parent who has a serious health condition, can be combined with another FMLA leave that you and your spouse shared to exceed the total of twelve (12) workweeks (or twenty-six (26) workweeks in the case of leave provided to care for a covered servicemember) for all combined FMLA leave taken during a rolling twelve (12) month period. For example, if you and your spouse took a combined total of twelve (12) weeks of FMLA leave following the birth of your child, you and your spouse would only be eligible to take an additional combined fourteen (14) workweeks during that same twelve (12) month rolling period to care for a covered servicemember.

FMLA leave is unpaid. However, when permitted under the FMLA, the Company requires Employees to utilize any accrued sick/vacation time during periods of unpaid FMLA leave until the accrued time is exhausted. Once an Employee has used all accrued sick/vacation time, the
balance of the leave period is unpaid. The maximum period of leave may not be extended by adding paid leave to the period of FMLA leave. Workers’ compensation leave is also required to be taken concurrently with FMLA leave.

Employees requesting FMLA leave, should provide thirty (30) days advance notice of leave, or as much advance notice as is possible. Further, if the FMLA leave is necessary because of any “qualifying exigency” and that leave is foreseeable, whether because the spouse, son, daughter or parent of an employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable. The advance notice of leave shall indicate the reasons for the leave, the time the leave will begin and the expected duration of the leave. Employees should pick up and submit a completed “Employee Request for FMLA leave” form to the Human Resources Department. The Company also has the right to designate an absence as Family and Medical leave on its own volition, consistent with applicable laws and regulations, even if the employee does not request it.

When FMLA leave is needed to care for an immediate family member or the Employee’s own illness, and is for planned medical treatment, the Employee must schedule treatment so that it will not duly interrupt the Company’s operations. In addition to advance notice, any Employee seeking to use FMLA leave is required to submit the following:

(i) initial written medical certification supporting the need for any leave due to a serious health condition affecting the Employee or an immediate family member or due to care of a covered servicemember. This medical certification may be obtained by arranging for the individual’s health care provider to complete a “Certification of Health Care Provider” form (which is available from the Human Resources Department);

(ii) if requested by the Company, a second and, if necessary, third medical opinion (at the Company’s expense);

(iii) notice of the Employee’s intended return to work date, or any change in that date as soon as possible;

(iv) weekly notification regarding the employee’s status and intent to return to work; and

(v) periodic recertification of the need for leave, not less than every thirty (30) days and as requested by the Company.

Upon completion of any period of non-intermittent FMLA leave, and before returning to work, an Employee may be required to submit a medical certification of his or her fitness to return to work with regard to the health condition for which the leave was taken, as appropriate in light of the employee’s job duties. Failure to provide the requested certification may result in delay of the employee’s return to work until the certification is provided, or possible disciplinary action.

Under certain circumstances, Employees may take their FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member or a covered servicemember, or because the Employee is seriously ill and unable to
work. If the leave is for birth or placement of a child for adoption or foster care, use of intermittent leave is subject to the Company’s approval. If the leave is for a qualifying exigency arising out of active duty, leave may be taken intermittently or on a reduced leave schedule.

The Company will maintain group health coverage for an Employee on FMLA leave on the same terms as if the Employee had continued to work. For health insurance benefits to continue, Employees must continue to pay their share of health insurance premiums while on leave by sending payments to the respective plan provider(s). Failure by the Employee to make payments may result in cancellation of coverage or, if the Company is required to pay the Employee’s share of the payments, the Company will recover the cost of these payments from the Employee at the end of the period of FMLA leave.

An Employee will be financially responsible for the medical insurance premiums paid on that employee’s behalf while on leave, if the Employee fails to return to work after a leave under this policy for reasons other than the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the Employee’s control.

Upon return from FMLA leave, an Employee will be restored to his or her original position, or to an equivalent position with equivalent pay (i.e., hourly wage), benefits and other employment terms and conditions. An Employee’s use of FMLA leave will not result in the loss of any employment benefit that the Employee earned or was entitled to before using FMLA leave. However, seniority and other benefits, such as paid leave, do not accrue during an FMLA leave period.

Under limited circumstances, the Company may be entitled to replace rather than reinstate certain highly paid “key” employees who use leave under this policy. A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within seventy-five miles of the work site. For more information on “key” employee status, please see the Human Resources Department.

A “serious health condition” means an illness, injury, impairment or physical or mental condition that involves: (i) a period of incapacity or treatment connected with an overnight stay in a hospital, hospice, or residential medical care facility; (ii) any period of incapacity requiring an absence of more than three (3) calendar days that also involves continuing treatment by, or under the supervision of, a health care provider; (iii) any period of incapacity due to pregnancy, or for prenatal care; (iv) any period of incapacity (or treatment for such incapacity) due to a chronic serious health condition; or (v) any period of absence to receive multiple treatments (or for the recovery there from) by or under orders or referral from a health care provider for restorative surgery after an injury or for a condition so serious that, in the absence of medical intervention or treatment, would likely result in a period of incapacity of more than three (3) calendar days.

A “Serious injury or illness” means an injury or illness incurred by a member of the Armed Forces, including a member of the National Guard or Reserve, in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. For more information relating to what qualifies as active duty under this provision please see the Human Resources Department.

“Covered servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation, or therapy, is
otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

“Outpatient status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to (1) a military medical treatment facility as an outpatient, or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

The term “next of kin,” means the nearest blood relative of that individual.

“Spouse” means a husband or wife as recognized by the law of the state in which the employee resides, including common-law marriage, if recognized by that state.

“Son or daughter” means a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Parent” means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child. The term parent does not include parents-in-law.

“Health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices or any other person determined by the Secretary of Labor to be capable of providing health care services.

If you have any questions regarding FMLA in general, or this policy in particular, please contact the Human Resources Department.

Military Leave
An Employee taking leave from the Company for active military service is considered to be on military service leave of absence without pay. An Employee on a military service leave is entitled to reinstatement upon completion of military service, provided an application for reinstatement is made within 90 days of discharge (31 days for Reserves and National Guardsmen returning from initial active duty). An Employee’s eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws. At the employee’s option, accrued vacation can be substituted for all or a portion of this unpaid leave. In addition, regular full-time Employees may be eligible for accrual of certain benefits during the period that they are away on military leave. Employees should notify the Company as soon as possible of the dates they will be absent due to military leave.

Upon notification, the Company will provide the Employee with a written statement outlining the Employee’s rights concerning his or her work and entitlement to Employee benefits.

OTHER BENEFITS OF EMPLOYMENT

Medical Care Benefits
The Company provides health insurance solely for eligible regular full-time Employees. These benefits are subject to change or cancellation at the discretion of the Company at any time. For
additional information or for answers to questions about benefits, Employees should review their summary plan descriptions or contact the Human Resources Department.

**ANTI-HARASSMENT POLICY AND ANTI-DISCRIMINATION POLICY**
The Company has adopted a policy of zero-tolerance with respect to unlawful employee discrimination or harassment. The Company expressly prohibits harassment of and discrimination against Employees on the basis of race, color, sex, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal law by managers, employees, contractors, agents of the Company, customers, clients and by anyone participating in Company-sponsored activity. The Company will take prompt and appropriate action to prevent, correct and, if necessary, discipline behavior that violates this policy. We do so because we want to provide all of our employees with a pleasant working environment and because law prohibits discrimination and harassment. All employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from discrimination and harassment of any kind.

**How to Report Harassment/Discrimination**
An Employee who believes he or she has been subjected to discrimination or harassment should report the harassment immediately to his or her supervisor, manager or Quest Asset Management Human Resources Department by calling 214-350-8822. Please understand that the Company takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing such complaints, and you may bypass anyone in your direct chain of command and file your complaint with the Human Resources Department at any time. Allegations of harassment may be reported in any manner that effectively communicates the message the Employee wishes to send, but should be reported promptly.

**What Is Harassment?**
Harassment includes, but is not limited to, the following:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching or interfering with work because of gender, race, or any other protected basis;
- Threats and/or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, as well as offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment; and
- Any other offensive conduct or behavior deemed inappropriate by the Company. Sexual harassment can be subtle or direct. It usually involves different genders, but may be
committed by someone of the same gender. All forms of unlawful harassing conduct are expressly prohibited.

Obligations of All Employees
It is an essential responsibility for every Employee to report any incidents of actual or perceived discrimination and sexual or other form of harassment. This includes discrimination or harassment directly involving the Employee, or where the Employee is only a witness. Every Employee must consider the obligation to report discrimination and sexual or other forms of harassment as an essential function of their job.

Professional Environment
Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits, and even anger are inevitable. Please understand that those types of reactions do not generally amount to harassment, unless they are based upon race, color, sex, religion, national origin, age, disability, or veteran status. The Company wants our workplace to be both interactive and professional. Tolerance of others is encouraged.

How To Report Harassment/Discrimination
Allegations of harassment may be reported in any manner that effectively communicates the message the Employee desires to send. This includes reporting in writing, orally, by e-mail, letter, memo, note or any other reasonable means. The Company encourages all reports to be made in writing in order to have a clear and complete account of the Employee’s perception of the situation. The most beneficial written reports will include, at a minimum:

1. The dates and times of all incidents of harassment;
2. The names of all harassers and victims;
3. A detailed factual description of the harassment; and
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

Although not required, Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If the Employee does not feel that such a step is appropriate, however, the Employee should report the problem elsewhere as discussed herein. An Employee may contact his or her supervisor or the Human Resources Department at any time to ask questions about the Company’s harassment policy or complaint procedures.

All reports of harassment shall be treated as confidential, except where disclosure is required by law or is otherwise necessary to facilitate legitimate Company processes, including the investigation and resolution of harassment allegations.
Employees or agents of the Company who supervise other Employees, clients, customers, contractors or agents or have management authority are required to engage in appropriate measures to prevent violations of this policy and promptly notify the Human Resources Department after being informed of or having a reasonable basis to suspect a policy violation.

Where to Report
Reports of harassment should be made to the Employees’ Supervisor or Manager or to Quest Asset Management Human Resources Department by calling 214-350-8822.

When to Report
Immediately.

The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades with the passage of time.

Investigations
In most cases, a prompt investigation will immediately follow the reporting of behavior believed to constitute harassment. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical in keeping with the Company's desire to conduct a thorough review of all facts and events.

In determining whether alleged conduct constitutes harassment, the Company will look at the record as a whole and the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incidents occurred. Each allegation will be examined on a case-by-case basis.

Discipline
Any recommendations issued by the Company upon finding a policy violation will be designed to correct the situation and prevent future violations. Any Employee that the Company determines engaged in harassing behavior or activity may be subject to discipline, up to and including discharge. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

Retaliation
The Company prohibits retaliation against individuals for submitting a bona fide complaint under this policy or for assisting in a complaint investigation. Under the law, an individual is protected from retaliation when he or she: (1) files a harassment complaint or testifies, assists or participates in any manner in an investigation or other proceeding related to such a complaint; or (2) opposes conduct reasonably believed to constitute harassment to one’s self or to others. Allegations of retaliation will
be investigated, and if substantiated, will result in appropriate disciplinary action up to and including discharge.

**Good Faith Allegations**
No adverse action will be taken against an individual who makes a good faith allegation of harassment, even if after investigation the allegation is not substantiated. However, allegations or statements made in the course of an investigation or enforcement procedure found to be intentionally dishonest or made with disregard for the truth may subject the individual to disciplinary action, up to and including discharge.

**Consensual Romantic Relationships**
Consensual relationships between Employees are unwise, and such relationships between a supervisor and his/her subordinates are strictly prohibited. These relationships may not last, and when over, possibly provide the groundwork for one or both of the Employees to make allegations of harassment against the other. The only way to avoid this situation is not to engage in this type of behavior in the first place. The best policy is to keep your private life private and out of the workplace.

**Training**
Employees will be routinely trained on issues involving harassment. This will entail various forms and methods designed to heighten your awareness and education on the subject. Every Employee should also keep and regularly review a copy of this policy.

**DRUG AND ALCOHOL USE AND ABUSE**
The Company strives to provide a safe and productive environment. In doing so, every reasonable effort will be made to keep the work environment free from any unauthorized use of drugs or alcohol. Although the Company respects your freedom to manage your life, it is a recognized fact that job performance, productivity, and safety may be impaired or jeopardized by the use or misuse of drugs or alcohol.

Therefore, the Company has developed a state-specific policy to explain the Company’s position on drugs and alcohol in the workplace, the circumstances under which the Company will conduct drug and/or alcohol testing, and to define the rights of applicants and employees.

Quest Asset Management, Inc. is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Handbook. Quest Asset Management, Inc. has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Quest Asset Management, Inc.’s site and/or client sites or as a part of Quest Asset Management, Inc.’s activities. Quest Asset Management, Inc. will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.
It is the goal of Quest Asset Management, Inc. to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Quest Asset Management, Inc. has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.

2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his Manager of any criminal drug statute conviction they receive.

4. If an employee receives such a conviction Quest Asset Management, Inc. shall:

   take appropriate personnel action against the employee, up to and including termination.

   -- OR --

   require the employee to participate satisfactorily in an approved drug-abuse assistance or treatment program.

5. Quest Asset Management, Inc. provides information about drug counseling and treatment.

6. Quest Asset Management, Inc. reserves the right to search and inspect for the maintenance of a safe workplace.

**Health Risks of Alcohol and Other Drug Use**

Even though specific physical and mental responses to alcohol and drug use differ, the consequences for using either are usually similar. Negative health reactions can result from both abusive and moderate use of any substance. While on-going health problems are often associated with long-term misuse and abuse, acute and traumatic instances can occur from one-time or moderate use.

**Alcohol**

Ten (10) percent of adults can be classified as heavy drinkers. That is, they consume an average of two or more drinks per day. Virtually all body systems are affected by the long-term abuse of alcohol. Heavy constant consumption may result in hangovers and serious health consequences. Another sixty (60) percent of the population are moderate drinkers. The most common negative health consequences from occasional drinking are trauma related and involve both the drinker and non-drinker victims. The consumption of alcohol is involved in 200,000 deaths in this country per
year, ten (10) percent of the US annual mortality. Half of all traffic deaths are alcohol related and driving under the influence is the number one killer of American teenagers.

*Narcotics*

The most serious medical consequences of opiate abuse is toxic reaction, more commonly known as overdose. Generally incurred accidentally, overdose leads to death when the respiratory and circulatory systems slow down to the point of ceasing to function. More common health consequences of opiate abuse occur not from the chemicals themselves, but from the lifestyles that frequently accompany their use.

*Hypnotics and Anti-Anxiety Drugs*

Such prescription medications as Nembutal, Seconal, Quaalude, Miltown and Equanil have serious negative health consequences when abused. The most common is toxic overdose which results in depressed central nervous systems, cardiac and respiratory functioning.

*Stimulants*

Abusers of stimulant drugs are more likely to experience drug-induced psychiatric disturbances than are other abusers. Differences in health-related responses to stimulant drugs are dependent on the mode of ingestion. Nasal and intravenous use create more acute responses than does oral use.

*Marijuana*

Chronic long-term use affects most body systems resulting in bronchitis and other respiratory difficulties, decreased strength of heart contractions, possible negative consequences on the immune system, acute memory impairment, and possible reduction of growth-hormone production. Episodic use of marijuana can result in panic reactions including feelings of anxiety, fears of losing control or going crazy, or fears of physical illness.

*Hallucinogens*

The most common health-related responses to hallucinogen use include panic reactions, flashbacks and toxic reactions with ingestion of high levels of some compounds.

*Legal Implications of Alcohol and Other Drug Use*

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of Quest Asset Management, Inc.

*Possession and Use*
Check with city or county counsels' offices for specifics of alcohol consumption and use, as maximum levels differ from location to location.

Anyone under twenty-one (21) years of age who buys alcohol is committing a misdemeanor. It is also an infraction of the law for a minor to attempt to buy alcohol.

Public intoxication which interferes with the personal safety or use of public ways is a misdemeanor crime.

It is unlawful to drive a motor vehicle or ride a bicycle on a highway with a blood alcohol content (BAC) level of .08 percent or above. Punishment is greater if a child fourteen (14) years of age is in the vehicle at the time.

It is unlawful for a person under the age of eighteen (18) who has a BAC of .05 percent or more to drive a vehicle.

The act of driving implies consent to be tested for BAC.

It is unlawful to operate a water vessel, to water ski, or to use an aquaplane, with a BAC of .05 percent if the operator is under eighteen (18) years of age.

It is unlawful to operate an aircraft in the air or on the ground or engage in sport parachuting with a BAC of more than .04 percent.

Marriage licenses will not be issued to applicants under the influence of alcohol or other drugs.

It is unlawful to manufacture controlled substances in the home or in any other unregulated facility.

Growing or processing peyote is punishable by imprisonment in the county jail for not more than one (1) year.

It is a felony to use alcohol or drugs to aid the commission of a felony, including rape and other sex offenses.

Applicants for professional licenses must not be addicted to alcohol or other drugs at the time of application.

Distribution
It is a misdemeanor crime to sell, give or furnish alcohol to anyone under twenty-one (21) years of age.

It is a misdemeanor crime to sell or furnish alcohol to a common drunkard or incompetent.

Only eating establishments and holders of retail liquor licenses may sell or expose for sale alcoholic beverages within one (1) mile of a university or state college.
It is unlawful for sellers of alcoholic beverages by the drink to employ a person for the purpose of encouraging the sale of such beverages.

Manufacture, distribution and receipt of "imitation controlled substances" or any drug that is falsely advertised, adulterated or misbranded is unlawful.

Possession of paraphernalia is unlawful as is providing a minor with paraphernalia for the ingestion of tobacco or any controlled substance.

It is illegal to use the postal service or other interstate conveyance to offer to sell or transport, import or export paraphernalia.

It is unlawful to import controlled substances except for medical or scientific purposes.

It is unlawful to export controlled substances to any country that has a treaty with the United States prohibiting such export. Penalties vary depending on the country involved.

*Consequences*

Carriers of motor vehicle insurance can increase premiums, or cancel or deny renewal as a result of driving under the influence convictions.

In certain cases employers' motor vehicle coverage can also be canceled or renewal denied if employees have been convicted of driving under the influence of alcohol or other drugs.

The Department of Motor Vehicles may refuse or revoke driver's licenses of practicing alcoholics or addicts or those convicted of alcohol or drug related offenses.

Refusal to submit to blood alcohol content tests will result in a six-month suspension of driving privileges, two-year suspension if there has been a prior such offense within seven years, and three-year suspension for two or more offenses within seven (7) years. In such cases, vehicles can also be impounded and sold as nuisances.

Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs.

State disability retirement allowances are not paid if the disability is due to the intemperate use of alcohol or other drugs.

No addict or person in danger of becoming an addict may be employed as a peace officer.

Drunkenness on duty, intemperance or addiction are causes for discipline for any employee.

Examinations for certifications can be refused and certifications withdrawn by the State Personnel Board for anyone who is addicted to alcohol or other drugs.
Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied "for any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician."

Permanent or probationary employees of Quest Asset Management, Inc. may be terminated, demoted, or suspended for addiction to controlled substances or drunkenness in the workplace.

Penalties for the manufacturer, distribution or dispensing of, or possession with intent to manufacture, illegal drugs vary significantly depending on the substance and the amount in question. Both fines and incarceration are imposed.

Drug traffickers lose federal benefits for five (5) to ten (10) years to life after conviction. Drug possessors lose benefits for up to one (1) year and can be required to enter treatment, undergo testing and/or perform community service.

Where to Get Help

A number of community resources are available to help you, including:

Community Resources

Alcoholics Anonymous
Narcotics Anonymous
National Council on Alcoholism and Drug Dependence
County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. Quest Asset Management, Inc. does not endorse programs and/or agencies listed on this document and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and out-patient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading "Drug Treatment Programs," or through the National Council on Alcoholism and Drug Dependence at 212-206-6770.

OTHER PERSONNEL POLICIES

Workplace Injuries
It is each Employee’s responsibility to immediately report any work-related or on-the-job injury, regardless of how slight, to his or her supervisor or the Human Resources Department. We take
any allegation of a work-related injury seriously, working closely with treating physicians to provide our employees the best possible medical care. Failure to report work-related accidents is a serious matter, and may preclude an employee’s coverage under Workers’ Compensation insurance. In addition, any Employee who fails to immediately report an on-the-job incident which leads to the injury of the Employee or a co-worker may be disciplined, up to and including discharge.

Quest Asset Management approved Occupational Clinics include Concentra Medical Centers and US Health Works. If these clinics are not located within your area, an Urgent Care Center can be used.

NOTE: Emergency Rooms are only to be used in life threatening situations

Drug & Alcohol Policy
As part of Quest Asset Management’s commitment to promote a “Drug-Free” work environment, any allegation of an on-the-job injury will result in an immediate drug test, without exception. Refusal of the drug test on the part of the injured employee (hourly/salary) may lead to disciplinary action, up to and including termination. Any positive drug result could result in the denial of the claim, and possible disciplinary action, up to and including termination.

Medical Treatment
If you feel that professional medical attention is necessary, please notify your supervisor immediately for the nearest treating physician in your area. Quest Asset Management encourage all employees to utilize local preferred-provider clinics, for example, Concentra Medical Centers and US Health Works, as they are familiar with billing procedures for our carrier. However, if an emergency arises after hours or in a remote location an Emergency Room facility may be used as a last resort. Please be aware that ER physicians are intended to provide patients temporary relief until they can follow-up with a specialist later. Because Emergency Room physicians are unfamiliar with the essential functions of your job, Quest Asset Management DOES NOT accept ER physicians taking employees off work. If you elect to visit a local Emergency Room for an alleged work-related injury, you will be required to not only submit to a post injury drug test but also follow up with a designated occupational physician the next business day.

Modified Work Procedures
Employees who have elected to seek medical attention are expected to follow the physician’s restrictions regardless of whether at home or at work. Quest Asset Management want to inform you that modified work is available within your restrictions. To ensure you are able to maximize your income while allowing your employer to remain competitive and productive, we expect our employees to work on modified duty following the physician’s medical release, regardless of whether the doctor releases you to restrictions or full duty.

We ask that following the physician’s recommendations you report back to work with any documentation, which the clinic has issued you to ensure that proper job placement can be
achieved. If you are unable to follow the restrictions, please contact your immediate supervisor as soon as possible. Your employer will be responsible for contacting your physician.

**Workers’ Compensation Compliance**

Quest Asset Management expects those employees (hourly/salary) who sustain an on-the-job injury and/or illness to report, and document their incident immediately regardless of severity. Failure to report the injury in a timely manner may result in denial of the claim and absences would be considered unexcused.

Quest Asset Management provide the employees with the best possible care, using only highly trained occupational clinics, such as, Concentra and US Health Works. Those individuals who elect to seek a professional medical evaluation are expected to follow the physician’s treatment plan. This would include, but not be limited to, making all follow-up appointments, physical therapy treatments, and following any physical restrictions REGARDLESS of whether the individual is at work or at home.

Those employees who fail to comply with their medical treatment plan, such as, but not limited to working outside their restrictions, failing to make their appointment dates, or who misrepresent their physical condition to a member of management, or a medical professional may receive disciplinary action, up to and including termination.

In addition, Quest Asset Management works closely with the Attorney General’s Office - *Workers’ Compensation Fraud Unit*. Your employer reserves the right to prosecute those employees (hourly/salary) who violate state workers’ compensation laws. If you have any knowledge of an employee making false accusations regarding an alleged work-related claim, please call the 1-800-932-3969 WORKERS’ COMPENSATION FRAUD HOTLINE number. **Rewards** are issued to those individuals who provide information that leads to the successful prosecution of the perpetrator.

**Weapons**

The possession of weapons, such as firearms or knives (other than pocket knives), on the Company’s premises, whether during normal work hours or otherwise, is strictly prohibited. Violation of this policy, or the commission of violence of any type on Company property, will be cause for immediate discharge.

**E-Mail and Internet Policy**

The Company respects the individual privacy of its employees. However, Employee privacy does not extend to the Employee’s work-related conduct or to the use of equipment or supplies provided by the Company. All Internet and E-mail systems and all communication and information transmitted by, received from, or stored in these systems are the property of the Company. To ensure that the use of Internet and E-mail does not violate this policy, authorized representatives of the Company may inspect an Employee’s computer system and monitor the use of such equipment without notice to the Employee and without seeking permission of the Employee.
Internet access is intended to be primarily for business-related purposes. Excessive personal Internet access may result in discipline, up to and including termination from employment. Any personal Internet access to content or materials which are of an offensive nature, including pornographic or obscene materials and materials that otherwise may reasonably be considered inappropriate, will be considered willful misconduct and result in immediate discharge.

The E-mail system has been installed to facilitate business communications. Because the Company provides the E-mail system to assist you in the performance of your job, you should use it for official business. Incidental and occasional personal use of E-mail is permitted by the Company, but these messages will be treated the same as other messages. Since Company management can access your personal messages, you should not use E-mail to transmit any message you would not want read by a third party.

You may not use the Company’s E-mail system in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. The Company is dedicated to providing a work environment that is free from unlawful harassment. Accordingly, messages that contain foul, inappropriate, or offensive language, or those containing racial or ethnic slurs or sexual innuendo are prohibited. An Employee who violates this policy is subject to disciplinary action, up to and including discharge.

Because all messages, whether composed, sent, or received, are the property of the Company, Employees should not expect that their messages are private. To ensure compliance with Company policies, the Company retains the right to monitor all use of the Company's computers, including all use of the Internet and all documents and E-mail, whether initiated through the Company from our offices or a remote location, including a home location. Although passwords, user ID's and similar measures are provided for confidentiality, Employees are put on notice that they should have no expectation of personal privacy with respect to any file, e-mail, document, attachment, program, voice mail or other material contained within the Company's computers. All Employees, by their use of the Company's computers, consent to monitoring and auditing of their use of the computers.

**Use and Care of Company Property**

Our Company believes that a professional work place is essential to the growth and overall well-being of the Company and its Employees. The workplace is a reflection of our professionalism. Therefore, it is expected that all Employees will act responsibly with regard to the care of the work place. Buildings, equipment and supplies are the property of the Company. Cooperation is expected when Employees are asked to share this property. Company property is not to be removed at any time for personal use. As a citizen of the community and an employee of the Company, it is the responsibility of each Employee to help keep the cost to a minimum and to assist in maintaining the quality of the building, furniture and equipment by following the “housekeeping rules” that are promulgated from time to time. All Employees enjoy cleanliness of surroundings. Housekeeping is everybody's job, and it is essential for workplace safety.
Workplace Searches
Because the Company is concerned for the safety and security of all its Employees while they are at work, the Company reserves the right to question employees and all other people entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, backpacks and lunchboxes or any other possessions or articles carried to and from the company’s property. The Company also reserves the right to search any office, desk, files, and locker or any other area or article on premises. It should be noted that all offices, desks, files, lockers, etc., are the property of the company and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the Company. Therefore, Employees should have no expectation of privacy in their workspaces or in the personal effects while they are on Company property.

Personal Appearance
The appearance of an individual has a great bearing upon the manner in which his or her services are accepted by clients of the Company or the public in general. It should be a matter of personal pride with every Employee to keep clean and neat at all times while he or she are in the employ of the Company.

"QUIET Please"
The Company desires to maintain a relatively quiet working environment for all Employees. Work should be performed with a minimum amount of noise.

No Soliciting
In order to prevent outside contacts from influencing or disrupting the work environment, the Company prohibits solicitations and distributions by non-employees, including all salespersons and collectors. Any unauthorized solicitation should be reported to a supervisor of the facility Manager.

No Smoking
All of the Company facilities are smoke free. Therefore, no smoking is permitted anywhere inside the facilities. If necessary, Employees may smoke outside during breaks in the designated smoking areas. Employees are expected to keep designated smoking areas clean, and to properly discard cigarette and cigar butts.

Garnishments and Assignments
The company is required by law to accept legal assignments and garnishments. You are expected to promptly notify your supervisor as soon as you become aware of any wage garnishment or assignment proceedings that may have been initiated against you, or that may affect your wages from the Company. Failure to promptly notify the Company of a garnishment or assignment related to your wages may result in disciplinary action, up to and including discharge.
Changes in Personal Status
Employees should report any change in marital status, dependents, exemptions, address, telephone number, etc. to the Human Resource Department in order to keep personnel records correct, and to assure that Employees receive ample opportunity to participate in employee benefit programs for which they are eligible.

Confidentiality
Many Employees of the Company are in positions that give them access to confidential information. This information must be respected and not discussed in any manner with persons outside the Company. Any breaches of this rule will result in immediate dismissal.

Media representatives, attorneys, law enforcement agents and all other persons not connected with the Company shall be immediately referred to the Human Resources Department.

Attitude
As an Employee of the Company, regardless of the department or area of employment, your work is extremely important. It is up to you to assist in any way to make the work environment as pleasant as possible by maintaining a cheerful attitude, quiet surroundings, a pleasant word, a smile, cooperation with other departments, cooperation with co-workers and prompt efficient service. Exhibiting a “can do” attitude is very important to the achievement of Company goals.

Discharges
The Company may discharge an Employee at any time with or without cause and with or without notice. Without waiving its right to terminate an Employee AT WILL, in its discretion, the Company may utilize progressive discipline. Through progressive discipline, the Company attempts to provide Employees with notice of deficiencies and an opportunity to improve. However, the approach we take to discipline may vary in the Company’s discretion on, among other things, the gravity of the offense, the circumstances under which it occurred, your duties, your length of service, and your overall work record, including any prior misconduct. Thus, progressive discipline steps are not guaranteed, and there are many instances that could result in severe disciplinary steps (up to and including discharge) for a first or one-time infraction. As previously stated, by utilizing progressive discipline in some circumstances the Company is not waiving or limiting its right to discharge for any or no reason at all, at any time, with or without notice.

Types of behavior and conduct that the Company considers inappropriate and which could lead to disciplinary action up to and including immediate termination of employment without prior warning, at the sole discretion of the Company, include, but are not limited to the following:

1. Reporting to work intoxicated or under the influence of drugs. Any employee under the care of a physician prescribing a specific drug should bring this to the attention of the employee’s supervisor.

2. Possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drugs.
3. Unauthorized use or consumption of alcohol on company premises or while engaged in company business.

4. Stealing from clients, the Company or fellow employees.

5. Gambling or bookmaking on company property.

6. Excessive absenteeism or tardiness.

7. Failure of an employee to notify the Company that the employee will be absent from work.

8. Altering a time card or attendance sheet or any other records.

9. Falsification of employment applications or resumes or any Company pre- or post-employment forms, or any other form of dishonesty.

10. Leaving Company property during working hours without permission.

11. Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive, or threatening language or horseplay.

12. Smoking in an area where smoking is prohibited.

13. Defacing or damaging Company property.

14. Unauthorized possession or use of firearms, fireworks, or any other weapon on Company property or while engaged in Company business.

15. Soliciting, distributing literature, or conducting unauthorized meetings of any kind on Company time or property during working hours.

16. Posting, removing, or tampering with the bulletin boards or notices posted on bulletin boards without authorization, or defacing any posted signs, displays, or property.

17. Excessive use of Company telephones for personal matters.

18. Carelessness or inefficient performance of job duties, including the failure to maintain proper standards of performance or interfering with the work of other employees.

19. Disobeying safety regulations, including failure to promptly report work-related accidents to supervisory personnel.

20. Insubordination, such as failure to follow a proper instruction of supervision or management.

21. Failure of an employee to accept that individual’s share of overtime work to meet Company and department needs.
22. Failure to observe “good housekeeping” practices by not cooperating in keeping facilities clean.

23. Failing to observe Company security regulations.

24. Failing to maintain the confidentiality of Company matters, including matters relating to customers.

25. Any action whatsoever that tends to destroy good relations between the Company and its employees or between the Company and any of its suppliers or customers.

26. The Company fully supports equal employment opportunity and is against all forms of illegal discrimination and harassment in the workplace. Any employee who acts in a manner contrary to this or any other Company policy will be subject to disciplinary action, up to and including immediate termination.

**Outside Employment**

The Company recognizes that its most important resource is its Employees. The ability to achieve the Company’s long-term goals is dependent upon the efforts of a cohesive and disciplined team. Accordingly, employees intending to engage in another job during hours other than those involved in their regular jobs will be required to obtain permission beforehand from the Human Resources Department. Such outside employment should not conflict with an Employee’s ability to perform his or her functions at the Company. In no event shall an Employee become employed with a competitive company during the Employee’s employment with this Company.

**Conflicts of Interest**

During your employment with the Company, you will have access to a variety of confidential information. “Confidential information” includes, but is not limited to, records, lists, and knowledge of the Company’s customers, suppliers, methods of operation, processes, trade secrets, methods of determination of prices, financial condition, profits, sales, net income, and indebtedness, as the same may exist from time to time.

It is expected that you will not use or disclose to any person or entity any confidential information acquired during the course of your employment. It is expected that you will not, directly or indirectly, copy, take, or remove from these premises, any of the Company’s books, records, customer lists, or any other documents or materials. If and when you leave the Company, for any reason, any documents or materials in your possession belonging to the Company must be returned.

**Telephones**

Personal telephone calls must be limited to emergencies or necessities. The Company relies heavily on its telephones, and lines are limited. Excessive personal telephone usage will subject an Employee to discipline, up to and including discharge. No personal long-distance telephone calls may be made by an Employee without the approval of the Employee’s supervisor.
Lunch Areas
A lunchroom or area is provided for Employees to utilize for eating purposes. All meals must be eaten in the lunchroom, and not at an Employee’s desk or work area.

Personnel Files
The Company’s Human Resource Department maintains personnel records in the manner required by federal and state law. With reasonable notice, and upon proper written request, you may inspect your personnel records, unless state or federal law protects the confidentiality of the records. Requests may be made to the Human Resources Department during normal business hours.

Safe Work Environment
The Occupational Safety and Health Act of 1970 (“OSHA”) clearly states our common goal of safe and healthful working conditions. Certain Company facilities must maintain safety procedures and must train Employees about safety in the workplace. Where the Company has established workplace rules, safety meetings, and training aimed at promoting safety in the workplace, Employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, Employees must wear the clothing and use the apparatus. Failure to follow this policy will result in discipline, up to and including discharge.

Visitors
Because of liability, insurance, and operational considerations, the Company discourages non-business-related visitors from coming on to Company property. Employees who are leaving the facilities with a non-Employee should ask such visitors to meet them in the Company parking lot, rather than entering Company facilities.