

Non-economic Articles

1. Article: Recognition

Unimatrix Integrated Solutions (Employer) recognizes Communication Workers of America (CWA or Union) as the Exclusive Bargaining Agent for all non-management/supervisor employees, as defined by the National Labor Relations Act (NLRA).

2. Article: Management Rights

This Agreement exists for the mutual advantage of the parties. Except as expressly modified or restricted by a specific provision of this Agreement, all managerial rights are retained and vested exclusively by the Employer. It is the right of Unimatrix Integrated Solutions management to direct Unimatrix Integrated Solution's employees, including the right to determine appropriate staffing levels, to establish lawful policies and procedures, to establish reasonable work standards and rules, to determine the methods, procedures, location, type and scope of work, services and hours of operation, and hire, discipline or discharge bargaining unit employees for just cause, to assign, transfer, layoff, and promote employees, subject to the employees' rights and privileges which are expressly set forth and preserved herein for the life of this Agreement.

3. Article: Savings, No Derogations

If any provision of this Agreement is determined to be illegal or invalid by a court of competent jurisdiction, labor arbitrator selected by the Parties, or as the result of any good faith formal legal opinion based on applicable local, state, provincial, or federal law, and only that provision of this Agreement will be deemed ineffective. In that event, the Parties will promptly meet to negotiate a replacement for such provision(s). Such invalidity will not impair the validity or enforceability of the remaining provisions of this Agreement.

4. Article: Successors and Assigns

This Agreement will bind the signatories hereto, their successors and assigns.

5. Article: Non-Discrimination

Unimatrix Integrated Solutions and the Union agree that they will not discriminate against any employee by reason of race, color, creed, gender (including gender identity and expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, pregnancy, childbirth or related medical conditions, citizenship, military service and veteran status, arrest or conviction record, union and political affiliation and activity that does not otherwise conflict with the lawful mission and purpose of

Unimatrix Integrated Solutions, and/or any other characteristic protected by state, provincial, or federal law or local ordinance.

6. Article: Subcontracting / Work Preservation

Both the Union and Employer are committed to prioritizing regular, full-time employment and career path positions at the Company. No contract workers will be hired to perform the work historically and customarily performed by employees in the bargaining unit in job classifications covered by this Agreement unless the Employer and Union agree that specific and/or compelling business reasons exist to hire temporary or contract workers to perform bargaining unit work. If the Employer engages such temporary workers to perform work historically and customarily performed by employees in the bargaining unit, they will be included in the CWA bargaining unit, but may be released from employment at the end of their temporary assignment or contracted period without recourse to the grievance arbitration procedure.

7. Article: Union Security

The Employer agrees to make deductions of proportionate amounts of monthly CWA membership dues or amounts equal to CWA membership dues, including assessments, authorized arrearages (a.k.a. back dues and fees), and initiation fees, hereinafter referred to collectively as "dues," from the pay of an employee upon receipt of a dues deduction authorization card or form, signed by such employee, each payroll period, and to pay over to CWA the amounts thus deducted no later than fifteen (15) days after the end of the preceding month during which deductions were made. Dues deductions will begin as soon as reasonably possible after receipt of the signed authorization card or form in accordance with the Employer's normal payroll procedures.

If, for any reason, the Employer fails or is unable to make the authorized deduction from pay in any payroll period, the Employer will deduct the accumulated authorized deduction in an ensuing payroll period or periods, provided the employee's pay is sufficient to do so. In case the accumulated amount exceeds the amount of authorized deductions, the deductions shall be made in an ensuing payroll period or periods at up to four (4) times the authorized amount until the accumulated amount is deducted.

When an employee is granted an unpaid leave of absence of one (1) month or longer otherwise provided for in this Agreement, any authorization for deduction of dues shall be automatically suspended. Such suspended authorization shall be automatically resumed when an individual on leave is returned to the payroll.

When an employee who has authorized the Employer to deduct union dues is temporarily promoted or transferred to a non-bargaining unit position for a period of one (1) full week or more, the dues deduction authorization will continue in effect until the temporary promotion or transfer exceeds four (4) full weeks. If such temporary promotion or transfer exceeds this four (4) week period, any authorization for the deduction of Union dues shall be automatically suspended. Should the temporary promotion or transfer be terminated, and the employee returned to a bargaining unit position, dues deductions shall be automatically reinstated without requiring a new authorization form from the employee.

The rate or amount of the dues deduction for all members, for any job title and wage classification may be changed by CWA notifying the Employer in writing of the dues change. Following formal notice from CWA, such change in dues rate or amount will be deducted from bargaining unit employees' future wage payments in accordance with the Employer's regular payroll practice.

Unimatrix Integrated Solutions and CWA shall meet for the purpose of determining what information can reasonably, easily, and without causing additional expense other than minimal expenditures, be provided by the Employer to the Union for purposes of implementing this Article and how such information shall be transmitted.

The information listed above will be taken from Unimatrix Integrated Solutions records and will be sent to CWA with the dues collected no later than fifteen (15) calendar days after the end of the preceding month during which deductions were made.

8. Article: Just Cause / Progressive Disciplinary Procedure

The Employer shall have the right to discharge any Employee for just cause.

The Union and Employees recognize the rights of the Employer to make reasonable work assignments. It is understood the Employer recognizes and will adhere to the concept of progressive discipline and will apply steps as appropriate in each case. Discipline may be in the form of a verbal reprimand, a written reprimand entered into the Employee's personnel file, a suspension without pay, or a discharge.

Material relating to disciplinary actions in an Employee's personnel file, which has been in the file for longer than three (3) years shall be removed provided the Employee has not been the subject of disciplinary action since the date of such prior action.

9. Article: Grievance / Problem Procedure

The Employer and the Union agree that timely interaction with one another on workplace issues can eliminate the cause for most grievances. While the Employer maintains the right and responsibility to make decisions which affect the organization, the parties will endeavor to jointly evaluate and plan proposed actions that affect employees, the Union, and the organization within the context of the parties' labor-management relationship and this CBA.

A. Request for Union Representation

The Employer shall release the appropriate Union representative who will be The Employer's initial point of contact for the purposes of this Grievance / Problem Resolution Procedure. At any meeting between any management representative and an employee in which a formal level of discipline may be imposed, or in an investigatory interview where the employee may have a reasonable basis to expect that disciplinary action may result, a Union representative shall be present, if the employee requests such Union representation. To the extent practicable, the employee will be informed in advance by management of the subject of any meeting involving any level of discipline or any investigatory interview that may result in any for level of discipline. The Union representative and the employee shall be allowed at least two (2) business days to consult prior to the meeting, if requested by the employee and / or Union.

B. Communication and Problem Solving

When a Union representative identifies an issue or dispute in the workplace that is related to the parties' relationship under this CBA, they will interact / communicate with the appropriate manager at the earliest practicable time to help the parties resolve the problem(s) at the lowest possible level.

C. Proactive Employee Performance Intervention

When, in the sole discretion and judgment of management, an employee is trending toward disciplinary action for job performance, management will endeavor to involve the Union and solicit its input and assistance as outlined here. The designated management representative and the Union representative will work jointly, in a timely manner, to identify the performance problem(s) and work collaboratively with the employee to strive toward eliminating the cause of the employee's problem(s), if possible. The parties' mutual goal is to identify the problem(s), inform the employee about the same, and develop reasonable, cost-effective strategies to prevent the problem(s) from recurring or eliminating the problem(s), if such is within the control or influence of the parties in their respective roles as employer and labor organization. In the case of serious employee misconduct, an employee may be subject to discipline, up to and including immediate dismissal. It is understood that problems that do not involve interpretation of the express provisions of the parties' Agreement shall not be subject to final and binding arbitration.

D. Union Presentation of Problems / Grievances

This Grievance / Problem Resolution Procedure is designed to provide a timely, efficient, and effective way of resolving workplace disputes. Management and the Union agree that it is in their mutual interest to promptly resolve grievances at the lowest possible level. The presentation of a formal grievance must be made in writing and must be presented to Management within thirty (30) calendar days from the first occurrence of the action (or omission) or within thirty (30) calendar days from the date of discovery.

E. Grievance Procedure - Step One

An employee may initially present their grievance to a Union representative. A grievance is not at the first step, Step I, until it has been presented to an authorized representative of the

management team. At Step I, the grievance will be presented to the employee's immediate supervisor or, if appropriate, the manager who took the action that the employee and Union consider to be a violation of the parties' Agreement. Step I Grievances will be processed as follows:

- a. Prior to the Step I Grievance meeting, the Union's written presentation of the grievance to management will include the nature of the grievance; the date of the occurrence; and the Agreement article/ section alleged to have been violated, the name of the grievant, and the remedy sought.
- b. Management will provide the Union with information and/or reasons it used or relied upon as a basis for the action (or omission) no later than ten (10) calendar days following presentation of the Step I Grievance.
- c. Management will hold the Step I Grievance meeting within fifteen (15) calendar days following presentation of a timely formal grievance. One (1) paid Union representative designated by the Union may attend this meeting, in addition to the grievant. Management will inform the Union of the organization's position and rationale for its action or decision at the conclusion of the Step I Grievance meeting.
- d.

F. Sharing Information

During the processing of Step I grievances, and in preparation for any eventual arbitration, the parties agree to share relevant information with one another and to provide copies of documents they have relied upon or intend to rely upon. This timely exchange of information, including the exchange of documents, is intended to facilitate resolution of the dispute as well as assist the parties in their preparation at each step of the procedure.

H. Arbitration Procedures

Arbitration cases should be minimal due to effective use of the Grievance / Problem Resolution Procedures outlined here.

If the Union is not satisfied with Management's decision at the final meeting in the grievance procedure, the Union may request that the grievance be submitted to arbitration. The first day of the arbitration will be held within six (6) months from the date of the Union's timely written notification of its intent to arbitrate the grievance.

A panel (a.k.a. list) of arbitrators will be requested by mutual agreement of the parties to hear arbitration cases. Upon receipt of the Union's timely written intent to arbitrate, the case will be assigned to an available arbitrator. The parties agree that they will obtain a list of labor arbitrators from the American Arbitration Association (AAA), Federal Mediation and Conciliation Service (FMCS), or the California State Mediation and Conciliation Service (CSMCS). If an arbitrator notifies the parties that they are unable to accept a case, the case will be referred to the next arbitrator. If the next arbitrator cannot provide a hearing date within the six (6) month time frame, the parties shall proceed through the remaining arbitrators, in order of appearance, until a hearing date can be scheduled ideally within the six (6) month timeframe of this section.

The designated representatives of management and of the Union shall promptly agree on a hearing date after securing available hearing dates from the arbitrator. The parties shall

schedule the hearing in accordance with customary procedures for Northern California labor arbitration cases. The fees and costs of arbitration, including the Arbitrator's per diem, scheduling and / or cancellation fees, the per diem or fees of a stenographer, and transcript costs shall be borne equally by the parties. Any legal fees and costs shall be paid by the party incurring them.

If the parties cannot agree on a proposed hearing date, then the Arbitrator selected by their mutual agreement shall be empowered to schedule the opening date for hearing within the six (6) month timeframe outlined above.

The Arbitrator shall have no authority to add to, subtract from, otherwise modify, or ignore the lawful provisions of the parties' Agreement. In termination cases, if the arbitrator does not der the grievance, the customary remedies shall be available: reinstatement with or without back pay and reducing a termination to a suspension, i.e., without back pay for the period of suspension as set by the Arbitrator.

The Arbitrator will render a decision within forty-five (45) calendar days from the date the matter is submitted for decision, e.g., after the parties' submission of post-hearing briefs after the close of hearing.

All decisions within the jurisdiction of the Arbitrator under this CBA and as agreed upon at hearing will be final and binding on all parties.

J. Timelines

The timelines of the parties' Grievance / Problem Resolution Procedure outlined above may be extended by mutual agreement of the Union and the Employer; however, in the event that a grievance is dormant for a period of thirty (30) days or more beyond any particular step, the grievance will be deemed withdrawn. In the event that the delay in processing the grievance is due to the inaction of the Employer, and if the grievance is moved to arbitration by the Union, then the Employer will pay the costs of arbitration, excluding attorney fees.

10. Article: Hours of Work

UNIMATRIX INTEGRATED SOLUTIONS's working hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule as required.

11. Article: Office Working Conditions

Health and Safety

- i. All employees will be required to observe all safety regulations and policies issued by the Employer and to work in a safe manner. All employees will be briefed on applicable safety regulations and policies.
- ii. The Employer will maintain safe and sanitary conditions in all work areas. Employer vehicles and equipment will be inspected in accordance with the state and will be maintained in safe working order. An employee will immediately notify the Employer of an unsafe or unsanitary area or condition and will suffer no retaliation from the Employer or the Union for doing so.

- iii. The Employer will furnish first aid equipment and necessary safety devices and protective equipment for employees.
- iv. The Employer will permit the Union to participate in location-specific and/or multi-workgroup safety committee meetings hosted by the Employer that involve the Employees. In addition, the Employer will meet with the Union's Safety Committee Representatives at least annually. For the purposes of these meetings, the Union may appoint two (2) individuals to participate as committee members.

12. Article: No Strike No Lockout

During the life of this Agreement, neither CWA nor its members, or agents, or representatives, or employees shall incite, encourage, or participate in any strike, walkout, slowdown, sympathy strike or other work stoppage in connection with a labor dispute with or involving Unimatrix Integrated Solutions.

The Employer shall not cause or engage in any lockout of its employees during the term of this Agreement. The Employer recognizes that its employees have fundamental and legally protected rights to organize and collectively bargain and will not discriminate against its employees for their decision to honor another labor organization's picket line.

13. Article: Union Representation

The Employer will notify the Union within one week of an employee's start date. Within twenty-one (21) days of an employee's start date, authorized representatives of the union will have the ability to meet with the new employee for up to one (1) hour on paid work time in order to orient them to CWA and this Agreement, scheduled at a mutually convenient time. No management employee or designee shall be present or monitor the meeting.

Authorized representatives of the union who are employees covered by this contract, shall suffer no loss in pay during normal work hours while representing other employees who are covered by this contract during grievance meetings, manager meetings, bargaining meetings, and union orientation meetings.

14. Article: Seniority

Seniority shall be measured by the total length of employment by the Employer. When an employee has had a prior paid position with the Employer that was terminated other than by discharge for just cause within the past 5 years, such employment shall be credited to total seniority of an employee.

15. Article: Bulletin Boards

The Employer shall provide the Union with access to a digital bulletin board or a physical bulletin board in break rooms on the Employer's property. Such bulletin boards are to be used for lawful Union purposes exclusively by the Union and its authorized representatives. Union material shall be posted and/or removed only by an official Union representative, or person designated by an official Union representative.

16. Article: Personnel Files

Employees have the right to inspect their personnel files at a mutually convenient time, consistent with the laws of the jurisdiction in which they work. Upon request of an employee, the Employer will provide a copy of the employee's file in paper and/or electronic format within a reasonable time not to exceed one (1) month from the date of the employee's request. Employees may also submit a written comment to be entered into their personnel file. Employees may submit a written request to have disciplinary items older than twelve (12) months removed from their personnel file, with the exception of certain serious disciplinary actions. Such disciplinary items older than four (4) years will be removed at the employee's request during the employee's annual review, although such records may be maintained by the Employer in a legal compliance file outside the employee's personnel file.

17. Article: Work Rules

The Employer retains the right to establish and revise reasonable work rules. If the Employer desires to revise an existing work rule or establish a new rule, which is not part of this Agreement, the Union will be given two (2) weeks advance notice of the proposed rule change and be provided with an opportunity to meet and discuss impact to one or more members of the bargaining unit.

Economic Articles

18. Article: Wages

- A. Wages paid to employees shall be based on the classification of the work to be performed.
- B. New employees will be placed on the appropriate wage schedule step based on their experience and qualifications as determined by the Employer. The determination may be changed during the first ninety (90) days of employment. Any such change will be communicated to the Union.
- C. An apprentice may request an evaluation of their qualifications by the employer every six months to be considered for promotion to a technician position. The employer shall conduct the evaluation and provide feedback within a reasonable timeframe.
- D. Wages for work performed while assigned to prevailing wage projects shall be no less than that required by the appropriate agency.
- E. Pay day at UNIMATRIX INTEGRATED SOLUTIONS is weekly on Monday.
- F. Annual Wage Increase: Two dollars (\$2) wage increase on employee anniversary date.
- G. The starting rate for apprentices shall be twenty-six dollars (\$26). The minimum hourly rate for technicians shall be thirty dollars (\$30) per hour.

H. Ratification Bonus: Each member of the bargaining unit shall receive a one-time bonus of \$750 upon ratification of this agreement.

I. Overtime

- i. Non-exempt Employees Overtime in excess of ten (10) minutes immediately prior to or following the scheduled shift of an hourly/non-exempt employee must be authorized by the employee's immediate supervisor, manager, or shift manager, and be agreed to by the employee.
- ii. Exempt Employees Salaried/exempt employees can offset hours worked in excess of their weekly schedule (that would otherwise normally be overtime for non-exempt/hourly employees) with time off in-lieu that is approved in advance by their immediate manager.

19. Article: Expense Reimbursement

UNIMATRIX INTEGRATED SOLUTIONS employees are entitled to reimbursement for legitimate business expenses incurred while working and traveling on authorized UNIMATRIX INTEGRATED SOLUTIONS business. Employees should always exercise good judgment when incurring expenses on behalf of UNIMATRIX INTEGRATED SOLUTIONS.

In reference to **Personal Vehicle Usage**, it is understood that there are occasions where employees will be required to use personal vehicles to conduct business on behalf of UNIMATRIX INTEGRATED SOLUTIONS. Guidelines noted below relate to such:

- Personal automobiles are to be in good repair and properly maintained in a safe operating condition. No motorcycles or other similar vehicles can be used for UNIMATRIX INTEGRATED SOLUTIONS business unless specifically authorized by the employee's supervisor.
- Non-Exempt employees who use their own vehicle for mileage from job to job will be reimbursed for mileage. A detailed record of mileage and any expenditures will be required for reimbursement and must be submitted weekly. UNIMATRIX INTEGRATED SOLUTIONS will pay the standard Federal rate for such mileage.
- Commuting miles are the miles required to travel between your home and the UNIMATRIX INTEGRATED SOLUTIONS location of work you are assigned to. Commuting miles to and from work is not reimbursable. UNIMATRIX INTEGRATED SOLUTIONS will pay a flat dollar reimbursement to non-exempt employees for specific jobs.
- When renting an automobile make sure all employees who travel are listed as possible drivers on the rental agreement. Non-UNIMATRIX INTEGRATED SOLUTIONS personnel are not authorized to drive any rental vehicle rented by and on behalf of UNIMATRIX INTEGRATED SOLUTIONS.
- All employees must provide a current, valid state driver's license before they are authorized to drive a rental car or personal vehicle for business use. Employees must obtain any specific, state-required permits or licenses necessary to operate

UNIMATRIX INTEGRATED SOLUTIONS owned or leased vehicles. Any change in license status or driving record must be reported to management immediately.

- Any employee involved in a DUI/DWI, or other serious offense while conducting UNIMATRIX INTEGRATED SOLUTIONS business, OR when on personal time, must report such incident to his/her supervisory immediately.
- All employees driving for business must behave safely and legally, obeying posted speed limits and all applicable traffic laws.
- Employer agrees to reimburse workers for the purchase of tools and parts needed to complete specific jobs. Employer agrees to complete reimbursement request within two weeks of receiving receipts.
- Employer agrees to purchase tools and parts over the amount of two hundred and fifty dollars (\$250).

20. Article: Medical, Dental, Vision

UNIMATRIX INTEGRATED SOLUTIONS offers Medical, Dental, Vision, Long Term Disability, Life Insurance and Supplemental Life Insurance through UNIMATRIX INTEGRATED SOLUTIONS's Group Policies. These Benefits, which will be available to you and detailed in the Enrollment Guide (which you can obtain from Human Resources) are available to you after 60 days of employment. Your benefits will become effective on the 1st day of the new month following your 60th day of employment. UNIMATRIX INTEGRATED SOLUTIONS will pay a portion of the employee's premium for Medical and Dental plans according to the contribution schedule then in effect. Vision insurance, Long Term Disability (LTD) and Life Insurance coverage are available as "optional," and are paid for entirely by the employee.

21. Article: Holidays

The Employer will pay double-time-and-a-half to all hourly employees who are scheduled to work during the statutory holidays that Unimatrix Integrated Solutions recognizes in their region. The Employer will pay an employee's normal rate of pay to all employees who are not scheduled to work on a statutory holiday recognized by the Company. The Employer will continue to provide time-off-in-lieu to eligible exempt employees that are scheduled or need to work statutory holidays for operational or other needs. The Employer also agrees to offer two (2) floating paid holidays, which cannot be rolled over or paid out, if not used. The Employer may occasionally make changes to its holiday schedule, upon notice to the Union, whereupon the Union may request Effects Bargaining with regard to the changes.

- New Year's Day
- Martin Luther King
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day After Thanksgiving
- Christmas Day
- Two Floating Holidays
- One Designated Holiday

22. Article: Vacation

UNIMATRIX INTEGRATED SOLUTIONS provides, as a benefit, paid vacation time for eligible employees. Vacation time is accrued per pay period and the amount of time accrued annually will be specified in each employee’s offer letter. Vacation requests are to be approved by your supervisor and then should be emailed or hand-delivered to Payroll, preferably 2 weeks in advance. Supervisors will approve or deny each request based on overall UNIMATRIX INTEGRATED SOLUTIONS manpower requirements and project volume. The Company desires to be flexible in approving vacation time-off when doing so would not interfere with UNIMATRIX INTEGRATED SOLUTIONS operations. Employees must earn and accrue vacation benefits before they are used. Typically vacation time may not be used until employees have completed their initial 90 days of employment. Employees are encouraged to utilize their paid vacation time-off on a regular basis since unused vacation time is rolled over each year up to a MAXIMUM of two (2) years of your annual maximum. Your annual vacation accrual hours will increase based on your years of service with UNIMATRIX INTEGRATED SOLUTIONS.

Standard Vacation accrual schedule for all employees:

Years of Service	Vacation Accrual
New Hire (0-2 Year)	40 Hours (1 Week)
3-4 Years	80 Hours (2 Weeks)
5-9 Years	120 Hours (3 Weeks)
10+ Years	160 Hours (4 Weeks)

Paid Time-Off, including Vacation Time, is not included as hours worked for the purpose of computing overtime. The schedule set out above is subject to change at any time, management reserves the right to make discretionary adjustments to vacation accrual schedule above for individual employees on a case-by-case basis.

23. Article: Day of Rest

UNIMATRIX INTEGRATED SOLUTIONS provides employees with at least one day of rest in each seven-day period they work unless the total hours worked do not exceed 30 hours during the workweek and six hours in any one day of the workweek. However, if the nature of employment reasonably requires an employee to work seven or more consecutive days, the employee may receive days of rest equivalent to one day’s rest for every seven days on a monthly basis (e.g., four days of rest per calendar month). Employees may also independently and voluntarily choose and confirm in writing not to take a day of rest. Employees wishing to do so should contact Human Resources. UNIMATRIX INTEGRATED SOLUTIONS will make reasonable efforts to accommodate an employee’s request to observe a Sabbath or other religious holy day, unless doing so

would result in undue hardship to the conduct of company business. UNIMATRIX INTEGRATED SOLUTIONS will also attempt to make other reasonable accommodations for the religious beliefs and practices of employees unless such accommodations would result in undue hardship.

Employees will be paid for all hours worked in compliance with federal, state and local law. This policy does not apply in cases of emergency or to employees who perform work in the protection of life or property from loss or destruction.

24. Article: Paid Sick Leave

Paid Sick Leave will accrue at the rate of 1 hour for every 30 hours worked, beginning on the date of hire, up to 80 hours per year, or the equivalent of 10 workdays, (based on the employee's work schedule), whichever is greater. Paid Sick Leave will rollover from year-to-year to a maximum of 80 hours per year.

25. Article: General Leaves

Disability

All employees in the state of California are required to contribute to the state mandated disability insurance program through payroll deductions. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at UNIMATRIX INTEGRATED SOLUTIONS, or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

California disability insurance benefits do not replace all of your usual wages. Your California disability insurance benefits can be supplemented with any accrued and unused sick time. If you have no sick time, or once you exhaust your sick time, accrued and unused vacation may be used to supplement your California disability insurance benefits.

Jury Duty

The Employer recognizes and supports the need for employees to fulfill their civic duties through jury duty, military leave and time off to vote. A leave of absence for jury duty is available to any employee who has been notified to serve. Your pay will continue at your scheduled rate per pay period, or to reflect time worked for UNIMATRIX INTEGRATED SOLUTIONS, whichever is greater. The hours spent on jury duty do not apply toward the computation of hours for purposes of determining eligibility for or rate of overtime. An associate on jury duty is expected to work any day they are excused from jury duty.

Witness Duty

Employees may take time off to comply with a subpoena or other court order to appear in court as a witness in a judicial proceeding. Employees must provide their supervisor with a copy of the subpoena or court order reasonably in advance of their court appearance as a witness. Subject to state and federal laws, witness duty leave is unpaid except that an employee may use accrued and available vacation and/or sick pay.

26. Article: Family and Medical Leaves

UNIMATRIX INTEGRATED SOLUTIONS offers and ensures compliance with the federal government's Family and Medical Leave Act (FMLA) as well as its State Law equivalent California's Family Rights Act (CFRA) by providing eligible employees the opportunity to take unpaid, job protected leave for certain, specific reasons. The maximum amount of leave employees may take is 12 weeks within a 12-month timeframe. If the reason for leave is not common to both Fed-FMLA and CFRA and, therefore, not running concurrently, then an eligible employee may be entitled to additional leave under applicable law. Leave taken is counted towards an employee's total FMLA/CFRA leave entitlement during any specific 12-month timeframe.

When the reason for leave is Bonding Leave under either the FMLA or CFRA and both spouses (FMLA) or both parents (CFRA) work for UNIMATRIX INTEGRATED SOLUTIONS and are eligible for leave, the spouses or parents, as applicable, will be limited to a total of 12 workweeks off between the two of them. However, UNIMATRIX INTEGRATED SOLUTIONS will not limit the employees' entitlement to CFRA for any qualifying reason other than Bonding Leave. When the reason for leave is Family Care Leave and both spouses work for UNIMATRIX INTEGRATED SOLUTIONS and are eligible for leave, the spouses will be limited to a total of 12 workweeks off between the two of them under Fed-FMLA.

The FMLA provides up to 12 weeks (in a rolling 12-month timeframe) of UNPAID leave for eligible employees to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son, daughter or parent who has a serious health condition; or a serious health condition that makes the employee unable to perform their specific job duties. Please note that incapacity due to pregnancy, prenatal medical care or childbirth is FMLA covered leave but does not count toward CFRA leave.

The FMLA also provides for 2 types of leave related to military service: an urgent leave for families of members of the National Guard or Reserves, and a military caregiver leave to care for an injured or ill service-member or veteran.

In order to be eligible for the FMLA/CFRA leave, an employee must have worked for at least 1,250 hours for UNIMATRIX INTEGRATED SOLUTIONS over the 12 months preceding the date the leave begins. In addition, an employee would qualify if they have worked at least 12 months for UNIMATRIX INTEGRATED SOLUTIONS in the preceding 7 years (refers to any employee who was rehired within the last 7 years, and who had previously met the length of service requirements, would now only need to meet the 1,250 hours requirement to be eligible). In addition, all periods of absence from work due to or necessitated by Military Service are counted in determining FMLA eligibility.

27. Article: Bereavement

In the event of a family member's death, time-off for bereavement is provided to UNIMATRIX INTEGRATED SOLUTIONS employees. An employee may take up to three (3) days of paid bereavement. As related to Bereavement Leave, a family member is defined as parents including in-laws, spouses, children, siblings, grandparents, aunts and uncles and domestic partners. Employees must notify their supervisor as soon as possible if they need to take bereavement leave.

28. Article: Retirement Plan

UNIMATRIX INTEGRATED SOLUTIONS will participate in a 401(k) plan so that employees may save a portion of their earnings for retirement. Employees are eligible to participate in the plan upon completing 500 hours of service during their first 3 months of employment, or by completing 1,000 hours of service in a calendar year. Employees may elect to make regular contributions to the 401(k) plan up to the maximum amount allowed by Federal guidelines. UNIMATRIX INTEGRATED SOLUTIONS contribution. After one year of service, UNIMATRIX INTEGRATED SOLUTIONS will match an employee's retirement contribution up to 2% of the employee's salary.

29. Article: Layoffs

In the event of a genuine need for staff layoffs, e.g., for a lack of work, and / or lack of funds, and / or changes in the nature and direction of UNIMATRIX INTEGRATED SOLUTIONS's business and operations, and/or based on legislative developments, as determined and assessed in UNIMATRIX INTEGRATED SOLUTIONS sole discretion, UNIMATRIX INTEGRATED SOLUTIONS shall promptly notify CWA and engage in "Effects Bargaining."

30. Article: Duration:

The contract term shall be three years from the ratification date.

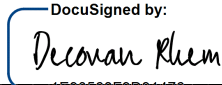
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