

Radian Research, Inc.
EMPLOYEE MANUAL

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Welcome to Radian Research!

Radian Research was founded in 1982 by Glenn Mayfield. Glenn was one of the most respected men in the world wide electric utility industry. He was a brilliant physicist, inventor and entrepreneur. Glenn's lifelong passion and focus was the relentless pursuit of perfection in the area of power and energy measurement. This company was a result of Glenn's imagination, ingenuity, passion and dedication to being the absolute best.

In 2010 Radian Research acquired Watthour Engineering Company. WECO was founded by Chuck Weimer and under his leadership WECO became the number one provider of ANSI style energy meter testing systems. After the 100% acquisition of WECO by RADIANT, all of the employees at the Pearl facility became team mates with the employees at the Lafayette facility.

This handbook has been developed to answer most questions regarding your employment, as well as the associated employee benefits and programs. Please review this handbook upon receipt so that you become familiar with our company policies. Any questions you may have can be directed to your immediate supervisor.

It is important to point out that Radian Research has an Employee Stock Ownership Plan (ESOP), thereby allowing every eligible employee to become a beneficial owner of the company. Every employee is a vital, contributing member to the success of the overall company at both facilities whereby we build upon the foundation of the past. Moreover, every effort and contribution by every employee helps to advance the company while also advancing the value of the personal retirement accounts in the ESOP. As employee owners, each of us has a personal stake in ensuring that we properly meet and exceed the needs of our Customers and that we operate our business with a continuous improvement mindset.

I am pleased to have you join us and trust that you will be a proud member of our team. I hope your experience with Radian Research will be challenging, enjoyable, and very rewarding. Remember every day that your attitude and the work you do does indeed make a difference.

Sincerely,



Tim C. Everidge
President & CEO

Radian Research Quality Policy

Radian Research is committed to exceeding the requirements of its Customers through continual improvement to our processes, products, services and quality management system.

Radian Research Mission Statement

Radian Research is committed to being the globally recognized leader for providing innovative and technologically superior products of high quality while maintaining a metrology capability in power and energy measurement that is second to none.

Radian Research Corporate Goals

- Provide new technology products that exceed the expectations of our customers.
- Maintain a reputation for providing high quality products and services.
- Provide punctual delivery of our products and services.
- Provide exceptional technical support both before and after the sale.
- Provide a positive and clean work environment for our employees.
- Anticipate market trends and adapt to changing business environments to ensure our continued success.

In order to achieve these goals, Radian Research is committed to a quality system which meets the quality system standard ISO 9001: 2008. The daily operation and ongoing improvement of the quality system is the responsibility of every department and requires the dedication of each employee.

1.0 Introduction

This manual is intended to outline and explain the practices and policies of Radian Research, Inc. and its subsidiaries, hereafter collectively referred to as Radian Research, Inc. This employee handbook also summarizes current company benefits. Please refer to the actual plan documents for information and answers to specific benefit questions.

This employee manual should be regarded as a set of guidelines only. It is not a contract. Neither the policies in this manual, nor any other written or verbal communication by a company officer, manager or supervisor are intended to create a contract of employment or a warranty of benefits. The policies in this manual may be amended, modified, deleted or otherwise changed by Radian Research, Inc. without prior notice. This manual supersedes and replaces all previous employee manuals, handbooks, policies or procedures. If you have any questions about any of the policies or procedures in this manual, please consult the Human Resources Manager or person acting in that capacity, or your immediate supervisor.

2.0 At-Will Employment

Radian Research, Inc. has an at-will employment policy, which means that the term of employment is for no definite period and may be terminated by the employee or by Radian Research, Inc. at any time and for any reason, with or without cause or advance notice.

3.0 Equal Employment Opportunity

It is the policy of Radian Research, Inc., as detailed in its Affirmative Action Plan, to provide equal employment opportunity for all applicants and employees. The Affirmative Action Plan is an integral part of this policy and it may be viewed on the Radian Research intranet. Radian Research, Inc. does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, marital status, or sexual orientation. Radian Research, Inc. also makes all accommodations for disabled employees in accordance with the Americans with Disabilities Act. Finally, Radian Research, Inc. prohibits the harassment of

any individual based upon any of the above. For information about the types of conduct that constitute impermissible harassment and Radian Research, Inc.'s internal procedures for addressing harassment complaints, please refer to the Policy Against Harassment below.

This non-discrimination policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Human Resources Manager or your immediate supervisor.

4.0 Policy Against Harassment

Radian Research, Inc. is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, or veteran status. Radian Research, Inc. strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, Radian Research, Inc. will not tolerate harassment by its employees or non-employees with whom Radian Research, Inc. employees have a business, service, or professional relationship.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; disparaging jokes or comments, and display or circulation in the workplace of written or graphic material that disparages or shows hostility or aversion toward an individual or group (including through e-mail). Individuals and conduct covered by these policies apply to applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Radian Research, Inc. (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business related social events.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment*
- *Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual*
- *Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment*

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his or her relatives, friends or associates and that:

- *Has the purpose or effect of creating an intimidating, hostile or offensive work environment*
- *Has the purpose or effect of unreasonably interfering with an individual's work performance*

- *Otherwise adversely affects an individual's employment opportunities*

Any incident of harassment, including work-related harassment by any Company personnel or any other person, should be reported promptly to the employee's supervisor or manager (or to any other member of management) or to the Human Resources Manager, who is responsible for investigating the matter. Managers who receive complaints or who observe harassing conduct should inform the Human Resources Manager immediately. Radian Research, Inc. emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee.

Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. In addition, Radian Research, Inc. will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint to the Human Resources Manager or any other manager. In the case of Company employees, if harassment is established, Radian Research, Inc. will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

5.0 Internal Complaint Review Procedure

5.1 Purpose and Scope

The purpose of the Internal Complaint Review Policy is to afford all employees of Radian Research, Inc. the opportunity to seek internal resolution of their work-related complaints. This policy is intended to supplement the Open Door Policy set forth in this Handbook/Manual, which states the philosophy of Radian Research, Inc. that all employees discuss work-related complaints with their immediate supervisor. Should an employee have a work-related issue with their immediate supervisor it is of reasonable expectation for the employee to discuss the matter with the next level supervisor or the Human Resources Manager.

A grievance is an allegation by an employee based upon specific facts that there has been a violation, misinterpretation, misapplication, discriminatory application, or unreasonable application of the employer's policy, procedure, rule, or regulation regarding the employee's employment conditions. A grievance gives

the employee an opportunity to present his or her version of any such dispute.

Employees are assured that they have a right to file what they feel to be legitimate grievances and to follow the formal procedure through the appeal process if necessary without fear of censure, reprisal or retaliatory conduct. This policy shall be applicable to all grievances upon occurrences arising at or subsequent to the effective date of this procedure.

All employees should discuss such problems immediately with their appropriate supervisors, who are the key persons for all communications involving the employee's work. In presenting the problem to higher levels of authority within the company, an employee may ask the Human Resources Manager for advice or assistance. Employees should use this procedure within a reasonable time after the problem occurs. All grievances should be brought to the attention of the Human Resources Manager by the appropriate supervisor.

5.2 Procedure

Filing of Complaint

Complaints filed with Human Resource Manager should be submitted in writing as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the basis for the employee's complaint.

Investigation

The Human Resources Manager dates and logs all written complaints and sends the employee an acknowledgment that the complaint is under review.

The Human Resources Manager or his/her designee investigates the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. Radian Research, Inc. will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be appropriate.

On completion of the investigation, the Human Resources Manager orally reports

his/her findings and conclusions to the employee. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded and signed by both the employee and the Human Resources Manager.

Appeal

If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review of the complaint to the President. On completion of the appeal review, the employee should receive an oral explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews by the President will be final.

Non-Retaliation

If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized because of the complaint, regardless of whether or not the complaint is substantiated. If it appears that the complaint was not filed in good faith, approval of the Human Resources Manager should be obtained before taking any action.

6.0 Hours of Work, Overtime and Pay Day

6.1 Hours of Work

Radian Research, Inc. maintains a standard 40-hour workweek, beginning on Monday and ending the following Sunday. Salaried employees are expected to work the hours necessary to complete assigned tasks. Radian Research, Inc. reserves the right to modify employees' starting and quitting times and the number of hours worked.

6.15 Inclement Weather

If an employee is unable to work their scheduled shift due to inclement weather or weather related conditions, they must notify their supervisor. Time off will be charged as vacation time. Time off will be without pay if vacation time is not available.

6.16 Reporting Time Pay

Exempt employees who report to work for their regular shift without being notified in advance that special circumstances prevent work will receive a minimum of

two hours straight time pay. Special circumstances include weather, fire, flood, or some other “Act of God”, power/utility failure, computer or equipment failure or lack of work. Employees may be asked to perform other available work for the two (2) hour period. Employees who refuse the work will forfeit their claim to reporting time pay.

6.2 Overtime Pay

Overtime Definition and Pay Rates

Unless otherwise advised, overtime will not normally be payable for any position within Radian Research, Inc. Where overtime is payable, Radian Research, Inc. will pay overtime consistent with applicable federal and state laws and regulations. Overtime will become payable when the number of hours an employee works during the workweek exceeds 40 hours, and will be paid at a rate of one and a half times that of the employee’s regular hourly wage.

Pre-Authorization

No non-exempt employee may work overtime without the express prior approval of his or her supervisor. When it becomes necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled overtime.** Schedule overtime work is announced in advance. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. Employees who would like to be excused from performing scheduled overtime should discuss their need with their manager. The manager will consider the situation and the requirements of the department or operation in deciding if the employee may be excused from performing the overtime.
2. **Incidental overtime.** Incidental overtime isn’t scheduled: it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as planned. It may require you to return to the workplace for emergency work. The opportunity to perform the incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the

manager will offer the overtime to a suitable qualified person who is available to perform the overtime work.

Workweek and Workday

Unless otherwise provided, the workweek on which weekly overtime calculations will be based begins each Monday at midnight; and each workday on which daily overtime calculations will be based begins at midnight.

6.3 Other Types of Pay

Shift Premium/Nonexempt Employees

Radian Research, Inc. reserves the right to establish shifts of work. Employees are assigned to a scheduled workweek and shift when hired by Radian Research, Inc.. These assignments may change during the course of employment. When there are changes in an employee's workweek or shift assignment, a good faith effort will be made to give the employee five working days notice with a minimum of no less than two days.

Holiday Pay

Employees are paid their regular straight-time wages for Company-paid holidays as set forth under the guideline entitled Holidays.

6.4 Place and Time for Payment of Wages

Regular Pay Days

Salaried employees are paid bi-weekly, while hourly employees may be paid weekly or bi-weekly. All employees will be paid via direct deposit. Pay slips are distributed by the employee's immediate supervisor on the date assigned for payment. If the employee is absent when the pay slip is distributed, the employee may claim the pay slip from their immediate supervisor or Human Resources upon their return.

Payment on Resignation or Termination

If an employee resigns or is terminated involuntarily, their final payment will be by

direct deposit and will be available on the next regular pay date. The employee's final pay will include payment for all wages due and not previously paid and for accrued but unused vacation time, minus authorized deductions.

6.5 Performance and Pay Review

Radian Research, Inc. is a merit-based company. Compensation and benefits are tied directly to performance coupled with the financial health of the company. All employees receive regular performance reviews, as detailed in the next section.

Reviews

Radian Research, Inc. operates a structured appraisal and performance review process. The purpose behind the appraisal system is much more than to simply assess performance. It exists for the employee to receive feedback on their performance, for the supervisor to receive feedback from the employee, for communication of company news and developments, to identify and address training needs, and to agree upon key tasks for the year ahead. It is also a forum for the employee to discuss anything else they would like to with their supervisor.

Upon commencement of employment with the company, or of a new position within the company, the employee's supervisor will explain fully how the appraisal system works. Stage one in the process is for the employee to be given a job specification and full explanation of what is required of them in their job. The supervisor will discuss key objectives of the role with the employee, and, once agreed between the two parties, these will be noted, together with how these objectives will be measured. Stage two is a discussion of the training and skills required to do the job. The employee and supervisor will discuss and draw up a list of the skills required to do the job well and then assess the employee's strengths and weaknesses in relation to these. In this way, any weaknesses can be identified and worked on by way of training or coaching.

During the first quarter following the end of the financial year, a good faith effort may be made to conduct all reviews. Employees may be asked to complete an annual appraisal form, to which will be added comments from their supervisor. All employees will receive a performance review, which may be used to determine any pay raises.

If employees have any complaints with the way the appraisal process is being conducted by their supervisor or with appraisals not taking place as scheduled,

they should be addressed to the Human Resources Manager (see section, Internal Complaint Review Procedure).

7.0 Employee Benefits

Radian Research, Inc. provides benefits for its regular full-time eligible employees. However, Radian Research, Inc. reserves the right to eliminate or modify any of its benefits at any time.

7.1 Insurance Benefits

Workers Compensation Insurance

Radian Research, Inc. carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments begin from the first day of an employee's hospitalization, or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by Radian Research, Inc.

Medical, Vision and Dental Insurance

Radian Research, Inc. carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments begin from the first day of an employee's hospitalization, or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by Radian Research, Inc.

Enrollment Period

The enrollment period for the Company's medical and dental insurance plans is within 30 days from the date of hire. If enrollment is not completed within 30 days of hire the employee must wait until the next open enrollment period to become eligible. Eligibility for insurance benefits begins on the 1st day of the month following 30 days service.

Life Insurance

All regular full-time employees are eligible for group life insurance beginning the 1st day of the month following 30 days service. Consult plan documents for more specific information.

Accidental Death and Dismemberment

All regular full-time employees become eligible for accidental death and dismemberment insurance beginning the 1st day of the month following 30 days service. Consult plan documents for more specific information.

Short-Term and Long-Term Disability

All regular full-time employees become eligible for short-term and long-term disability insurance beginning the 1st day of the month following 30 days service. Consult plan documents for more specific information.

Premium Payments for Employees on Leave

Radian Research, Inc. will pay the premiums for continuation of group insurance benefits for three months following the beginning of any authorized leave. Thereafter, the employee must reimburse Radian Research, Inc. for such premium costs if the employee wishes to remain covered under the group plans.

Insurance Coverage Information

Termination of Insurance. Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed upon contribution to premium when due, when you cease to be eligible for coverage under the terms of the group insurance program, or when you cease to be employed as a regular full time employee eligible for the insurance. Medical coverage for employees covered by Radian's self-insured medical insurance will terminate at midnight on the day that you terminate. All other insurance coverages will terminate at midnight on the last day of the month in which the termination occurred.

More detailed information about eligibility requirements and insurance coverage is available from the Human Resources Manager.

Flexible Spending Accounts

Allows payment of qualifying medical and child care expense on a pretax basis.

Other Benefits

In addition to insurance and retirement benefits, Radian Research, Inc. also provides the following benefits to eligible employees:

- 401(k) Plan (see Human Resources Manager for details)
- ESOP Contributions (see Human Resources Manager for details)

7.2 Holidays, Vacation, Sick Leave and Leaves of Absence

Holidays

Radian Research, Inc. observes the following standard holidays and upon hire and completion of any probationary period provides all full-time employees time off with pay at their normal base rate unless otherwise provided in this policy.

New Year's Day (January 1)
Good Friday
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve (December 24)
Christmas Day (December 25)
New Year's Eve

Holiday Pay

To be eligible for holiday pay, employees must work their scheduled day before and their scheduled day after a holiday. Exceptions: (1) The absence resulted from an approved-in-advance vacation day; (2) the employee is sick and provides a written doctor's excuse for the day(s) missed.

Pay in Lieu of Time Off

Radian Research, Inc. may, at its discretion, require an employee to work on

scheduled holidays and provide pay in lieu of time off. Hourly employees will be paid for the holiday worked plus one and a half times the employee's hourly wage.

Weekends and Vacations

Holidays falling on a Saturday or Sunday are normally observed on the preceding Friday or the following Monday, respectively. Holidays that occur during an employee's vacation are not to be counted as vacation days taken.

Eligibility

Part-time and temporary employees are ineligible for holiday benefits. All employees are ineligible for holiday benefits that occur while on leave of absence.

7.3 Vacation Policy

Radian Research, Inc. provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Radian Research, Inc. believes this time is valuable for employees in order to enhance their productivity and to make their work experience with Radian Research, Inc. personally satisfying. Radian Research, Inc. also provides long-service employees with additional vacation benefits as years of service are accumulated. (Detailed vacation scheduling and carryover requirements can be found in Radian's Vacation Scheduling and Carryover Policy. This policy may be found on the Radian intranet by going to Human Resources, selecting the 'Time Off' caption and then selecting the Vacation Scheduling and Carryover Policy. The Vacation policy and the Vacation Scheduling and Carryover Policy are integral to one another.)

Accrual of Vacation Time for Full-time Employees

All regular full-time employees are eligible for vacation benefits.

Benefits for Hourly Employees – Eligible after 60 days of employment

- *40 hours for first year of service*
- *80 hours after first year of service*
- *120 hours with 10 years or more of service*

Benefits for Salary Employees – Eligible week of hire

- *80 hours beginning the first year of service*
- *120 hours after 10 years or more of service*

Accrual Rates

Radian's Vacation Scheduling and Carryover Policy, described above, is an

integral part of the is policy.

Hourly Employees

- *First year of service: Approximately .77 vacation hours per 40 hour work week*
- *Year two to year nine years of service: Approximately 1.5385 vacation hours per 40 hour work week*
- *Over 10 years: Approximately 2.31 vacation hours per 40 hour work week*

Salary Employees

- *Less than 10 years: Approximately 1.5385 vacation hours per 40 hour work week*
- *Over 10 years: Approximately 2.31 vacation hours per 40 hour work week*

Pay in Lieu of Vacation

No employee will receive pay in lieu of vacation except on the termination of his or her employment, as described below, unless the employee has deferred his or her vacation at the request of Radian Research, Inc. or it is approved by the President.

Vacation Accrual During Leaves of Absence

No vacation accrues during an unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

Vacation Pay on Termination

On termination of employment, the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his or her termination.

Use of Vacation Benefit

All non-exempt employees may take vacation benefits in increments of no less than one (1) hour. Exempt employees may take vacation benefits in no less than

four (4) hour increments.

Vacation Approval

All vacations must be approved in advance.

Vacation Scheduling

Radian's Vacation Scheduling and Carryover Policy, described above, is an integral part of the is Policy.

Scheduling of vacations is to be done in a manner consistent with Radian Research, Inc. operational requirements. Vacation requests should be submitted by employees to their immediate supervisor for approval at least two weeks prior to the commencement of a vacation period. In the event that two or more employees have requested vacations covering the same period and may not be absent simultaneously, preference shall be given to the employee with the greater length of service. Subject to supervisor approval, an employee may otherwise schedule and take vacation at any time once it has accrued.

Sick leave benefits cannot be used in lieu of vacation benefits.

Vacation Advances

An employee is not permitted to borrow on future accrual of vacation benefits, except with the approval of the President.

Holidays Occurring During Vacation

If an observed company holiday (see guideline entitled Holidays) occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period. An employee may add to his or her vacation period by adding to or using the holiday period in place of accrued vacation time.

Vacation for Family Care and Medical Leave Purpose

Employees who request family care or medical leave pursuant to Radian Research, Inc. Family Care and Medical Leave policy must apply any available accrued vacation pay to their family or medical leave.

7.4 Sick Leave

In order to help prevent loss of earnings caused by accident or illness, or by other emergencies, Radian Research, Inc. has established paid sick and emergency leave.

Eligibility

All regular full-time employees are eligible for five (5) days sick leave per calendar year. Temporary employees are ineligible to earn or receive sick leave benefits. Sick leave time is accrued based on the number of hours worked at an approximate rate of .77 per 40 hour work week.

Purpose

- *Sick leave may be taken for personal illness, emergency, or disability, or for a family care leave purpose as described in Radian Research, Inc. family care and medical leave policy.*
- *Hours absent for medical and dental appointments will be treated as sick leave.*
- *New employees who are absent due to illness or disability during their probationary periods will not be compensated.*
- *Radian Research, Inc. retains the right to request verification from a licensed health care provider for all absences due to illness or disability that extend over 3 consecutive days. Sick pay may be withheld if a satisfactory verification is not received.*
- *Sick leave will not accrue during any leave of absence.*
- *Sick leave benefits cannot be used in lieu of vacation benefits.*
- *Vacation may not be used for sick leave if sick leave is available*

Use of Sick Leave Benefit

Non-Exempt employees may use sick leave in no less one (1) hour increments. Exempt employees may use sick leave in no less than four (4) hour increments.

Pay in Lieu of Sick Leave

No employee will receive pay in lieu of sick leave under any circumstances, and employees will not receive pay for unused sick leave on termination of employment.

7.5 Leaves of Absence

Radian Research, Inc. provides disability leave as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA) or with a workplace injury, and leave for other legally required absences as set forth below. Employees having any questions regarding this policy should contact the Human Resources Manager.

7.6 Family Care and Medical Leave

When applicable, Radian Research, Inc. provides family care and medical leave for up to 12 weeks per year in accordance with the federal Family and Medical Leave Act of 1993.

Eligibility

To be eligible for family care and medical leave, an employee must (1) have worked for Radian Research, Inc. for at least twelve months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the 12 months preceding the leave.

Permissible Uses of Family Care and Medical Leave

Family care leave may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, spouse, or parent. Medical leave may be requested for an employee's own serious health condition. A serious health condition is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.

Substitution of Paid Leave for Family Care and Medical Leave

Employees are required to substitute accrued vacation benefits and sick leave benefits for all family care and medical leaves.

Amount of Leave

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care and medical leave in a rolling 12 month period measured backwards from the date the employee's leave commences. Parents who are both employed by Radian Research, Inc. may take a maximum combined total of 12 weeks of family care leave in a 12 month period for the birth, adoption, or foster care of their child.

The substitution of paid leave for family care or medical leave does not extend the total duration of family care and medical leave to which an employee is entitled to beyond 12 weeks in a 12 month period. For example, if an employee has accrued four weeks of unused paid vacation time at the time of the request for family care or medical leave that paid vacation time will be substituted for the first four weeks of family care or medical leave, leaving up to eight additional weeks of unpaid leave.

Family care leave taken for the birth, adoption, or foster care placement of a child generally must be taken in blocks of at least two weeks duration; however, Radian Research, Inc. will provide employees with family care leave for birth, adoption, or foster care placement for less than two weeks duration on any two occasions. Family care leaves for the birth, adoption or foster care placement of a child must be concluded within one year of the birth, adoption or placement.

Family care or medical leave for the employee's own serious health condition, or for the serious health condition of the employee's spouse, parent, or child, may be taken intermittently or on a reduced schedule where medically necessary. If leave is taken intermittently or on a reduced schedule, Radian Research, Inc. retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee's leave schedule.

Effect on Benefits

During an employee's family care or medical leave, for up to a maximum of 12

weeks in a 12 month period, Radian Research, Inc. shall continue to pay for the employee's participation in Radian Research, Inc. group health plans, retirement plans, and supplemental unemployment benefit plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee's control, Radian Research, Inc. can recover from the employee any health premiums paid by Radian Research, Inc. on the employee's behalf during any unpaid periods of the leave.

Employees on family care and medical leave accrue employment benefits, such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Medical Certification

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after Radian Research, Inc. request for certification, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employees continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for a child, spouse, or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave were medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employees own serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved. If Radian Research, Inc. has reason to doubt the validity of the certification provided by the employee, Radian Research, Inc. may require the employee to obtain a second opinion from a doctor chosen by and at the expense of Radian Research, Inc. If the employee's health care provider and the doctor providing the second opinion do not agree, Radian Research, Inc. may require a third opinion, also at the expense of Radian Research, Inc., performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, Radian Research, Inc. also may require the employee to provide medical certification that he or she is able to return to work.

Effect on Reinstatement

Employees returning from family care or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. Radian Research, Inc. retains the right to deny reinstatement to employees who are among the highest paid 10% of Radian Research, Inc. employees and whose reinstatement would cause substantial and grievous economic injury to Radian Research, Inc. operations.

7.7 Procedure for Requesting Family Care and Medical Leave

Notice Requirements

Employees should notify Radian Research, Inc. of their request for family care or medical leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide 30 calendar days advance notice to Radian Research, Inc. of the need for family care or medical leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify Radian Research, Inc. If an employee fails to provide the requisite 30 day advance notice for foreseeable events without any reasonable excuse for the delay, Radian Research, Inc. reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care or medical leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a family care or medical leave must be received at least five working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care or medical leave.

7.8 Pregnancy-Related Disability Leave or Transfer

Eligibility and Duration

Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to four months, in addition to any family care or medical leave to which the employee may be entitled under the Family Care and Medical Leave section of this policy.

Temporary Transfer Before Childbirth

Any employee affected by pregnancy is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated.

Substitution of Paid Leave for Pregnancy-Related Disability Leave

An employee taking pregnancy-related disability leave must substitute any available sick pay days for her leave and may, at her option, substitute any accrued vacation time for her leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

Effect on Benefits

If an employee taking a pregnancy-related disability leave is also eligible for family care and medical leave, then the employee is entitled to Radian Research, Inc. continuation of benefits as described above, up to a maximum of 12 weeks in a 12 month period.

Other Terms and Conditions of Leave

The provisions of Radian Research, Inc. Family Care and Medical Leave policy regarding the leaves effect on pay, notice requirements, medical certification requirements and reinstatement also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

7.85 The Military Family Leave Provisions under the Family and Medical Leave Act

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin.

Qualifying Exigency Leave

A covered employer must grant an eligible employee up to **12 workweeks** of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty. Covered active duty means:

- For members of the **Regular** Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- For members of the **Reserve** components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country includes deployment to international waters.

Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member,

attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence. See Fact Sheet 28M(c), Qualifying Exigency Leave, for additional information about qualifying exigencies under the FMLA.

Military Caregiver Leave

A covered employer must grant an eligible employee up to a total of **26 workweeks** of unpaid, job-protected leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. A covered servicemember is either:

- A **current** member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or
- A **veteran** of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered servicemember.

For a current servicemember, a serious injury or illness is one that may render the servicemember medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

7.9 Other Disability Leaves

In addition to medical or pregnancy-related disability leaves described above, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or an ADA-qualified disability. Any disability leave under this section may run concurrently with any medical leave to which the employee is entitled under this policy.

For the first 13 weeks of disability leave, the employee will be covered by the firm's short-term disability policy, which provides for salary continuation as described above. After 13 weeks, the employee is covered by Radian Research, Inc. long-term disability policy. For a precise description of long-term disability benefits, employees should obtain a copy of the policy from Radian Research, Inc. long-term disability insurance carrier or from the Human Resources Manager.

Employees taking disability leave must comply with the Radian Research, Inc. policies regarding substitution of paid leaves, notice and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be medical leave.

If a disability leave under this section extends beyond 12 weeks in a 12 month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan. An employee, however, may elect to continue participating in such benefit plans, at the employees own expense, to the extent permitted by such plans.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Human Resources Manager.

7.10 Bereavement

A maximum of three (3) days time off with pay will be provided to employees to attend the services of an immediate family member. Immediate family members include: spouse, parent, sibling, spouse's parent, child, and step-child. A maximum of two (2) days off with pay will be provided for an employee to attend the services of an extended family member. Extended family members include: grandparent, grandchild, and brother or sister in-law of employee or spouse.

When arranging for time off with your immediate supervisor, employees must provide the name and relationship to the deceased. An employee must attend the funeral in order to receive pay for the time off.

Radian Research, Inc. understands the deep impact a death can have on an individual or a family, therefore an employee may request additional days away from the office for travel, funeral planning or the grieving process. The additional

days will be deducted from vacation benefits or will be without pay if no benefits are available.

7.11 Military Leave

Radian Research, Inc. will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive differential pay if you are on leave for a two-week training assignment or a shorter absence. When you return, if you provide satisfactory proof of your military pay, we will pay you the difference between your normal base pay and the pay you received while on military duty (excluding expense pay). You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation to help pay for the leave if it is available.

Continuation of health insurance benefits are available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans which you are otherwise eligible.

Your benefit accruals, such as vacation and sick leave benefits, will continue during military leave.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending upon the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position with comparable benefits. For determining benefits that are based on length of service, you will be treated as if you had been continuously employed. If you have any questions about military leave, contact the Human Resources Manager for more information.

7.12 Other Legally Required Leaves of Absence

Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal commitment (e.g., jury duty, appearance as a witness in a legal proceeding or appearance at school by a parent when requested pursuant to the Education Code).

Employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness. Salary during leave will be offset by any amounts received as jury or witness fees, and no salary will be paid for workweeks in which no Company work is performed.

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election.

8.0 Workplace Rules and Procedures

8.1 Rules of Conduct and Discipline

Policy

It is the policy of Radian Research, Inc. to employ personnel who are willing and able to perform the functions of their jobs in a satisfactory manner, to observe the rules and regulations of Radian Research, Inc. and to devote their time and attention to the business of Radian Research, Inc. during working hours. From time to time, it may become necessary to counsel or discipline employees who, for one reason or another, fail to observe the goals set forth above. This procedure is intended only as a guideline to the commonly accepted steps a supervisor should take in correcting employee misbehavior. It should be remembered that most employees are counted on to exercise a considerable degree of self-discipline.

Employees may be expected to respond to positive leadership and timely communication from supervisors. Disciplinary procedure should be used, whenever possible, in such a way and at such times as to reinforce in employees the desire to meet accepted standards of work and conduct. The responsibilities that employees are expected to assume are communicated during their orientation period by their supervisors and should be re-emphasized by supervisors as required.

This fosters two-way communication and should leave no question in the employee's mind as to acceptable work standards or behavior.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Radian Research, Inc., other employees, or customers, may also result in disciplinary action. Nothing in these rules is intended to modify the at-will nature of your employment with the company.

Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- *Unsatisfactory work quality or quantity*
- *Poor attitude (for example, rudeness or lack of cooperation)*
- *Excessive absenteeism, tardiness, or abuse of break and lunch privileges*
- *Failure to follow instructions or Company procedures*
- *Failure to follow established safety regulations*

Misconduct

Employees shall be disciplined for misconduct, including but not limited to the following:

- *Insubordination*
- *Dishonesty*
- *Theft*
- *Discourtesy*

- *Misusing or destroying Company property or the property of another on Company premises*
- *Violating conflict of interest rules*
- *Disclosing or using confidential or proprietary information without authorization*
- *Falsifying or altering Company records, including the application for employment*
- *Interfering with the work performance of others*
- *Altercations*
- *Harassing, including sexually harassing, employees or customers*
- *Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Company property or while conducting company business*
- *Gambling on Company premises or while conducting Company business*
- *Sleeping on the job or leaving the job without authorization*
- *Possessing a firearm or other dangerous weapon on Company property or while conducting Company business*
- *Being convicted of a crime that indicates unfitness (as determined by Radian Research, Inc. at its sole discretion) for the job or raises a threat to the safety or well-being of Radian Research, Inc., its employees, customers, or property*
- *Failing to report to Radian Research, Inc., within five days, any felony conviction*

Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- *Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early*
- *Notifying the supervisor in advance of anticipated tardiness or absence*
- *Notifying the supervisor of tardiness if unable to report to work within one (1) hour of the start of a scheduled shift*

Discipline Procedure

Except as set forth below, discharge for misconduct or poor performance **ordinarily** will be preceded by an oral warning and **two written warnings**.

Radian Research, Inc. reserves the right to proceed directly to a written warning or to termination for misconduct, without resort to prior disciplinary steps, when Radian Research, Inc. deems such action appropriate. Nothing in these rules is intended to modify the at-will nature of your employment with the company.

Personnel Records

The information in the employee's personnel file is permanent and confidential, and must be kept up-to-date. The employee should inform the Human Resources Department immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. The employee is also responsible for maintaining a current group life insurance beneficiary designation.

The employee has the right to inspect his or her personnel file at reasonable times at a reasonable place, and on reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. An employee may inspect only his or her own personnel file and only in the presence of the Human Resources Manager. Personnel files are the property of Radian Research, Inc. and may not be removed from Radian Research, Inc. premises without written authorization from the Human Resources Manager.

8.2 Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Radian Research, Inc. A conflict of interest exists when the employee's loyalties or actions are divided between Radian Research, Inc. interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Human Resources Manager for clarification.

Any exceptions to this guideline must be approved in writing by the President. While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- *Working for a competitor, supplier, or customer*
- *Engaging in self-employment in competition with Radian Research, Inc.*
- *Using proprietary or confidential Company information for personal gain or to Radian Research, Inc. detriment*
- *Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier, except that ownership of less than 1% of the publicly traded stock of a corporation will not be considered a conflict*
- *Developing a personal relationship with a subordinate employee of Radian Research, Inc. that might interfere with the exercise of impartial judgment in decisions affecting Radian Research, Inc. or any employees of Radian Research, Inc.*
- *Using Company assets or labor for personal use without prior written approval from the Department Manager*

- *Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Radian Research, Inc.*
- *Committing Radian Research, Inc. to give its financial or other support to any outside activity or organization*

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Human Resources Department. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to Radian Research, Inc.

All Employees are also required to sign a Proprietary Information and Inventions Agreement.

Failure to adhere to this guideline, including failure to disclose any conflicts or failure to seek an exception, will result in discipline, up to and including termination of employment.

Gifts

Receipt of gifts that benefit an employee of Radian Research, Inc. by suppliers, customers or any source outside the company is limited to \$100 in any one calendar year. This includes but is not limited to merchandise, gift certificates, or cash. Meals purchased for an employee that are considered within reasonable amounts do not constitute a gift. Any one gift or accumulation of gifts over \$100 in any one calendar year must be approved by the Human Resources Manager. Gifts or discounts that benefit Radian Research, Inc. as a whole do not apply. Failure to adhere to this guideline will result in discipline, up to and including termination of employment.

Spouses

Should an employee's or prospective employee's spouse accept work for/with a competitor firm, Radian Research, Inc. reserves the right to terminate the employee or not to hire the prospective employee.

8.3 Solicitation, Distribution and Bulletin Boards

Employees may engage in solicitation on Company premises only during their non-working time. Non-working time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-Company written materials only during non-working time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Radian Research, Inc. property at any time.

Bulletin Boards

Bulletin boards are the official way of keeping employees informed about new policies, changes in procedures, special events and postings required by state and federal regulations. Information of general interest is posted regularly on the bulletin board(s). Employees are encouraged to form the habit of reading the bulletin board(s) regularly to be familiar with the information posted. Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). Employees may post on the bulletin board(s) that are explicitly designated for employee postings.

8.4 Security and Confidential Information

The security of employees, employee property, and Company property is of vital importance to Radian Research, Inc. All employees share responsibility to ensure that proper security is maintained.

8.5 Proprietary and Confidential Information

Company property includes not only tangible property, like desks and typewriters, but also intangible property such as information. Of particular importance are proprietary information and confidential information. Proprietary information includes all information obtained by Company employees during the course

of their work. This manual, for example, contains proprietary information. Confidential Information is any Company information that is not known generally to the public or the industry. Examples of proprietary information include but are not limited to customer lists, customer files, personnel files, computer records, financial and marketing data, process descriptions, research plans, formulas, circuit schematics, and trade secrets.

Given the nature of Radian Research, Inc. business, protecting proprietary and confidential information is of vital concern to Radian Research, Inc.. This information is one of the most important assets of Radian Research, Inc. It enhances Radian Research, Inc. opportunities for future growth, and indirectly adds to the job security of all employees.

Employees must not use or disclose any proprietary or confidential information that they obtain during employment with Radian Research, Inc., except as required by their jobs. This obligation remains even after an employee's employment relationship with Radian Research, Inc. ends. All employees must observe good security practices. They are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

Company rules regarding document control, restricted access to areas of the facility, and other such procedures must be strictly observed by each employee. Failure to adhere to Company policies regarding proprietary and confidential information will be considered grounds for discipline, including dismissal.

In addition to observing this policy, you will be asked to sign a written Proprietary Information and Inventions Agreement.

8.6 Obligations on Termination

Resignation

While we hope both you and Radian Research will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job at Radian Research. If you anticipate having to resign your position, you are expected to notify your manager at least two (2) weeks in advance of the date that you must leave.

Return of Company Property

On termination of employment, whether voluntary or involuntary, all Company documents and other tangible Company property in the employee's possession or control shall be returned to Radian Research, Inc. not later than the last day of employment.

8.7 Technology Use and Privacy

Radian Research, Inc. provides various Technology Resources to authorized employees to assist them in performing their job duties for Radian Research, Inc.. Each employee has a responsibility to use Radian Research, Inc. Technology Resources in a manner that increases productivity, enhances Radian Research, Inc. public image, and is respectful of other employees. Failure to follow Radian Research, Inc. policies regarding its Technology Resources may lead to disciplinary measures, up to and including termination of employment.

Technology Resources Definition

Technology Resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; pagers; and voice mail systems.

Authorization

Access to Radian Research, Inc. Technology Resources is within the sole discretion of Radian Research, Inc.. Generally, employees are given access to Radian Research, Inc. various technologies based on their job functions. Only employees whose job performance will benefit from the use of Radian Research, Inc. Technology Resources will be given access to the necessary technology.

Use

The Technology Resources of Radian Research, Inc. is to be used by employees only for the purpose of conducting Company business. Employees may, however,

use Radian Research, Inc. Technology Resources in several ways that do not violate any Company policy. Examples include but are not limited to:

- *Sending and receiving necessary and occasional personal communications*
- *Preparing and storing incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner*
- *Use the telephone system for brief and necessary personal calls*
- *Access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies*

Radian Research, Inc. assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on Radian Research, Inc. Technology Resources. Radian Research, Inc. accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voice mail communications or any personal data stored on any Company property. Radian Research, Inc. strongly discourages employees from storing any personal data on any of Radian Research, Inc. Technology Resources.

Improper Use

Prohibition Against Harassing, Discriminatory and Defamatory Use

Radian Research, Inc. is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in Radian Research, Inc. Policy Against Harassment, Radian Research, Inc. does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may employees use Radian Research, Inc. Technology Resources to transmit, receive,

or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons).

Prohibition Against Violating Copyright Laws

Employees must not use Radian Research, Inc. Technology Resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other Prohibited Uses

Employees may not use any of Radian Research, Inc. Technology Resources for any illegal purpose, violation of any Company policy, in a manner contrary to the best interests of Radian Research, Inc., in any way that discloses confidential or proprietary information of Radian Research, Inc. or third parties, or for personal or financial gain.

Access To Technology Resources

All messages sent and received, including personal messages, and all data and information stored on Radian Research, Inc. electronic-mail system, voice mail system, or computer systems are Company property regardless of the content. As such, Radian Research, Inc. reserves the right to access all of its Technology Resources including its computers, voice mail, and electronic-mail systems, at any time, at its sole discretion.

Privacy

Although Radian Research, Inc. does not wish to examine personal information of its employees, on occasion, Radian Research, Inc. may need to access its Technology Resources including computer files, electronic-mail messages, and voice mail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on Radian Research, Inc. Technology Resources, including personal information or messages. Radian Research, Inc. may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. Radian Research, Inc. may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain Radian Research, Inc. Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Radian Research, Inc. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic-mail and voice mail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access co-workers systems without express authorization.

Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on Radian Research, Inc. Technology Resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by Radian Research, Inc. Radian Research, Inc. may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

Telephone Use and Voice mail: Records are kept of all calls made from and to a given telephone extension. Although voice mail is password protected, an authorized administrator can reset the password and listen to voice mail messages.

Electronic Mail: Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.

Desktop Facsimile Use: Copies of all facsimile transmissions sent and received are maintained in the facsimile server.

Document Use: Each document stored on Company computers has a history, which shows which users have accessed the document for any purpose.

Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

Deleted Information

Deleting or erasing information, documents, or messages maintained on Radian Research, Inc. Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on Radian Research, Inc. Technology Resources may be electronically recalled or recreated regardless of whether it may have been deleted or erased by an employee. Because Radian Research, Inc. periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

The Internet and Online Services

Radian Research, Inc. provides authorized employees access to on-line services such as the Internet. Radian Research, Inc. expects that employees will use these services in a responsible way and for business-related purposes only, except as explained in the 'Use' section above. Under no circumstances are employees permitted to use Radian Research, Inc. Technology Resources to access, download, or contribute to the following:

- *Gross, indecent, or sexually-oriented materials*
- *Job-search sites*
- *Gambling sites*
- *Illegal drug-oriented sites*

Additionally, employees must not sign guest books at Web sites or post messages to Internet news groups or discussion groups at Web sites. These actions will generate junk electronic mail and may expose Radian Research, Inc. to liability or unwanted attention because of comments that employees may make. Radian Research, Inc. strongly encourages employees who wish to access the Internet for non-work-related activities to get their own personal Internet access accounts.

Confidentiality

Some of the information to which Radian Research, Inc. has access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

Monitoring

Radian Research, Inc. monitors both the amount of time spent using on-line services and the sites visited by individual employees. Radian Research, Inc. reserves the right to limit such access by any means available to it, including revoking access altogether.

8.8 Software Use

License Restrictions

All software in use on Radian Research, Inc. Technology Resources is officially licensed software. Radian Research, Inc. does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted materials without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a Federal crime. Penalties include fines as much as \$100,000 and jail terms up to five years. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. Employees learning of misuse of licensed software or related documentation within the company shall notify their manager. Employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal. No employee may load any software on Radian Research, Inc. computers, by any means of transmission, unless authorized in advance by the Network Administrator. Authorization for loading software onto Radian Research, Inc. computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

Software for Home Use

Radian Research, Inc. endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from a Company Technology Resource to another computer, employees must request permission and receive written authorization from the Department Manager.

Confidential Information

Radian Research, Inc. is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Radian Research, Inc. and third parties (Confidential Information). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on Radian Research, Inc. Technology Resources.

Confidential Information should not be accessed through Radian Research, Inc. Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following legend: "This message, and any attachments to it, may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any use, dissemination, distribution, copying or communication of this message is strictly prohibited. If you have received this message in error, please notify the sender immediately by return email or call 765-449-5500 and delete the message and any attachments."

Security

Radian Research, Inc. has installed a variety of programs and devices to ensure the safety and security of Radian Research, Inc. Technology Resources. Any employee found tampering or disabling any of Radian Research, Inc. security devices will be subject to discipline up to and including termination.

Audits

Radian Research, Inc. may perform auditing activity or monitoring to determine

compliance with these policies. Audits of software and data stored on Radian Research, Inc. Technology Resources may be conducted without warning at any time.

9.0 Drug-Free Workplace

9.1 Purpose of Guideline

It is the intent of Radian Research, Inc. to maintain a workplace that is free of drugs and alcohol, and to discourage drug and alcohol abuse by its employees. Radian Research, Inc. has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Radian Research, Inc. Employees who are under the influence of a drug or alcohol on the job compromise Radian Research, Inc. interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, sub-standard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of customer relations.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, Radian Research, Inc. has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with Radian Research, Inc., each employee must abide by this Guideline.

9.2 Employee Cooperation

Early detection of substance-abuse problems benefits everyone. For example, it benefits the employee with the substance-abuse problem because it gives him or her the opportunity to correct the problem before it leads to serious harm to the employee or others; it benefits the employee's co-workers who otherwise might have to carry an extra burden by covering for the substance abuser or who otherwise might be exposed to serious injury; and it benefits Radian Research, Inc. because it gives Radian Research, Inc. an opportunity to prevent accidents and avoid the performance problems and other losses associated with substance abuse. Accordingly, all employees should understand that co-workers with

substance-abuse problems should be encouraged to seek assistance.

9.3 Definitions

For purposes of this Guideline:

Illegal drugs or any other controlled substance is defined as any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

Legal drug means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed. Abuse of any legal drug means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

Reasonable suspicion includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

Possession means that an employee has the substance on his or her person or otherwise under his or her control.

Prohibited Conduct

The prohibitions of this section apply whenever the interests of Radian Research, Inc. may be adversely affected, including any time the employee is:

- *On Company premises*
- *Conducting or performing Company business, regardless of location*
- *Operating or responsible for the operation, custody, or care of Company equipment or other property*

- *Responsible for the safety of others*

Alcohol

The following acts are prohibited and subject an employee to discharge:

- *The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol*
- *Being under the influence of alcohol*

Illegal Drugs

The following acts are prohibited and subject an employee to discharge:

- *The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance*
- *Being under the influence of any illegal drug or other controlled substance*

Legal Drugs

The following acts are prohibited and subject an employee to discharge:

- *The abuse of any legal drug*
- *The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law*

Working while impaired by the use of a legal drug whenever such impairment might include but is not limited to:

- *Endanger the safety of the employee or some other person*
- *Pose a risk of significant damage to Company property or equipment*

- *Substantially interfere with the employee's job performance or the efficient operation of Radian Research, Inc. business or equipment*

Disciplinary Action

Discharge for Violation of Guideline

A first violation of this Guideline will result in immediate discharge, whenever the prohibited conduct:

- *Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person*
- *Resulted in significant damage to Company property or equipment, or, in the sole opinion of management, posed a risk of significant damage*
- *Involved the sale or manufacture of illegal drugs or other controlled substances*
- *Involved in the possession, distribution, or dispensation of illegal drugs or other controlled substances*
- *Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee*
- *Involved the failure of an employee to report a criminal conviction, as required by below*

Discretion Not to Discharge

In circumstances other than those described above, Radian Research, Inc., in the discretion of management, may choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program.

Effect of Criminal Conviction

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event will be deemed to have violated this Guideline.

Written Warning

An employee who is not discharged for a first violation of this Guideline will receive a final written warning.

Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

Criminal Convictions

Employees are required by this Guideline to notify Radian Research, Inc. of any conviction under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event, not later than five days after any such conviction. When required by federal law, Radian Research, Inc. will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

Use of Legal Drugs

Radian Research, Inc. recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued sick leave, or vacation time.

The employee may also contact the Human Resources Manager to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction or encourage the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish the commitment of Radian Research, Inc. to employ and

reasonably accommodate qualified disabled individuals. Radian Research, Inc. will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who, because of their appropriate use of such drugs, cannot perform the essential functions of their positions adequately or safely.

9.4 Unregulated or Authorized Conduct

Customary Use of Over-the-Counter Drugs

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

Off-the-Job Conduct

This Guideline is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of, or impaired by, the use of alcohol or drugs in violation of this Guideline.

Authorized Use of Alcohol

Radian Research, Inc. may make available alcohol for consumption at certain events such as social functions. The reasonable consumption of alcohol at these events does not violate this policy. An employee's choice to consume alcohol at company sponsored events is expected to be done in moderation.

Confidentiality

Disclosures made by employees to the Human Resources Manager concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors, unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the Human Resources Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

9.5 Inspections and Searches on Company Premises

Purpose of the Guidelines

Radian Research, Inc. believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of Radian Research, Inc. business. Radian Research, Inc. also intends to protect against the unauthorized use or removal of Company property. In addition, Radian Research, Inc. intends to assure its access at all times to Company premises and Company property, equipment, records, documents, and files. Accordingly, Radian Research, Inc. has established this Guideline concerning inspections and searches, on Company premises. This Guideline applies to all employees of Radian Research, Inc.

Definitions

For purposes of this Guideline:

Prohibited materials means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in Radian Research, Inc. Drug-Free Workplace Guideline; drug-related paraphernalia; and alcoholic beverages or Company property that an employee is not authorized to have in his or her possession.

Company property includes all documents, records, software, and files relating to Radian Research, Inc. business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by Radian Research, Inc. Company premises includes all premises and locations owned or leased by Radian Research, Inc. or under the control of Radian Research, Inc., including parking lots, lockers, and storage areas.

Reasonable suspicion includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

Possession means that an employee has the substance or company property on his or her person or otherwise under his or her control.

Inspections and Searches

Access to Company Property

In order to ensure access at all times to Company property, and because employees properly in possession of Company property or information related to company business may not always be available to produce the property or information when needed in the ordinary course of Radian Research, Inc. business, Radian Research, Inc. reserves the right to conduct a routine inspection or search at any time for Company property on Company premises. Radian Research, Inc. reserves the right to access information and communications stored on Company Technology Resources, at all times.

Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, or similar places where employees may store Company property or Company-related information. Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Radian Research, Inc.

Inspections and Searches for Prohibited Materials

Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever Radian Research, Inc. has reasonable suspicion that a particular employee or employees may be in possession of such materials in violation of this Guideline.

Inspections or searches for prohibited materials may be conducted by an independent security service or by Radian Research, Inc. with its own personnel. In all cases, a member of management shall be present.

Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, or other locations where employees may place personal possessions, including, but not limited to, employee lockers and vehicles, when on company premises, and/or other items of personal property worn or carried while on company premises.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that Radian Research, Inc. will base any disciplinary decision on the information that is

available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive Radian Research, Inc. of information that may clear them of suspicion. In addition, Radian Research, Inc. reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this Guideline or have used Company property in an unauthorized manner and/or are found to be in violation of other policies and guidelines of Radian Research, Inc. will be subject to discipline, up to and including discharge, regardless of Radian Research, Inc. reason for conducting the search or inspection.

If an employee refuses to cooperate with a search or inspection that is based on reasonable suspicion that the employee is in possession of prohibited materials, Radian Research, Inc. may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information, including the information giving rise to the reasonable suspicion. It is therefore to the employee's advantage to cooperate with the search or inspection whenever prohibited materials are present.

10.0 Termination

10.1 Voluntary Termination

If the employee wishes to voluntarily terminate his or her employment with Radian Research, Inc., they may do so by written notification to their supervisor. This notification is to be presented at least two weeks prior to the date of termination.

Radian Research, Inc. will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- *Elects to resign from Radian Research, Inc.*
- *Fails to return from an approved leave of absence on the date specified by Radian Research, Inc.*

- *Fails to report for work without notice to Radian Research, Inc. for three (3) consecutive days*

10.2 Involuntary Termination

An employee may be terminated involuntarily for reasons that include poor performance, misconduct, or other violations of Radian Research, Inc. rules of conduct, as laid out in Section “Workplace Rules and Procedures,” and as set forth below. Notwithstanding this list of rules, Radian Research, Inc. reserves the right to discharge with or without cause and with or without prior notice.

10.3 Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, Radian Research, Inc. may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should Radian Research, Inc. consider such terminations necessary, Radian Research, Inc. will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

11.0 Workplace Safety

11.1 Policy

Radian Research, Inc. is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, every employee will receive a copy of Radian Research, Inc. General Safety Rules. You are required to know and comply with Radian Research, Inc. General Safety Rules and to follow safe and healthy work practices at all times. You also are required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accidents. First aid supplies are located in the hallway across from the plant supervisor’s office. For work related injuries, the location of the nearest doctor and/or medical facility is posted in both break rooms.

11.2 Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all Radian Research, Inc. activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

All injuries (no matter how slight) shall be reported to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post additional safety procedures in your department or work area:

- *Safety glasses must be worn in areas designated as a safety glasses area or as otherwise instructed by management.*
- *Avoid overloading electrical outlets with too many machines*
- *Use flammable items, such as cleaning fluids, with caution*
- *Report to your manager if you or a co-worker becomes ill or is injured*
- *Ask for assistance when lifting heavy objects or moving heavy furniture*
- *Keep cabinet doors and file and desk drawers closed when not in use*
- *Start work on any machine only after safety procedures and requirements have been explained (and you understand them)*
- *Visitors and employees to the production/lab/warehouse cannot wear open toe shoes beyond the safety lines*

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

12.0 Miscellaneous

12.1 Staff Training

The company is committed to the development and training of their staff, and therefore has made the following provisions for an employee's smooth transition into the company. Upon commencement of employment, all employees are given training in the areas they will be responsible for during the course of their employment. In addition, if at any during time the course of their employment, the employee or their supervisor feels that extra training would be of benefit, the matter may be discussed with their supervisor who will endeavor to provide as much support as possible.

12.15 Education Assistance

To encourage employees to continue their education, Radian Research offers tuition assistance for study in a related field or one that mutually benefits the employee and the company. Tuition will be reimbursed based upon the grade you receive for each course: A=100%, B=80%, C=60%, <C=0%. To qualify for Education assistance: 1) an employee must have advance approval of their department manager and Human Resources; 2) the course must be job related and offered by an approved educational institution; 3) an employee must have one (1) full year of service prior to the start of the course; 4) the employee must agree that if their employment terminates for any reason within one year after completion of the course to repay Radian Research, 5) If your employment with Radian Research, Inc. terminates for any reason within (1) year after completing the course(s), you must agree to pay Radian Research back; (6) If you are eligible to receive educational benefits from other sources, such as the Veteran's Administration, Radian Research, Inc will not reimburse your educational expenses.

12.2 Dress Code

Radian Research, Inc. is proud to be a leader in its industry and of the professionalism projected by its staff. Since our work areas are diverse, your manager will be able to give you guidance on what is appropriate dress for your particular role, however, a business casual dress policy is expected for most employees. Staff in client facing roles, or who will be meeting clients on a particular day, will be required to dress in professional attire.

Prohibited

- Clothing or hats with offensive language or graphics, which fall under the guidelines of the harassment policy
- The wearing of clothing in a manner designed to reveal undergarments.
- See through clothing.
- Provocative or suggestive clothing (for example: too short, too low, too tight).
- Observable lack of undergarments.
- Clothing or other visible indications of gang affiliation.
- Clothing that is dirty or torn.
- Excessively loose fitting clothing or jewelry that presents a safety hazard in your work environment. (Safety)
- Open toed shoes worn by employees who hold positions in areas where equipment is assembled or repaired. (Safety)

Employees should use mature and discerning judgment and should err on the side of being conservative; if an item is questionable, another item of clothing should be selected. If a conflict arises between a supervisor and employee regarding appropriate dress attire that cannot be resolved within the department or with that Departmental Manager, the Human Resources Manager should be consulted for resolution of the conflict.

12.3 Smoking

Radian Research is a smoke free/tobacco free facility. All tobacco usage is prohibited within the building. Smoking is not permitted within ten (10) feet of any door.

12.4 Opportunities and Progression

It is Radian Research, Inc.'s policy to advise all employees about advancement opportunities by means of bulletin boards or other suitable means. Please submit your request for consideration as instructed in the job posting. Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as, length of service if two employee applicants have similar qualifications. By utilizing all opportunities for education and by performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at Radian Research, Inc. Radian Research, Inc. will always continue to look outside of the company for potential employees as well. Whenever you are learning a new job, or if your abilities are unknown in a particular job, you will be classified as a trainee during the time necessary for you to gain experience to do the job properly. The length of training time for any given job is governed by the experience required for that job and your learning ability. You will be reviewed every ninety (90) days while training. At these reviews, you may receive a pay increase, timed so that upon completion of the training period, you will be receiving a wage comparable to others in the job.

12.5 First Aid

There is an appropriately stocked first aid box maintained by a qualified first aide provider. Signs indicating the location of the first aid kit and nearby doctors and/or hospitals or medical facilities are clearly displayed. Federal law (OSHA) requires that we keep records of all job related illness and accidents. Worker's Compensation regulations also require that we report all job related illness and accidents, no matter how slight. If you are hurt or become ill, please contact you manager for assistance. If you fail to report an injury, you may jeopardize

your right to collect worker's compensation payments, as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have questions or concerns please see you manager.

12.6 Open Door Policy

Radian Research, Inc. has an Open Door Policy. Employees who have job-related concerns or complaints are first encouraged to discuss them with their immediate supervisor. Should an employee have a work-related issue with their immediate supervisor it is of reasonable expectation for the employee to discuss the matter with the next level supervisor or the Human Resources Manager. Radian Research, Inc. believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, to the next level supervisor or to the Human Resources Manager, as soon as possible after the event(s) that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although Radian Research, Inc. cannot guarantee that in each instance the employee will be satisfied with the result, Radian Research, Inc. will attempt in each instance to explain the result to the employee.

Radian Research, Inc. will also attempt to keep all such expressions of concern, the results of its investigation, and the terms of the resolution confidential. However, in the course of investigating and resolving the matter, some dissemination of information to others may be appropriate. Employees who conclude that their work-related concerns should be brought to the attention of Radian Research, Inc. by written complaint and formal investigation may follow the Internal Complaint Review procedure set forth in this Manual (see Internal Complaint Review Procedure).

12.7 Travel and Expense Accounts

Radian Research, Inc. will reimburse employees for reasonable expenses incurred throughout business travel or entertainment as described in the Corporate Travel Policy (a separate document).

12.8 Employment of Relatives

Relatives of present employees may be hired by Radian Research, Inc. only if (1) the individuals concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. Relatives are defined as spouses, children, sisters, brothers, mothers, or fathers, and persons related by marriage. Present employees who marry, or who become related by marriage, will be permitted to continue employment with Radian Research, Inc. only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, Radian Research, Inc. will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave Radian Research, Inc.. The decision as to which employee will leave is left solely to the spouse-employees. Exceptions to this rule may be made by the President of Radian Research, Inc.

12.9 Exit Interview

Employees who leave Radian Research, Inc. may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with Radian Research, Inc., including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all Company-furnished property, such as uniforms, tools, equipment, identification cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with Radian Research, Inc. and for receiving final pay also will be made at this time.

12.10 Violence in the Workplace

Radian Research, Inc. recognizes that workplace violence is a growing concern among employers and employees across the country. Radian Research, Inc. is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. As part of this policy, Radian Research, Inc. seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring. Radian Research, Inc. believes that prevention of workplace violence

begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

More information is available from the Human Resources Manager.

Workplace Violence Defined

Workplace violence includes but is not limited to:

- *Threats of any kind*
- *Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others*
- *Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures*
- *Defacing Company property or causing physical damage to the facilities*
- *With the exception of security personnel, having firearms or any other weapon on company property other than in a locked vehicle.*

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she shall notify the Human Resources Manager or Department Manager immediately. Further, employees shall notify the Human Resources Manager if any restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Radian Research, Inc. will inform the reporting individual of the results of the investigation. To the extent possible, Radian Research, Inc. will maintain the confidentiality of the

reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Radian Research, Inc. will not tolerate retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

If Radian Research, Inc. determines that workplace violence has occurred, Radian Research, Inc. will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Radian Research, Inc. will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, Radian Research, Inc. may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, Radian Research, Inc. may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

12.11 Probationary Employees

All new hourly employees are considered probationary for their first 60 days of employment. During the probationary period, an employee may be terminated for any reason and without regard to the standard progressive disciplinary process generally afforded non-probationary employees. Probationary employees may accrue but may not use sick or vacation time during the probation period. Probationary employees do not qualify for holiday pay during the probationary period.

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