

## **PUREBIT, INC.**

### EMPLOYEE HANDBOOK.

PureBit, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

## **NON-DISCRIMINATION POLICY STATEMENT**

### Overall Policy

It is the policy of PureBit Inc. (the "Company") to maintain a working environment free of all forms of unlawful discrimination. In recognition of the importance of good employee relations, all applicants are extended an equal opportunity to gain employment and all employees are extended an equal opportunity to progress in their field of endeavor.

### Equal Opportunity

The Company affords equal opportunity to all employees and prospective employees without regard to race, color, sex, religion, age, marital status, disability, veteran status or national origin in the following employment practices: recruitment, hiring, placement, transfer, promotion, demotion, selection for training, layoff, termination, determination of service, rate of pay, benefit plans, compensation, and other personnel actions.

### Disability

The Company will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee or applicant for employment is qualified.

### Complaint Procedure

Any individual, whether an employee or applicant for employment who believes that he or she has been discriminated against unlawfully should bring any complaint to Mr. Neel Prabhu. Complaints may be lodged in writing or in person. Persons who file complaints will be advised, as is appropriate, regarding any investigation, action or resolution of the problem.

### Consequences

The Company will not tolerate any form of discrimination and will take appropriate disciplinary action, including possibly termination, of any person determined to have engaged in unlawful conduct under this policy.

## Email Policy

This document sets forth the policy of PureBit Inc. (the "Company") with respect to e-mail. All employees who use the Company's e-mail system are required to comply with this policy statement.

1. Business Use. The e-mail system is to be used solely for business purposes of the Company and not for personal purposes of the employees.
2. Ownership. All information and messages that are created, sent, received or stored on the Company's e-mail system is the sole property of the Company.
3. E-mail Review. All e-mail is subject to the right of the Company to monitor, access, read, disclose and use such e-mail without prior notice to the originators and recipients of such e-mail. E-mail may be monitored and read by authorized personnel for the Company for any violations of law, breaches of Company policies, communications harmful to the Company, or for any other reason.
4. Prohibited Content. E-mails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.
5. Security. The e-mail system is only to be used by authorized persons, and an employee must have been issued an e-mail password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from the Company.
6. No Presumption of Privacy. E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through e-mail.
7. Certain Prohibited Activities. Employees may not, without the Company's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through e-mail.
8. Message Retention and Creation. Employees should be careful in creating e-mail. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, the Company may be required to produce e-mail in litigation.
9. Viruses. Any files downloaded from e-mail received from non-Company sources must be scanned with the Company's virus detection software. Any viruses, tampering or system problems should be immediately reported to Mr. Neel Prabhu.
10. Consequences of Violations. Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

## **Sexual Harassment Policy**

In order to provide a productive and pleasant working environment, it is important that we at PureBit Inc. endeavor to maintain a workplace characterized by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.

### **Prohibited Activities**

Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances. Examples of prohibited sexual harassment include:

- ◆ Supervisors or managers explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision.
- ◆ Verbal or written sexually suggestive or obscene comments, jokes, or propositions
- ◆ Unwanted physical contact, such as touching, grabbing, or pinching
- ◆ Displaying sexually suggestive objects, pictures, or magazines
- ◆ Continual expression of sexual or social interest after an indication that such interest is not desired
- ◆ Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment
- ◆ Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation or promotion

### **Harassment by Non-Employees**

We will endeavor to protect employees, to the extent possible, from reported harassment by non-employees such as from customers, vendors and other parties who have workplace contact with our employees.

### **Complaint Procedure**

An employee who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of the Mr. Neel Prabhu. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in as confidential manner as is compatible with a thorough investigation of the complaint.

### **Discipline**

Any employee found to have harassed another employee or applicant for employment will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of employment.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

### **Responsibility**

Each individual is responsible for implementing this policy within his or her area of work/supervision.