



Title:

New Team Member Checklist

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Emergency Contact Information (to be completed by employee)

Employee Name: Samuel Culpepper Birthdate: 5/13/15

Home Address: 3751 West 136th Ave Apt: V2

Home Phone: 509-750-1535 Cell Phone: _____

Email Address: SONIC5AM319@MSN.COM

Primary Emergency Contact

Name: Stanley Walker

Relationship to Contact: roommate

Daytime Phone: 720-822-1110 Evening Phone: _____

Secondary Emergency Contact

Name: Shawna Carlson

Relationship to Contact: family

Daytime Phone: 720-837-0777 Evening Phone: _____

Policies Procedures and handbook Review (Performed by Hiring Manager)

Review highlighted sections in Employee Handbook

I understand and agree to abide by the policies in the Employee Handbook.

Employee Signature

Samuel Culpepper

Date

5/13/15

Safety Awareness and Orientation Tour (Performed by Hiring Manager)

Emergency exits

Fire extinguishers

Chemical safety and MSDS location

Compressed gas safety

Machine awareness: Plasma machine is hot, robots have moving parts

Personal protective equipment (i.e., safety glasses, shoes, etc.)

Orientation: Restrooms, work centers, notification boards, coffee, break room, office areas

Job Training (Performed by Hiring Manager or Trainer)

Clocking in and out

Review of first training checklist and training methodology

Employee's name added to Online Training Matrix

Employee's name added to the Personal Production Tracker

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Samuel Culpepper
Employee Name (Please Print)
Samuel Culpepper
Employee Signature

5/13/15
Date
5/13/15
Date



Non-Disclosure Agreement

This Non-Disclosure Agreement ("NDA") is entered into and made effective as of the date set forth below, by and between the following parties: Vertical Solutions, Inc. dba VSI Parylene ("Disclosing Party") and SA Muel ("Receiving Party"). Colpeper

1. Consideration and Basis: As a condition of Receiving Party's employment with Disclosing Party, and in consideration of Receiving Party's employment with the Disclosing Party and Receiving Party's receipt of the compensation now and hereafter paid to Receiving Party by the Disclosing Party, Receiving Party agrees to the following:

2. Confidential Information: The term "Confidential Information" means any and all information owned by or licensed to Disclosing Party and disclosed or supplied to Receiving Party regardless if such information is marked as proprietary and/or confidential and/or in any other fashion. Confidential Information shall include but is not limited to processes, formulas, technology, research, product plans, products, services, customer lists and customers (including, but not limited to: customers of the Disclosing Party on whom Receiving Party called or with whom Receiving Party became acquainted during the term of Receiving Party's employment or whose information Receiving Party was privy to), markets, software, developments, inventions, designs, drawings, engineering, hardware configuration information, marketing, finances, future employees, copyright, trade secret, proprietary information, and includes without limitation, Disclosing Party's information concerning product or market research, future product concepts, purchasing, pricing, business forecasts, sales and merchandising, and other business information disclosed to Receiving Party by the Disclosing Party, either directly or indirectly in writing, orally, or by drawings or observation.

3. Obligations of Receiving Party: Receiving Party agrees at all times during the term of Receiving Party's employment and thereafter without limitation, to hold in strictest confidence, and not to use, except for the benefit of the Disclosing Party, or to disclose to any person, firm, or corporation any Confidential Information without written authorization from Steve Neely or Brian Behne.

4. Use of Information: Receiving Party hereby agrees that the Confidential Information will be used solely by Receiving Party in the execution of Receiving Party's duties as an employee of Disclosing Party and solely on Disclosing Party's behalf and only during the period of Receiving Party's employment by Disclosing Party.

5. Former Employer Information: Receiving Party agrees that Receiving Party will not, during Receiving Party's employment with the Disclosing Party, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Nor will Receiving Party bring onto the premises of the Disclosing Party any unpublished document or proprietary information belonging to any such employer, person, or entity unless consented to in writing by such employer, person, or entity.

6. Termination of Obligation of Confidentiality: Receiving Party will not be liable for the disclosure of any Confidential Information which is:

- (a) in the public domain other than by a breach of this NDA; or
- (b) rightfully received from a third party without any obligation of confidentiality; or
- (c) rightfully known to Receiving Party without any limitation on use or disclosure prior to its receipt from Disclosing Party; or
- (d) independently developed by employees of Receiving Party; or
- (e) generally made available to third parties by Disclosing Party without restriction on disclosure.

7. Title: Title or right to possess Information as between the parties will remain solely with Disclosing Party.



Space intentionally left blank. Signatures follow.

1. This NDA constitutes the entire agreement, written or verbal, between the parties with respect to the disclosure of Confidential Information and will supersede any and all other agreements, negotiations, understandings and representations by and between the Parties relating to Confidential Information, written or verbal. The Parties affirm that they are sophisticated, that this is a fully-integrated agreement, that it is not a contract of adhesion, that it was freely negotiated for value, that each Party had ample bargaining power, that no parol evidence shall be admissible or useable for any purpose in any dispute arising under this NDA, and that each has either had advice of legal counsel regarding the propriety of entering into this NDA, or has had ample time to attain such counsel and has freely elected to proceed without it.

Date: _____

Disclosing Party:

Vertical Solutions, Inc. dba VSI Parylene

By: _____

Title: _____

Receiving Party:

Samuel Colapinto

Date: 5/13/15

Workplace Bullying Policy

Objective

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that VSI Parlyene will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Definition

VSI Parlyene defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates VSI Parlyene's Standards of Conduct, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meeting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. VSI Parlyene considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gestures bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Examples

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.

Sexual harassment

There are two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- is made explicitly or implicitly a term or condition of employment.
- is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calenders, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault. Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Complaint Process

VSI Parlyene will courteously treat any person who invokes this complaint procedure, and the company will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Workplace Bullying and Harassment Policy Acknowledgement

By signing below the employee is indicating that they have read and understand the Workplace Bullying Policy and the Harassment Policy. The Employee also understands that any violation of these statements will result in immediate discipline up to and including termination of their position with the company.

Employee Name Printed:

Samuel Culpepper

Date:

5/13/15

Employee Signature:

Samuel Culpepper

Date:

5/13/15

CELL PHONE/SMART PHONE USE

By signing below the employee is indicating that they have read and understand the Cell Phone/Smart Phone Policy. The Employee also understands that any violation of these statements will result in immediate discipline up to and including termination of their position with the company.

Employee Name Printed: Samuel Culpepper
Date: 5/13/15

Employee Signature: Samuel Culpepper
Date: 5/13/15

EMPLOYEE PHOTO AND RECORDING RELEASE

This Employee Photo and Recording Release (the "Release") is effective [DATE].

BETWEEN: [COMPANY] (the "Company"), a corporation organized and existing under the laws of the [STATE/PROVINCE], with its head office located at:

AND: [EMPLOYEE NAME] (the "Employee"), a corporation organized and existing under the laws of the [STATE/PROVINCE], with its head office located at:

TERMS

1. In consideration of my employment with the Company and as part of the services being furnished by me to said Company, and/or in consideration of [AMOUNT], I hereby give my consent to the photographing of myself and to the recording of my voice.

2. The Company is hereby authorized to use or cause to be used said still photographs or motion picture footage, recordings of my voice and my name for advertising, publicity, commercial or other business purposes. Said photographs and/or recordings may be used singularly or in conjunction with other photographs and/or recordings. ALSO, the Employee hereby authorizes the Company to edit these recordings at its discretion, and to incorporate these recordings into movie and sound films or audio – and videotapes, broadcasts (radio and television, including cable and satellite transmissions) programs, or otherwise, and to use and license others to use it.

3. The Company has my authorization to reproduce, or cause to be reproduced such photographs and voice recordings. The same may be exhibited in all domestic and foreign markets. I understand that others may use and/or reproduce said photographs and/or recordings with or without the Company's consent.

4. I hereby release the Company, any of its associated or affiliated companies, their directors, officers, agents, employees, customers and the Company's appointed advertising agencies, officers, directors, agents and employees, from all claims of any kind on account of such use.

IN WITNESS WHEREOF, the Employee has executed this Release on the day and year first above written.

Signed, sealed and delivered to both parties in the presence of:

COMPANY

EMPLOYEE

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title

Samuel Colpepper
Leader