

HUMAN RESOURCE POLICY

1. POLICY STATEMENT

This Human Resource Policy outlines the principles and guidelines that govern the employment practices, benefits, and workplace conduct within Total Communicator Solutions, Inc. "TCS". It is designed to ensure fair treatment, promote a positive work environment, and support the professional growth and well-being of our employees.

2. EQUAL EMPLOYMENT OPPORTUNITY

Total Communicator Solutions, Inc. "TCS" is committed to providing equal employment opportunities to all individuals, without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other protected status as defined by applicable laws and regulations. We strive to maintain a diverse and inclusive workplace.

3. RECRUITMENT AND SELECTION

We will recruit and select candidates based on their qualifications, skills, and abilities relevant to the job requirements. Hiring decisions will be made without bias or discrimination. Our recruitment process will adhere to applicable laws and regulations.

4. EMPLOYMENT RELATIONSHIP

- **Employment Categories:** Employees will be classified as regular full-time, regular part-time, or temporary, based on their agreed-upon work schedule and duration of employment. The terms and conditions of employment will be clearly communicated in writing.
- **Probationary Period:** New employees may be subject to a probationary period, during which their performance and suitability for the role will be evaluated. During this period, the organization reserves the right to terminate employment with or without cause.
- **Work Authorization:** Employees must provide proof of their eligibility to work in accordance with local laws and regulations.

5. COMPENSATION BENEFITS

- **Compensation Structure:** We will establish a fair and competitive compensation structure based on market trends, job responsibilities, and individual performance. Compensation will be reviewed periodically and adjusted when necessary.

- **Benefits:** We will provide a comprehensive benefits package, including but not limited to health insurance, retirement plans, paid time off, parental leave, and employee assistance programs, in compliance with applicable laws and regulations.

6. PERFORMANCE MANAGEMENT

- **Performance Evaluation:** We will conduct regular performance evaluations to assess employee performance, provide constructive feedback, and identify opportunities for growth and development.
- **Training and Development:** We will support employees' professional development by providing training programs, workshops, seminars, and other learning opportunities. These initiatives will aim to enhance job-related skills and promote career advancement.

7. WORKPLACE CONDUCT

- **Code of Conduct:** Employees are expected to adhere to a code of conduct that promotes professionalism, respect, and integrity. This includes treating colleagues, clients, and stakeholders with dignity, maintaining a safe and harassment-free workplace, and respecting confidential information.
- **Non-Discrimination and Harassment:** We have a zero-tolerance policy for discrimination, harassment, or retaliation of any kind. Employees are encouraged to report any incidents promptly, and the organization will promptly and thoroughly investigate all complaints in a confidential manner.
- **Drug-Free Workplace:** The use, possession, sale, or distribution of illegal drugs or unauthorized substances is strictly prohibited in the workplace. Employees found violating this policy may face disciplinary action, including termination.

8. EMPLOYEE SEPARATION

- **Resignation and Termination:** Employees are expected to provide appropriate notice when resigning from their position. In cases of termination, this will be done in compliance with applicable laws and with proper consideration for due process.
- **Exit Interviews:** Upon separation, employees may be asked to participate in an exit interview to provide feedback and suggestions, which can help improve our employment practices and work environment.

This Human Resource Policy is subject to periodic review and updates as necessary. It is the responsibility of all employees to familiarize themselves with this Policy and comply with its provisions. Violations may result in disciplinary action, up to and including termination of employment.

APPROVED BY:

COMPANY

Erik Bjontegard, Chairman/CEO Date

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