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GENERAL PROVISIONS

Section 1

1.1 Purpose

The purpose of these policies is to establish the basis for a system of personnel management based on merit principles and to facilitate effective and economical services to the clients of Integrated Management Services. Both the employee and the employer are privileged to terminate employment based upon the provisions stated herein. The Language in this handbook is not intended to create a contract between Integrated Management Services and its employees.

1.2 Authority

IMS retains the right to exercise customary managerial functions including the right to dismiss, assign supervise and discipline employees; to determine and change starting time, quitting time, work days and work shifts; to transfer employees within their work unit or into other work units and other classifications; to determine and change the size of and qualifications of the work-force; to establish, change and abolish its policies, practices, rules and regulations; to determine and change operating methods; to contract and subcontract; to assign duties to employees in accordance with the needs and requirements determine by IMS and to carry out all ordinary administrative functions.

1.3 Adoption of Rules

The rules shall supercede all existing personnel rules from the date of issues and will be enforced accordingly.

1.4 Applicability

1.4.1 These policies govern all regular full-time and part-time employees of IMS unless specified otherwise.

1.4.1.1 Persons engage under contract to supply expert, professional, or technical services. Volunteer and temporary personnel.

GENERAL PROVISIONS

1.5 Responsibilities

- 1.5.1 Employees shall be fully informed of their duties and responsibilities.
- 1.5.2 Employees shall be provided with adequate administrative and supervisory direction
- 1.5.3 Employees shall be encouraged and helped to improve their level of performance.
- 1.5.4 Employees shall be provided training, as needed to ensure high quality of performance.
- 1.5.5 Employees' eligibility for promotion and/or raises shall be depended upon demonstrated merit and abilities.
- 1.5.6 Employee's treatment in all aspects shall be impartial and without regard to race, religious creed, color, ancestry, gender, age, marital status, pregnancy, childbirth or related medical condition, national origin, or disability, and with proper regard for their privacy and constitutional rights as citizens.
- 1.5.7 Mediocrity and incompetence shall not be tolerated.
- 1.5.8 IMS expects that all employees:
 - 1.5.8.1 Provide faithful and effective performance,
 - 1.5.8.2 Respect proper protocol and the normal chain of command,
 - 1.5.8.3 Display proper personal conduct and continuing fitness for the position.
 - 1.5.8.4 Not abuse the rights, privileges, and benefits provided by employment with IMS and,
 - 1.5.8.5 Display courtesy and respect to the public.

1.6 Scope

The policies, procedures, and rules incorporated herein shall not preclude the development of operating policies, and rules within specific departments of IMS nor the development of personnel or administrative policies and procedures governing the implementation of these rules, policies, and procedures. In the event of a conflict, these rules shall prevail. IMS retains the right to modify, supplement, revise, or rescind any provision of this manual as it deems appropriate in its sole discretion, following by notification of employees.

EMPLOYMENT

Section 2

2.1 Equal Employment Opportunity

It is the policy of IMS to employ, retain, promote, terminate, and otherwise treat all employees and job applicants based on merit, qualifications, and competence. This policy shall be applied without regard to any individual's gender, race, color, ancestry, religious creed, national origin, pregnancy, childbirth or related medical condition, age, marital status, or disability, so long as bonafide occupational qualifications are met.

2.2 Affirmative Action

IMS recognize that its commitment to equal employment opportunity entails the responsibility to sure that every reasonable effort is made to obtain a representation of diverse groups, women and persons with disabilities among IMS employees by taking affirmative action to increase the representation of diverse groups, women, and persons with disabilities in the work force as is appropriate.

2.3 Policy Against Harassment

2.3.1 IMS is committed to providing a work environment that is free from discrimination in any form. In keeping with this commitment, IMS maintains a strict policy prohibiting sexual harassment. This policy applies to all IMS employees, including supervisors and non-supervisory employees. Furthermore, it prohibits harassment in any form, including verbal, physical, and visual harassment.

2.3.2 Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or create an intimidating, hostile, or offensive work environment. Employees who violate this policy shall be subject to termination.

FAIR EMPLOYMENT

2.3.3. Employees who believe they have been harassed by a co-worker, supervisor, or other employee of IMS should report the facts of the incident promptly to the President or Vice President.

Supervisors should immediately report any incidents of harassment reported by their employees to the President or Vice President of IMS. The President