



The Handbook & Culture at OmicronVis

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Welcome & Introduction & History

The OmicronVis Story – Precision Meets Power

The word "omicron" is derived from the Greek alphabet and is used in various fields such as mathematics, science, and engineering to denote a specific variable or value. In a broader sense, it symbolizes precision and logic.

On the other hand, "vis" is a Latin word that means strength, power, or force. It is often used to convey the idea of energy, dynamism, and capability.

Combining these two words, "omicron" and "vis", "OmicronVis" symbolizes a fusion of precision and power. The company operates with the exactitude and logical approach of science (omicron) and the strength and dynamism of a powerful force (vis).

At OmicronVis, we take pride in our roots as a company founded by local San Diegan aerospace engineers. Our team consists of veterans from esteemed organizations such as Lockheed Martin and BAE Systems. Located in the heart of San Diego's thriving technology hub, we have built this organization with engineers in mind. As engineers ourselves, we understand the unique needs and aspirations of our team members.

Our commitment to San Diego runs deep. We intentionally chose to establish our company locally, as this city holds a special place in our hearts. We are fully invested in the growth and success of the San Diego community. By being part of OmicronVis, you become an integral part of our shared mission to contribute to the advancement of engineering in this area.

Our balanced culture focuses on enabling naval dominance today while growing the tech leaders of tomorrow. We push maritime supremacy through pioneering networked solutions and integrated combat systems. At the same time, we invest in developing the next generation through leadership initiatives aligned with the Armed Forces.

As our newest innovator, you now have the opportunity to leverage your talents to shape the future of multi-domain operations and advance critical warfare systems. We encourage you to harness your skills through professional development. Join our mission-driven team pushing the boundaries of defense innovation. Let's own the fight!

Company Culture

At OmicronVis, we firmly believe that cultivating a great culture is instrumental in enabling our team members to deliver their best work. We understand that every company has a culture, whether it is intentionally crafted or not. That's why we are committed to creating a culture that we genuinely love—one that fosters collaboration, innovation, and personal growth.

While paychecks are important, we recognize that people and purpose matter more. We value each team member as an individual and strive to provide a supportive and inclusive environment where

everyone can thrive. We are driven by a shared purpose, working together to make a meaningful impact in the field of engineering.

At OmicronVis, we dare to be different. We embrace innovation, take calculated risks, and challenge the status quo. We encourage our team members to think outside the box, explore new ideas, and push boundaries. By fostering a culture of creativity and curiosity, we empower our employees to bring their unique perspectives and make a real difference.

Our Code:

- We are maniacal about our **mission** and our **metrics**.
- We strive to **solve for the customer**.
- We are radically **transparent**.
- We believe in **autonomy** not autocracy.
- We are unreasonably picky about our **people**.
- We invest in individual **mastery** and market value.
- We constantly **question** the status quo.

Let's create the environment you want to excel in together.

Employee Conduct

It's easy; Do the right thing.

At OmicronVis, integrity and ethical conduct are at the core of our company values. We expect all employees to uphold these values by consistently doing the right thing in their actions, communications, and decisions. This commitment applies not only when you are working at our facilities but also when you are at client sites or government facilities representing our organization.

Confidentiality

In the course of your work, you may access confidential company information including business plans, unpublished financial data, and private employee or client information. It is vital you do not disclose this without authorization, whether at our offices, a client site, or a government facility. This applies during and after employment. Violating confidentiality betrays our culture of trust.

Social Media

Be thoughtful in social media communications related to our company, clients, and work on government facilities. Do not disclose confidential information online or speak on the company's behalf unless authorized. Respect colleagues by not sharing private information or disparaging comments online/via group texts. Represent our culture of excellence.

Anti-Harassment and Anti-Bullying

We maintain a workplace free of harassment and bullying whether at our facilities, client sites, or government facilities. Conduct that belittles others or creates an intimidating, hostile or offensive environment will not be tolerated and violates our culture. Report any harassment or bullying you experience or observe to HR or management promptly.

Violence in the Workplace

The safety of our employees is paramount. We have zero tolerance for violence or threats of violence at work, client sites, or government facilities as it goes against our cultural values. Promptly report any threatening communications, dangerous situations, or acts of violence to HR or security personnel.

Drug-Free Workplace

To maintain a safe and productive workplace, the use, possession, or distribution of illegal drugs or alcohol is prohibited at our facilities, client sites, and government facilities. Employees may not report to work under the influence of illegal substances or alcohol, as doing so goes against our culture. Violations may result in disciplinary action or termination.

By upholding ethical conduct and "doing the right thing," you help maintain a workplace culture we love - fair, safe and excellent. We count on every employee to act with integrity.

Timekeeping

Accuracy and integrity in timekeeping upholds our culture of excellence. Please follow these guidelines:

- Obtain the correct project number from your manager at the start of each assignment.
- Log hours daily using our online time tracking system. Don't wait until week's end.
- Record all hours worked - both direct project and indirect administrative time.

Use project numbers correctly:

- Direct numbers are for client-specific projects and contracts.
- Indirect numbers are for general tasks like meetings or training.
- Ask your supervisor if unsure which project number to use.

Submitting your timesheet verifies the accuracy of your hours worked. Do not sign for someone else or let others sign for you.

By keeping precise track of time worked, you enable proper compensation and support the success of our team. Timely and truthful timekeeping demonstrates our shared commitment to integrity. Reach out to your manager with any questions.

Holidays

Regular full-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless your supervisor approves an exception in writing. A paid holiday does not count as a day worked in calculating overtime for the week.

We provide paid time off for all 11 US Federal Holidays.

Floating Holidays

At our company, we recognize the importance of achieving a healthy work-life balance. In addition to the designated major holidays, we offer a progressive floating holiday policy that allows you to designate 2 of the 11 holidays as floating holidays each calendar year. These floating holidays provide you with the flexibility to use them as additional personal time off (PTO) days, subject to manager approval.

We have implemented this policy because we understand that your well-being matters tremendously. You work incredibly hard, and you deserve time off to relax and recharge. By fostering a culture that supports taking time off as needed, we aim to promote greater engagement, productivity, and overall well-being among our employees.

Both holidays and the flexibility to use floating holidays are considered paid time off. We encourage you to utilize these days to prioritize self-care and spend quality time with your loved ones. Our commitment to work-life balance empowers you to deliver exceptional work while maintaining a healthy and fulfilling personal life.

Paid Time Off

PTO is provided for eligible employees to be away from work due to vacation, illness or other personal requirements. All full-time regular employees will begin PTO accrual as of their hire date which may be used immediately. Full-time exempt employees will accrue vacation according to the details provided in their offer letter. Unused vacation will be carried over each year up to the maximum accrual as defined by the employee's offer letter or state law. Unused vacation will be paid out upon employment separation. Vacations must be scheduled in advance with the employee's supervisor or manager with sufficient notice so as to not disrupt the workplace. OVS reserves the right to require employees to take vacation at "quiet" times or during OVS's slow season.

All other Leave:

Life happens. We aim to provide the flexibility and support you need through additional leave options:

Personal Leave

If an extended time away benefits you and the company, you can request an unpaid personal leave of up to 30 days. Provide notice 30 days prior when possible. We may require using paid time off first. Benefits like PTO stop accruing during leave. We will try to reinstate you to a similar role afterwards but cannot guarantee it.

Bereavement Leave

You may take paid days off for the loss of a spouse, child, parent, or sibling. Notify your manager as soon as you can to request bereavement leave.

Voting Leave

Voting is important. If you cannot vote outside work hours, you can take up to 2 unpaid hours off to vote. Give reasonable notice and provide proof you voted.

Jury Duty Leave

We provide paid leave for up to 1 day of jury duty per year. Beyond those days, additional time off is unpaid per law. Notify your manager if duty extends. Provide a jury summons and proof of service.

Military Leave

Unpaid leave is provided for military and reserve duty as required by law. Provide orders to your manager ASAP. You can use paid time off. Reinstatement follows applicable laws.

We aim to provide the time away you need through flexible leave options. Life happens, and we want to support you. Reach out with any questions on taking advantage of these policies.

Medical, Dental, Vision and Life Insurance

Our firm believes in promoting a positive culture and employee wellness, which is why we offer a robust benefits package to make health coverage accessible and affordable. Employees are eligible for medical, dental and vision insurance with 90% of premiums paid by the company, plus partial dependent coverage. We also provide life insurance and accidental death and dismemberment policies at no cost to employees. All insurance benefits take effect on the first day of the month following an employee's start date. By generously subsidizing premiums and providing comprehensive health benefits, we strive to invest in our employees' well-being and foster an engaging workplace that attracts and retains top talent through inclusive coverage options that support their needs.

Retirement Plans

OVS provides 401K benefits to support our employees' future financial well-being. All full-time team members become eligible on their first day of employment after completing 60 days of continuous service. To encourage retirement saving, OVS matches 100% of employee contributions up to 4% of compensation. Both employee contributions and employer matching are immediately and fully vested. By offering generous 401K benefits that vest quickly, OVS aims to promote our employees' long-term financial security and growth. Retirement planning is a key priority in our total rewards program.

Company-Provided Apparel and Swag

OmicronVis provides employees with branded apparel and swag items to promote our culture and branding. These company-provided items, which may include shirts, jackets, hats, bags, water bottles, and other merchandise, are covered by the following policies:

- Apparel and swag given to employees is meant for employee use and is not intended for resale or giving away externally.
- Employees may wear company-branded apparel at work and externally to represent OmicronVis pride.
- Employees are expected to maintain company apparel in good condition. Damaged or excessively worn items should be reported to your manager.

- Apparel provided as part of special events, achievement awards, or wellness initiatives is intended solely for employee use.
- Employees may be required to return some company-provided apparel upon resignation/termination, such as custom jackets or incentive program items.
- The Company reserves the right to modify apparel policies at any time. Employees will be informed of any changes.

Company apparel and swag contributes to our culture and brand when worn properly. Please represent OmicronVis well and contact your manager if you have any questions on policies for company-provided items.

Continuing Education

We encourage ongoing learning and provide resources to support your professional growth.

Books and Learning Materials:

Purchase any books or digital materials you need to continue developing your skills. As long as they are related to your role, you can expense these items after paying applicable taxes. Read and learn wherever is most comfortable.

Conferences:

Attending relevant conferences, seminars, and certification courses expands your knowledge. Discuss any you are interested in with your manager and request approval to register and cover expenses through our training budget. Sharing what you learn also helps develop your colleagues.

Tuition Assistance:

We provide tuition assistance for approved academic courses that further your professional capabilities. To qualify, discuss the course with your manager and obtain approval before enrolling. Reimbursement can help offset tuition, fees, and learning materials for approved courses.

To receive reimbursement:

- The course must build skills applicable to your role.
- It must be offered by an accredited college or university.
- You must attain a final grade of B or higher.

Continuous learning is key to growth. Take full advantage of these resources to constantly expand your skills and knowledge. Please reach out with any questions on pursuing conferences, degrees, or other educational opportunities to advance your career.

Confidentiality and Privacy

We take confidentiality and privacy seriously at our company. All employees are expected to protect sensitive information related to our business, clients, and personnel.

Confidential Business Information:

Certain business records and data are considered confidential. This includes unpublished financial information, business and strategic plans, pricing, proprietary methods and systems, and other intellectual property. Do not disclose this information externally without authorization.

Client Privacy:

We are committed to protecting the privacy of our client organizations and personnel. Client contracts outline our confidentiality obligations regarding their facilities, systems, data, and individuals. Violating client privacy can result in termination and legal action.

Employee Privacy:

Sensitive personnel records are kept confidential. This includes compensation details, performance reviews, disciplinary records, and medical information. HR maintains employee files securely and does not share information externally or with co-workers unless legally required or authorized by the employee.

Guidelines:

- Do not discuss confidential company or client information publicly.
- Access sensitive data only as required for your role.
- Keep confidential documents secure and do not remove them from company premises without permission.
- Report any suspected privacy breaches, data exposures, or confidentiality agreements immediately.

Upholding trust through confidentiality and privacy is critical to our success.

Termination and Post-Resignation Procedures

We aim to ensure smooth transitions when employment ends, whether through voluntary resignation or involuntary termination.

Voluntary Resignation:

Employees resigning must provide at least 2 weeks advance written notice to their manager. This allows time to transition duties and provide proper handoffs.

Involuntary Termination:

The company does not take termination decisions lightly. In cases of serious misconduct, we may terminate employment effective immediately. For other situations, employees will be provided at least 2 weeks notice or pay in lieu of notice.

Exit Process:

Upon resignation or termination, employees are requested to:

- Participate in an exit interview with the organization to share feedback on their experience. This is optional but encouraged.
- Return all company property including ID badges, keys, laptops, documents, and any other materials.
- Provide their manager with comprehensive transition plans detailing the status of active projects, upcoming deadlines, and key contacts. This ensures continuity for ongoing company work.
- Sign documentation formally acknowledging their departure and confirming confidentiality obligations.

We aim to make transitions smooth for the departing employee and the company. Please reach out to HR with any questions about resignation, termination, or offboarding processes.

So to Recap:

We want OmicronVis to be an environment where you can thrive and do your best work. While our culture may not be ideal for everyone, we strive to build a company we can be proud of with your help.

This handbook outlined some of our key policies, procedures, and practices. But it's just a starting point. Our culture goes deeper than what's on paper. It's defined by how we engage with each other and our shared mission.

If you have questions on any topic, please don't hesitate to ask. We aim to operate with transparency, integrity, and care for our people. You have the power to shape our culture through your talents, feedback, and being your authentic self.

Thank you for being part of the OmicronVis team. We have an exciting journey ahead of us. Our continued success will come from our people, principles, and passion for empowering the future of defense. Let's own the challenge together!