



## VERTA, INC.'S HIRING POLICY

Verta, Inc. (“the Employer”) is an equal opportunity employer and has not, and will not, discriminate for or against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, genetic information, complaining in good faith to the employer or to a public authority, [lawful requests for access to or to make written submissions to one’s personnel file,] status with regard to public assistance, or any other characteristic or activity protected under federal, state or local law. [Employees will be evaluated solely on the basis of their conduct, their compliance with the Company’s policies, practices and reasonable expectations, and their performance.] [Verta, Inc. will consider any reasonable accommodation proposed to Verta, Inc. by disabled applicants who are otherwise qualified which would enable them to perform the essential functions of their position.]

Verta, Inc. reserves the right to evaluate all applicants' fitness for positions based on all relevant criteria, including minimum and/or maximum years of experience and education, appropriate wage or salary history and/or expectations for the position sought, willingness to perform all duties assigned, skill level, attitude, demeanor and all other criteria deemed relevant by the Employer, in the Employer's sole discretion.

Verta, Inc. reserves the right to assess prior work experience and skill levels, and to confirm applicant’s work references, driver’s license and dependable personal transportation, and education and licensure where applicable, and will require applicants to authorize and hold Verta, Inc. and third parties harmless with respect to any such inquiries.

Verta, Inc. requires that applicants and employees provide truthful responses to all employment-related inquiries, both written and verbal, and reserves the right to reject any applicant and terminate any employee for providing false or misleading employment-related information, or omitting relevant information, or providing extraneous or unsolicited information. Failure to provide complete and accurate responses to all questions, without material omission, providing extraneous or unsolicited information, or failing otherwise to cooperate in Verta, Inc.’s administration of its hiring policy or other policies, will disqualify applicants from consideration for employment with Verta, Inc., and will result in termination if employed, no matter when these violations are discovered.

Verta, Inc. will receive and process applications and hire employees only when, in its sole judgment, its business needs and circumstances dictate. Since business needs and circumstances change, Verta, Inc. may discontinue hiring after soliciting or advertising for applicants. If Verta, Inc. receives applications for employment or has applications in progress when it decides not to hire, no action will be taken on the applications. Verta, Inc. will provide no information to applicants during or after its processing of applications, other than notice that they have been hired if and when they have been hired.

Verta, Inc. reserves the right to decline to hire any employee who formerly was employed with Verta, Inc. and who is ineligible for rehire, and to terminate any such employee who is inadvertently rehired despite such ineligibility.

Verta, Inc. has employment policies in addition to this hiring policy and employees are required to comply with all these policies. Applicants may review these policies at our office.

Verta, Inc. requires that employees be available for regular and overtime work at any time during the week, be free of any competing or conflicting employment, or any other limitations on their availability for work, and be willing to travel as work requires, and to perform all duties assigned.

Verta, Inc. will check references and confirm all application and interview information for applicants, and will, for applicants in certain job classifications, administer medical/physical examinations, skill tests and/or job demonstration/aptitude exercises and drug and alcohol tests at the appropriate stage in the application process.

Verta, Inc. requires that all new employees complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.



Verta, Inc. requires that applicants make an individual appointment to personally complete and sign at our office (or specified project or job site hiring office) the Employer's original employment application form, will not accept photocopied, mailed, faxed, e-mailed or third-party applications or unsolicited employment referrals from any source, and will not accept applications at other locations, unless another application process is specified in the advertisement or posting for the position. Confirmation of offers of employment will be made only by Verta, Inc.'s home office.

Verta, Inc. will not recall, reemploy, reinstate, or consider applications from former employees who resigned their employment without notice, were terminated or resigned in other than good standing in the employer's sole judgment, or declined or failed to respond to an employment recall, reemployment or reinstatement offer.

Verta, Inc. accepts applications only when it is hiring, considers only current applications, and does not consider non-current applications when it is hiring.

Verta, Inc. reserves the right to assign and reassign all employees to any and all duties within the sole discretion of the Employer and irrespective of the initial terms of employment or of applicants' or employees' experience, education, licensing, job title or description, prior trade or occupation, work location or normal duties.

Verta, Inc. may change or vary the policies or procedures in this Hiring Policy either generally for a particular project, at any time, in its sole discretion, if its business needs and circumstances require such changes or variations.

Verta, Inc. is an at-will Employer and reserves the right to terminate employees for any reason, with or without cause, notice, or prior discipline or warnings at any time, in its sole discretion, just as employees reserve the right to terminate their own employment for any reason, with or without notice.

In order to prevent disruption of Verta, Inc.'s operations and provision of products and services, violations of safety, insurance and customer requirements, harassment of employees, and litter, the following rules apply to verbal solicitation and distribution of materials (written, electronic, graphic, audio or video):

No distribution of non-work-related materials of any kind will be permitted in any work areas at any time. No verbal solicitation is permitted in any work areas during working time, which does not include scheduled rest periods, meal times or other scheduled employee break periods or the time before starting or after quitting.

In non-work areas, any solicitation or distribution of any kind is prohibited by or to employees who are scheduled for working time. Solicitation or distribution of materials in non-work areas, by and to employees who are not scheduled for working time is permitted.

Non-employees are subject to the same rules stated above and, in addition, are prohibited from soliciting or distributing materials at any time on any Verta, Inc. property or customer sites which are not open to public use, unless they have a legitimate business purpose to visit such locations.

Any employee who violates or fails to report a violation of this hiring policy or other employer policies will be subject to immediate disciplinary action, up to and including termination, and any applicant failing to do so will be ineligible for further consideration for employment.