

DOO CONSULTING JUST REPORT

EQUITY

FULL TIME EMPLOYMENT

TWO-STAR LEVEL

1. Organization has a written and publicly posted policy on full-time employment as the basis of its workforce.
2. Organization has a minimum of 80% of its total workforce meeting

The Company defines its workweek as the period starting at 12:00 AM on Sunday and ending at 11:59 PM the following Saturday. There are two categories of employees – Exempt and non-exempt. Doo Consulting defines full-time employment as thirty (30) hours per week for its nonexempt employees. Doo Consulting seeks to hire full-time employees as the primary basis of our workforce.

PAY SCALE EQUITY

THREE-STAR LEVEL

1. Organization has a written and publicly posted policy on compensation (pay) scale equity.
2. Organization has a maximum compensation scale ratio of 1:15, where 1 represents the compensation of the lowest-compensated full-time employee and 15 represents the compensation of the highest-compensated employee/senior executive.

Employee pay scale is based upon experience, job responsibilities, and length of service. Doo Consulting is committed to a compensation scale equity program for all employees, which clarifies employee compensation based upon job classification. The maximum equity limit is 1:15, with 1 representing the compensation of the lowest paid full-time employee and 15 representing the compensation of the highest paid full-time employee or senior executive.

EMPLOYEE/UNION FRIENDLY

OPT OUT

LIVING WAGE

OPT OUT

PAY EQUITY

THREE-STAR LEVEL

1. Organization has a written and publicly posted policy on gender equity pay scales.
2. Organization must have a gender equity pay scale with a maximum variance of 5% between men and women within each of the organization's pay scale classes. Positions that have fewer than two people per category are exempt from calculation.

It is the Company's policy to provide equal employment opportunity in all personnel policies, practices, and procedures, including pay equity for its employees. Doo Consulting does not discriminate based upon gender in regard to wage. Employee pay scale is based upon experience, job responsibilities, and length of service. Doo Consulting is committed to a compensation scale equity program for all employees, which clarifies employee compensation based upon job classification.

FAMILY FRIENDLY

ONE-STAR LEVEL

1. Organization has a written and publicly posted policy on its family friendly benefits.
2. Maternity, Paternity and Parental Leaves:
Organization provides
A minimum of 12 weeks of employment protected maternity leave
A minimum of 12 weeks of employment protected maternity leave
A minimum of 10 weeks of employment protected parental leave
Flexible Work Arrangements: organization allows positive (employee requested) scheduled work flextime (non-standard hours).

Family Leave

The Company provides for paid Family Leave under the following circumstances for employees who have been with the Company for one year. For the birth, adoption or foster care of a child; caring for a child, spouse or parent with a serious health condition; or convalescence due to an employee's own serious health condition.

The Company reserves the right to request reasonable

documentation to support the need for leave as it relates to serious health conditions and to obtain certification that the employee is cleared by their physician to safely return to work.

For leave qualifying under this policy, the Company provides two (2) weeks of paid leave. The Company encourages employees to use this leave to spend the time necessary with their families under the circumstances covered by the policy. In addition to the two (2) weeks of paid leave, the Company also provides for employees to work half of their regular hours from home during a separate and additional two-week period immediately following the initial paid leave weeks.

During this period, the Company will pay employees as if they worked their regular, full-time schedule. Telework is expressly approved for this purpose. During this separate period, the Company expects that employees will spend the non-working, but paid time caring for their family and does not have an expectation of full-time work efforts by employees. However, for those employees who choose to work their regular full-time schedule during this separate period, the Company reserves the right to require employees to report to work and will expect that such employees work their regular full-time schedule.

Examples: For an exempt employee whose regular schedule includes a 40- hour week, those employees would only be required to work 20 hours during the separate week under this policy, but would get paid their full salary. For non-exempt or hourly employees, the Company would pay those employees twice their hourly rate for each hour worked up to 20 hours per week, meaning that employees could earn up to 40 hours in any work week. Non- exempt and hourly employees may not work more than 20 hours per week under this policy. Anyone working more than 20 hours would be expected to report to work and approval for teleworking would be no longer approved.

Doo Consulting allows for up to 12 total weeks of employment-protected parental leave within any consecutive 12-month period upon the birth or adoption of a child. This total period consists of the first 2 weeks of paid leave, the second two weeks at part-time duty, and the remaining 8 weeks as unpaid time off, which is available to employees who choose to take that time. To be eligible for parental leave, the employee must have worked for the company for at least 12 months prior to the requested leave and be in good standing. For the final 8 weeks, employees are required to use accrued vacation and personal time prior to being granted unpaid leave and will receive pay to that extent only.