

Rover Resources Inc.

EMPLOYEE MANUAL

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(1) Welcome Message from the President

Dear Rama Kommineni,

Welcome to Rover Resources Inc.

We are excited to have you as part of our company. Rover Resources Inc. is committed to quality work and superior customer service in all aspects of our business.

We value our employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual, inclusive of an Acknowledgement Form, sets forth the general administrative policies, goals, and benefits of Rover Resources Inc. and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not be distributed to or shown to anyone else inside or outside the Company. This Manual remains the property of Rover Resources Inc. and must be returned upon request.

You should use this Manual as a reference as you pursue your career with us. Each of the policies is dated and is current as of that date, but may be unilaterally amended by Rover Resources Inc., at any time, with or without notice, and we shall also reserve the right to deviate from the policies herein in our sole discretion. When there is a change in a policy we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

To your success at Rover Resources Inc.

Sincerely,

Hari Pullakhandam
President



(2) Company Operations

The success of Rover Resources Inc. (hereinafter “Company”) is based on providing great products and services to our customers, every day. Our motto is providing non questionable service to the clients.

Key contact information for Rover Resources Inc., is as follows:

Hari K Pullakhandam
18 Lyman Street, Suite # 206
Westborough MA 01581
508 353 6929
508 401 2500
hari@roverresources.com

(3) Equal Opportunity; Immigration Law

3.1. Equal Opportunity Statement

Company is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws, except where a bona fide occupational qualification applies.

This policy extends to all aspects of the employment relationship, including, but not limited to, recruiting, interviewing, job assignments, training, compensation, benefits, discipline, use of facilities, participation in Company-sponsored activities, termination, and all other terms, conditions, and privileges of employment.

3.2. Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), Company only employs individuals who are legally authorized to work in the United States. Furthermore, Company does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working.

3.3 Americans with Disabilities Act Compliance



Company adheres to the Americans with Disabilities Act (ADA) and makes every effort to ensure that qualified individuals with a disability are not discriminated against in any terms, conditions, or privileges of employment. The ADA requires employers to provide a reasonable accommodation to qualified individuals with known disabilities in all aspects of employment, unless the accommodation would cause an undue hardship to the employer.

An individual with a disability is a person who:

- (1) Has a physical or mental impairment substantially limiting one or more major life activities; or
- (2) Has a record of such impairment; or
- (3) Is regarded as having such an impairment.

A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of position, and who, with or without a reasonable accommodation, can perform the essential functions of the position. We are committed to providing a reasonable accommodation to the known physical or mental limitations of such individuals so they can perform the essential functions of a job, unless the accommodation would create an undue hardship.

If you need an accommodation under the ADA, you should immediately notify Company.

(4) Policies and Rules

4.1. Employment – Classification

As an employee of Company, you are an “employee at will”, unless you are covered by an employment contract. Employment at will means that either you or Company may choose to terminate the employment relationship at any time, with cause, and with 2 Business weeks advance notice.

Any information outlined in this Manual or in any other Company document, except an employment contract (in which case, how and when a termination or resignation may occur will be covered by the terms of such employment contract), does not modify the employment at will policy and should not be interpreted to mean that termination will occur only for “just cause”.

This Manual does not create an express or implied contract of employment for a definite and specific period of time between you and Company, or otherwise create express or implied legally enforceable contractual obligations on the part of Company concerning any terms, conditions, or privileges of employment. Except for an employment contract, any documents or statements, written or oral, prior, current, or future, that conflict with the employment at will policy are void.

Regular Full-Time is an employee who has no termination date and who is regularly scheduled to work (forty) 40 or more hours per week. Regular full-time employees may be either non-exempt (hourly) or exempt (salaried) employees.



Regular Part-Time is an employee whose position has no termination date and who is scheduled to work (ten) 10 or more hours, but less than (forty) 40 hours per week.

Temporary Employee is an employee who is hired for a certain length of time and who is paid only for their hours worked. A temporary employee will not receive any benefits or holiday or vacation pay.

Provisional Employee is an employee who has not yet completed the ninety (90) day provisional period after first being hired, as detailed in Section 5.15 of this Employee Manual.

4.2. Confidentiality

As the result of your employment at Company, you will acquire and have access to confidential information belonging to Company of special and unique value. This includes such matters as Company's personnel information, suppliers, procedures, cost of merchandise, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, customer lists and contracts, as well as any other information specific to Company.

As a condition of employment, you must and hereby do agree that all such information is the exclusive property of the company, and you will not at any time disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential". Signing a separate confidentiality agreement further clarifying this policy at Company's requests is also a condition of your continued employment with Company.

If you are ever unsure of your obligations under this policy, it is your responsibility to consult with your supervisor for clarification.

4.3. Personal Information

It is important that the personnel records of Company be accurate at all times. In order to avoid problems with your benefit eligibility, tax liability, or our ability to communicate with you regarding shift changes and the like, Company requires that you will promptly notify your supervisor or human resources representative of any change in your name, home address, telephone number, number of dependents, or any other information pertinent to your employment with Company.

4.4. Attendance and Punctuality

Company believes that a good record of attendance and punctuality is an essential component of good work performance. You are expected to arrive at work before you are scheduled to start your shift and be in the office and ready for work by your scheduled start time. If, for any reason, you are unable to report for work on time, or unable to remain at work until the end of



your normal work day, you must notify your supervisor directly before your regular starting time.

All time off must be requested in advance and should be submitted in writing as outlined in the appropriate categories, except for sick leave (See Sick Leave and other categories for specific details outlined below.). Excessive absences may result in disciplinary action, up to and including termination.

4.5. Dress Code

As an employee of Company, you must maintain a clean, safe, and professional appearance. Your attire should be consistent with the type of work you are performing as well as being appropriate for the position you hold and the image Company seeks to project. Clothing must be tailored, neat, and clean. Good personal grooming and hygiene are also essential and should contribute to a professional appearance.

Management, sales personnel, and those employees who come in contact with the public, are expected to dress in accepted business tradition. If you have further questions about your expected attire, please discuss these questions with your immediate supervisor.

4.6. Work Hours and Overtime Pay

The normal work day is eight (8) hours, and forty (40) hours represents a normal work week, commencing 12:01 AM Monday and ending on midnight on the following Sunday. While you are generally expected to work the number of hours stated above, Company does not guarantee that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, in rare circumstances, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your supervisor; however, with more responsibility and increased pay, usually comes a greater work load and more time spent working.

Exempt employees are not paid overtime for hours worked above 40 hours per week; a moderate amount of expected overtime is built into your compensation package as a salaried employee.

4.7. Time Clock and Time Cards

Your supervisor may require that you keep track of your days at work, and your vacation time and other time off, on a time sheet.



The work week commences 12:01 AM Monday and ends on midnight on the following Sunday. A new time card or time sheet should be used for each period.

Time sheets must be completed accurately. Your signature on your time sheet is required to certify its accuracy as a record of the time actually worked. Falsifying a time sheet can lead to disciplinary action, up to and including termination. Furthermore, the falsification of a time sheet is a fraudulent act for which an employee may be prosecuted.

4.8. Lunch Period

Exempt employees may take lunch and a reasonable amount of other breaks at their discretion. At the discretion of your supervisor, lunch breaks may need to be taken on a staggered schedule so that your absence from work does not create a problem with the day-to-day operations of Company.

4.9. Safety and Accident Rules

Safety is a priority at Company. Company strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970.

As an employee, you are expected to take part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment when required. It is your responsibility to learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers.

You may be required to purchase and maintain some of your own safety equipment. Any problems with Company-provided safety equipment should be reported to your immediate supervisor. If it is not safe to work for any reason, report the problem to your supervisor immediately.

All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state(s) in which we operate.

4.10. Smoking

Our goal is to provide a healthy and pleasant work environment for all employees. Company prohibits any form of tobacco use on Company premises.

4.11. Use of Company Property

Company will provide you with the necessary equipment to do your job. None of this equipment should be used for personal use, nor should any equipment be removed from Company work premises unless approved by your supervisor. This includes Company vehicles, telephones, and two-way communication equipment.



Any items or packages taken out of the work place are subject to inspection at any time. Likewise, any personal locker or storage space provided to you is also subject to inspection at any time.

Personal telephone calls are not to be made using Company phones or on Company time, unless authorized by your supervisor. Any authorized personal calls should be kept to a minimum and made at a time that does not interfere with your or your co-workers' job performance.

Use of Company's stationery, office supplies, or postage for personal use is strictly prohibited.

Company premises, telephones, and email are not to be used for employees or others to engage in the practice of soliciting collections or donations; selling raffles, goods, or services; operating betting pools; or solicitations of any kind.

Use of radios, audio headsets, and televisions, Company-owned or otherwise, is at the discretion of Company supervisors only, and – if allowed – must be used in a manner that does not interfere with the safety of the work place or with the ability of others to perform their work.

4.12. Use of Company Computers, E-mail, and Internet

Employee use of company computers, printers, peripherals, and electronic equipment is for job-related or approved activities only. Inappropriate use of company computers, which may be defined from time to time at the discretion of Company, may subject you to discipline, up to and including termination.

Inappropriate use includes, but is not limited, to the following:

- A) Use of Company computers to send or receive messages, pictures, or computer files which are illegal, pornographic, sexist, racist, harassing, or discriminatory. If you receive such material, you should notify your supervisor immediately.
- B) Loading software that is not approved in advance by management.
- C) Making illegal copies of licensed software.
- D) Using software that would provide unauthorized access to the company's computers or would disrupt our equipment in any way.
- E) Using company computers, printers, or email for personal and/or non-Company related use, unless authorized by your immediate supervisor.

Any message or file created, or emailed using any Company computer is the property of Company. You should have no expectation of privacy or confidentiality in any message or file that is created, stored, or sent using the computers or other communication equipment belonging to Company, and Company reserves the unilateral right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete any work you do on a Company computer, including email.



If provided, your Company email account is strictly for business communication only and is not for personal use. Except as authorized by your supervisor in the course of your work duties, you are not authorized to access the computer(s), email account(s), or files of any other Company employee.

If provided, Internet access is likewise strictly for business purposes only and is not for personal use. Company reserves the unilateral right to review, monitor, access, audit, intercept, and disclose an employee's use of the Internet at any time, with or without notice, and with or without an employee's permission. You should have no expectation of privacy or confidentiality with respect to any use of the Internet at work.

4.13. Substance Abuse Policy

Company takes seriously the problem of drug and alcohol abuse and is committed to providing a work-place free of such substances. This policy applies to all employees of Company.

No employee is allowed to consume, possess, sell, or purchase any alcoholic beverage on any property owned by Company, or in any vehicle owned or leased by Company. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity while working for Company. The exceptions are over-the-counter pain relievers and the like, used as intended and directed, and any other drugs that have been prescribed to you, and which are being used as prescribed by your doctor.

Company will not tolerate employees that are impaired by or under the influence of alcohol or drugs while working.

In cases where the use of alcohol or drugs poses a threat to the safety of other people or property, you must report the violation. Employees who violate our Substance Abuse Policy will be subject to disciplinary action, up to and including termination.

As a part of Company's policy to ensure a drug and alcohol free workplace, within the limits of applicable federal and state laws, Company reserves the right, in its sole discretion, to test for drugs and alcohol. Some such situations may include, but not be limited, to the following:

- A) In conjunction with an offer of employment with Company;
- B) Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
- C) As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
- D) On a random basis, where allowed by statute;
- E) As a follow-up to a rehabilitation program, where allowed by statute;
- F) As necessary for the safety of employees, customers, or the general public where allowed by statute.



All tested employees will be able to receive a copy of the laboratory results that certify the results or the testing done. It is a condition of your employment and continued employment with Company that you comply with the Substance Abuse Policy.

4.14. Harassment and Discrimination Policy

Company is proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination or harassment, including racial and sexual harassment. Any employee found to have engaged in any form of discrimination or harassment, whether verbal, physical, or arising out of the work environment, and whether in the work place, at work assignments off-site, at Company-sponsored social functions, or elsewhere, is unacceptable and will not be tolerated.

Company's general harassment policy is designed to ensure that all individuals can work in an environment that promotes equal opportunities and prohibits discrimination and harassment on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws.

Remember, Company is a multi-cultural firm and we must all be sensitive to and tolerant of the background of others. When in doubt, don't say it or do it.

For purposes of this policy, sexual harassment is defined as follows:

Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive insulting; obscene comments, gesture, and emails; and display in the work place of sexually suggestive objects or pictures.

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/or national origin.



Examples of racial harassment include, but are not limited to, racial comments, racial jokes or emails, treatment of an individual differently because of his or her race, and all other activities defined by Title VII of the U.S. Civil Rights Acts of 1964.

If you believe that you have been the victim of sexual or other harassment or discrimination in the work place, you should take the following steps:

- 1) Report and discuss the matter with your supervisor.
- 2) If you believe your supervisor or manager to be the source or a participant in the harassment, report this to another supervisor or member of management.

Company will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the company, or to the Company President.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

4.15. Performance & Salary Reviews; Provisional Period

Each new or promoted employee will be given an oral or written job description that details the requirements and expectations of the new position. Performance reviews will normally be conducted every year from the date you were hired with the exception of the three (3) month review at the end of your provisional period.

Employee reviews are based on job description and work performance. Salary increases will be based upon reviewing these results as well as the following: Dependability, cooperation, attitude, and any disciplinary actions that have been taken. Your supervisor will review and discuss with you your salary and your job position and expectations during your review.

During the ninety (90) day provisional period upon first being hired by Company, you understand that you will not be considered a regular employee until you have satisfactorily completed this required provisional period of employment, as determined by Company management. The purpose of the provisional period of employment is to determine your job satisfaction and to allow Company to evaluate your job performance. In the event that your job performance is evaluated as being unsatisfactory, the provisional employee may be terminated without prejudice at any time for any reason during the provisional period.

During said provisional period, you may or may not be eligible for some of the benefits offered by Company to regular employees.

4.16. Payroll



You will be paid for your work on the regularly-scheduled paydays of the month commencing the pay period after that in which you begin work. Pay checks are normally issued either once every month, or in Company's discretion. Pay checks may be mailed or picked up from the Company during normal business hours. In the event that a regularly scheduled payday falls on a weekend or holiday, you will receive your pay on the next business day. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation, or will be mailed to the home address on file with Company. Direct deposit of pay checks may also be available; inquire of your supervisor or human resources representative.

If there is an error in your pay check, notify your supervisor or human resources representative immediately. Every effort will be made to remedy the discrepancy as quickly as possible. If your pay check is lost or stolen, notify your supervisor or human resources contact immediately. A new pay check will be issued after payment has been stopped on the original check. Company will not be obligated to indemnify an employee for any monetary loss suffered as a result of a lost pay check if we are unable to stop payment on the original check.

Company will deduct Federal Social Security and Income Tax and all other legally required deductions from your payroll check each pay period. Group Insurance premiums (if applicable) will also be deducted from your payroll check each pay period.

4.17. Reporting Absences

In all instances specified in Sections 5.1 through 5.10, as described below, all leave requests and approvals should be made in writing whenever possible.

After five (5) days of unauthorized absence, and if it receives no acceptable explanation, the Company may assume that you have resigned.

(5) Benefits and Services

Except where required by applicable state or federal law, the benefits provided to employees by Company are subject to change at any time. Please communicate with your supervisor or human resources representative if you have any questions concerning the benefits available to you as an employee of Company.

5.1. Holidays

Company observes – and except in emergency situations, is closed for – the following holidays:

- A) New Year's Day (January 1)
- B) Memorial Day (Last Monday in May)



- C) Independence Day (July 4)
- D) Labor Day (First Monday in September)
- E) Thanksgiving (Fourth Thursday in November)
- F) Christmas (December 25)

When a holiday falls on a weekend, Company will designate the Friday preceding or the Monday following as the observed holiday at the discretion of the company. Regular full-time employees are paid eight (8) straight time hours for each holiday. Regular part-time employees are paid for holidays based upon the number of straight time hours they are normally scheduled. Temporary and provisional employees are not paid for holidays unless they are specifically requested to work on the designated holiday. For salaried employees, this generally means that there will be no deduction from your usual pay check on account of a holiday occurring during your pay period.

5.2. Vacation

Salaried full-time regular employees are entitled to the following paid vacation schedule per year worked based on length of employment, unless a greater amount of vacation is provided by your employment contract (if any):

Your requested vacation time must be submitted in writing to your supervisor at least two (2) weeks prior to the anticipated vacation date. Vacation time must be taken in full days only. Every effort will be made by Company to accommodate vacation requests; however, business circumstances may not permit all requests to be honored.

5.3. Sick Leave

Company provides paid sick leave to eligible salaried employees when you are away from work due to illness. Unless approved by Company, you will be limited to four (4) sick days per year. Sick days may be used for your own illness or to care for a sick child. If you are unable to work due to illness, you must notify your immediate supervisor directly as soon as possible and by the time you were to report to work.

Company permits use of available sick days for absence due to the birth or adoption of a child to an employee.

Industrial accidents and illness are covered by Worker's Compensation Insurance pursuant to the requirements of the laws in the state(s) in which Company operates. The sick leave policy outlined above does not apply to those illnesses or injuries that are covered by a worker's compensation policy.

5.4. Jury Duty



Company will provide paid time off work up to four (4) days per year for any employee who has been assigned jury duty. For salaried employees, this generally means that there will be no deduction from your usual pay check on account of serving four (4) days or less of jury duty during any calendar year. If more than four (4) days of jury service are required, the remainder shall be unpaid. In such an instance, you may choose to use vacation time if you wish to be paid for your time away from work while performing jury duty and you have accrued vacation time to use. You will retain any other benefits you had prior to this time, if any. Please provide your immediate supervisor with a copy of the jury summons as soon as possible after you receive it.

5.5. Personal Time Off – Brief Periods

There may be an occasion when you need a short period of unpaid time (less than two hours) during your regular work schedule to attend to personal matters, such as closing on a home loan, obtaining transportation after an auto accident, coping with a family emergency, etc. The decision to grant any personal time off is at the discretion of Company management and must be requested prior to taking the time off.

5.6. Time Off For Voting

At Company, we encourage our employees to vote, and you will be permitted the necessary time off to do so. You will be allowed a reasonable period of time to vote in case you are unable to vote before or after your regular working hours.

5.7. Military Service

Company will allow time off work without pay for employees in the National Guard or Military Reserves who take approved leave for training purposes. You may also receive pay for any accrued vacation time for this period if you choose.

5.8. Health/Life Insurance

Company makes health and/or life insurance available to eligible employees and their eligible family members. Company contributes to the cost of the premiums for the group benefits, with the employee sharing the remaining cost. Currently company is providing health insurance for the employees in Massachusetts State only

5.9. Continuation of Medical/COBRA Insurance

The Federal Consolidated Budget Reconciliation Act (COBRA) is the legislation that provides employees and their covered dependents the right to continue their group health care coverage after a qualifying event. COBRA legislation applies to employers with twenty (20) or more employees.



Upon termination from Company for any reason, an employee has the right to continue group medical coverage at group rates as long as the employee pays the required monthly premium.

COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Company's health plan when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, you will usually pay the full cost of coverage at group rates plus an administration fee. Company will provide you with a written notice describing rights granted under COBRA when you become eligible for coverage under Company's health insurance plan.

5.10. Miscellaneous Benefits

At the discretion of Company management and upon approval by the President, you may be entitled to receive specific employee discounts on products or services provided by Company. After a continuous one year of employment with Company, and with the written approval from the President, you may be entitled to one or more of the following benefits: long-term disability insurance, free or reduced cost meals, use of a company vehicle, education and training programs, paid parking, or other benefits.

5.11. Worker's Compensation

Company is committed to meeting its obligations under applicable workers' compensation acts which provide medical, rehabilitation, and wage-replacement benefits to individuals who sustain work-related injuries or illnesses while working. All work-related accidents, injuries, and illnesses must be reported immediately. The failure to promptly report an accident, injury, or illness may result in the loss of coverage under workers' compensation insurance.

(6) Separation from Employment

6.1. Layoff And Recall

There may be occasions when it becomes necessary for management to reduce staff at Company, due to certain business conditions or for other reasons. On such occasions, Company will make decisions on the basis of our business needs related to employee job functions and their performance. Your supervisor or other company official will speak to you personally about your employment status as needed.

6.2. Resignation - Termination of Employment by the Employee

You, as an employee at will not subject to an employment contract, may choose to end your employment with Company at any time, with or without good cause.



You are requested to submit a notice of resignation in writing to your supervisor two (2) weeks prior to the date you intend your resignation to take effect, to assist Company in planning for your departure.

6.3. Dismissal - Termination of Employment by the Employer

As an at will employee not subject to an employment contract, Company is entitled to terminate your employment at any time and for any reason or for no reason at all, regardless of your work performance or compliance with the rules set forth this Manual.

6.3.1. Automatic Dismissal

The commission of any offense considered serious enough by Company's management, without limitation to those outlined below, will, except in extraordinary circumstances in the sole discretion of Company management, be followed by the immediate dismissal of that employee:

- Making false statements or omitting pertinent facts on an employment application or in an employment interview;
- Threatening, assaulting, fighting with, or harassing another employee or anyone else encountered during the course of business;
- Stealing or deliberately damaging the company's or other employees' property;
- Possessing a weapon at work;
- Reporting to work under the influence of alcohol, narcotics, or other drugs, unless the drug was prescribed for the employee by a physician;
- Falsifying or destroying company documents or computer files;
- Conviction of a felony offense and/or imprisonment;
- Taking unauthorized leave or failing to show up at work for more than three (3) consecutive days without notifying a supervisor; and
- In the case of commercial drivers: Transporting unauthorized passengers in company vehicles
- In the case of salespersons: Salespersons who make false claims about the product or sell unauthorized products on company time.

6.4. Exit Interview

Upon termination of employment, voluntary (by the employee) or involuntary (by the employer), with or without cause in both cases, a representative of Company may choose to have an exit interview with the departing employee.

During such interview, if any, you will be informed whether you are entitled to certain post-termination benefits such as nonvested retirement benefits and credits that may be due, full or pro-rated vacation pay, and other post-employment related matters.



Any employee who terminates his or her employment, or is terminated by Company shall return all files of any kind, keys, tools, and any other materials whatsoever that are the property of Company.

Unless otherwise prohibited by applicable state or federal law, final settlement of your pay will not be made until all property owned by Company is returned in satisfactory condition. The cost of replacing any items not returned will be deducted from your final paycheck, or, if this is not possible, due to legal restrictions or otherwise, legal action may be taken to recover any property or monies due Company.

7. Communication Policy

Any questions with respect to any of the provisions of this Employee Manual should be addressed to your immediate supervisor or Company human resources representative.

You are entitled to express your point of view on work-related matters in a constructive manner, as well as to make any productive suggestions in any of the communication avenues available within Company.

8. Arbitration; Choice of Law

Any controversy or claim arising out of or relating to the employment relationship created between the employer (Company) and employee (you), including all topics covered in this Employee Manual, and the interpretation of this Manual, or any alleged breach of it, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association, with such arbitration to take place in the County of Worcester, State of Massachusetts with an agreed upon arbitrator. If the parties cannot agree on an arbitrator, a court of competent jurisdiction shall appoint an arbitrator at the request of either Party. Although the parties shall initially bear the cost of arbitration equally, the prevailing party, if any as determined by the arbitrator at the request of the parties which is hereby deemed made, shall be entitled to reimbursement for its share of costs and reasonable attorneys' fees, as well as interest at the statutory rate. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The determination of the arbitrator in such proceeding shall be final, binding, and non-appealable.

This Manual shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Massachusetts.



We have supplied a separate copy of the Acknowledgement Form below.

Please be sure to sign, date, and return this form to your supervisor after reading this Employee Manual; doing so is a prerequisite for employment with Rover Resources Inc.

Also attached is an Employee Checklist for you to complete and return along with your Acknowledgement Form.

Thank you, and we look forward to having you as an employee!



Acknowledgement Form

This Employee Manual has been prepared for your understanding of the policies, practices, and benefits of Rover Resources Inc; it is important to read this entire Manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of Company. This Employee Manual supersedes all prior manuals and previously-issued policies.

After you finish reading this Employee Manual, please sign, date, and return this Acknowledgement Form within seven (7) days of your receiving this Employee Manual to read.

You agree to keep this Manual in your possession during your employment and to update it whenever new information is provided to you. You acknowledge that this Manual remains the property of Company and must be returned immediately upon request, or upon the termination of your employment.

By signing below, you acknowledge that you have read and understood the policies outlined in this Employee Manual. You agree to comply with the policies contained in this Manual and to read and understand any revisions to it and be bound by them. You understand this Manual is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This Manual is not a full statement of company policy. Any questions regarding this Manual can be discussed with your supervisor or human resources representative.

You acknowledge that this Manual is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and Company or to otherwise create express or implied legally enforceable contractual obligations on the part of Company concerning any terms, conditions, or privileges of employment.

Employee name (print legibly)

Employee signature

Employee Badge or ID Number

Date

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS



Employee Checklist

First Name	Rama
Middle Name	Krishna
Last Name	Kommineni
Social Security No.	
Home Address	_____
Phone Number	_____
Work Address	
Phone Number	_____
Department	_____
Job Title	_____
Supervisor's Name	_____
Starting Pay	_____
Pay Period	_____
Shifts	_____
Notes	_____

TO BE FILED IN EMPLOYEE'S PERSONNEL RECORDS