

<p align="center">WASHINGTON TRU SOLUTIONS MANAGEMENT CHARTER</p> <p>TITLE: EXEMPT TEAM LEADER POLICY</p>	<p>Number/Rev. MP 1.32, Rev. 5 Page 1 of 2</p>
<p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> <u>2/24/09</u> T. L. Fry Date Human Resources</p>	<p>APPROVED BY:</p> <p><u>Approval on File</u> <u>4/24/09</u> M. F. Sharif Date WTS General Manager</p>
<p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) has established the position of Team Leader to assist managers within diverse functions. The Team Leader is to be appointed by the cognizant manager. By appointing a Team Leader, the manager will place the Team Leader in the position of leading the technical aspects of the section, ensuring that assignments are completed, coordinating work activities, and assisting the manager with the development of employees within the section. The employees selected for Team Leader roles should be those employees who have demonstrated sound judgment, have sound technical knowledge of the function, and continually set a good example for other employees. This is not intended to apply to specially appointed task teams or committees.</p> <p>2.0 RESPONSIBILITIES</p> <p>2.1 Employee Performance Issues</p> <p>Team Leaders are expected to:</p> <ul style="list-style-type: none"> • Assist the manager with the development of employee objectives with employees in their section. • Be involved in the professional development of the employees in their section. This could include cross-training opportunities, internal and external training courses, mentoring, and participating in interviewing candidates for job openings. <p>Team Leaders will not:</p> <ul style="list-style-type: none"> • Be involved in the presentation of the final performance rating. This information will be presented and discussed with the employee by the manager. • Be involved in disciplinary actions. • Handle any issues regarding disagreements or discrepancies. 	

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<p>2.2 Signature Authority</p> <p>Team Leaders may have signature authority for the following:</p> <ul style="list-style-type: none">• Budgets and budgeting activity, if they have been identified as Cost Account Managers.• Financial documents, if approved by the WTS Chief Financial Officer (CFO) and General Manager. A letter from the manager to the CFO requesting signature authority for Team Leaders may contain the following:<ul style="list-style-type: none">- Approval for temporary employee time cards- Approval for purchase requisitions up to \$5,000 <p>Team Leaders may not have signature authority delegated for the following:</p> <ul style="list-style-type: none">• Employment requisitions (WTS and temporary)• Property Passes• Salary Increase Plan Sheets• Purchase requisition approvals greater than \$5,000• Requests for Remittance• Employee Expense Reports• Employee Timesheets <p>2.3 General</p> <p>Team Leaders will have timesheet review capability.</p> <p>Team Leaders will not have access to employees' salaries, be involved in the salary planning process, or have access to other personal information.</p>	