



NEW EMPLOYEE **WELCOME GUIDE**

Welcome to Four Inc. We are happy to have you as part of our Four Inc. Team! Please enjoy this Welcome Guide which includes everything you need to know about Four Inc. HQ.

TABLE OF CONTENTS

Office Information	3
Key Card Access	3
Fitness Center Access	3
WiFi Setup	3
Foodsby	3
Dress Code	4
Seating Chart	5
Housekeeping Tips & Reminders	6
Desks	6
Lunch Room	6
Recycling	6
Document Shredding	6
Scheduling Meetings	7-8
Peer to Peer Coin Recognition Program	9
Nomination Examples	9
How to Submit Nomination	9
BambooHR	10
Office Hours	10
Four Inc. Time Off Policy	11
Four Inc. Holidays	11
Four Inc. Time Off Request	12
BambooHR Timesheet	13
SugarCRM	14
SugarCRM Best Practices	14
Search! Search! Search!	14
Create a New Contact	14
Queen Consulting & Technologies	15
How to Contact	15

OFFICE INFORMATION

Key Card Access

You will receive a Datawatch card with your name and the Four Inc. suite number. Please do not lose your card. You will be charged \$20 for a replacement card. This card will give you access to our suite, as well as, the gym and building after 6pm.

Fitness Center Access

In order to utilize the building's Fitness Center, you will need to complete the Fitness Center Waiver Form that was sent to you via BambooHR.

WiFi Setup

Our WiFi Network Name(s) and password(s) are below:

Network Name: Four Inc.
Password: GetITDone4\$!

Network Name: Four Inc. Guest
Password: Welcome1!

Lunch Options

Foodsby

There is not a restaurant in our building however, Foodsby is a lunch delivery service that delivers lunch to our building. Download the app to see a list each morning of places that will be delivering to our building, and place your order right there in the app.



OFFICE INFORMATION

Dress Code

"Dress for Your Day" Monday - Friday

Permitted Attire:

- Dress pants, khakis, chinos
- Jeans, provided they are clean and free of rips, tears, or excessive fading
- Work-appropriate dresses and skirts of professional length
- Collared shirts, blouses, sweaters, and polos
- Clean, closed-toe shoes, loafers, boots, booties, and nice sneakers
- Clean, open- or closed-toe high heels, espadrilles, or flats
- Standard business attire, including slacks, collared shirts, blouses, sweaters, suits, and closed-toe shoes

Prohibited Attire:

- Flip-flops, slides, Birkenstocks, or similar casual footwear
- Shorts of any kind
- Cargo pants
- Crop tops or clothing that exposes midriff or undergarments
- Athletic wear (sweatpants, gym shorts, leggings, hoodies)
- Slogan t-shirts or tops with large graphics (unless company branded), including
- political, explicit, or inflammatory clothing items
- Beachwear or loungewear
- Hats or head coverings (except for religious or medical purposes)
- Clothing with holes, excessive distressing, or fraying

FIRST FLOOR

	Small Conference Room (Seats 8)
	Large Conference Room (Seats 16)
	Booth (Seats 4)

A	David Stewart
B	Katie Fionova
C	Skip Liesegang
D	Chris Harvey
E	Laila Dastur
F	Joanna Corcoran
G	Tricia Shelley
H	David Tong
I	Dave McDonald
J	Chris Wilkinson
K	Lena Alkhatib
K	Alex Pham
K	Bridget Laychak
K	Nora Omary
L	Simon Pierre-Louis
L	Vacant
M	Payroll Specialist
M	Maria Corrales
N	Mark Gunst
N	Dana Duque
O	Vacant
P	Cameron Long
Q	Stephen Hrebenach
R	Zach Segalewitz
S	Lauren La Tour
T	Natalie Fitzpatrick
U	Nels Williams
V	Andrew Hawley
W	Elle Yulo
X	Matt Ludeman
Y	Vacant
Z	Bella Shapiro
AA	Joe Rivetti
BB	Noah Brown
CC	Gordon Bradley
DD	Joe Hazzouri
EE	Maxwell Johnson



FF	Isabella Gorospe
GG	Sanie Yusuf
HH	Christian DeWitt
II	Vacant
JJ	Marketing Specialist

KK	Martina Elia
LL	Vacant
MM	Noor Popal
NN	Zaid Rafee
00	Emmaline Ewens

SECOND FLOOR

	Upstairs Conference Room (Seats 14)
	Upstairs Island (Seats 8)
	Upstairs Triangle Room (Seats 4)
	Upstairs Booth (Seats 6-8)

1	Raj Lakhani
2	Ryan Gilhooley
3	Ryan Murakami
4	Bree Burk
5	Billy Cody
6	Evan Maraist
7	Cody Powers
8	Boris Lazarov
9	Tommy Logan
10	Jennifer Jordan
11	Zumrod Tebra
12	Alex Francisco
13	Grayson Reigel
14	Tessa Smerk
15	Vacant
16	Matt Leibrock
17	Bob Ferrari
18	Michael Morgan
19	Patrick Manion
20	Jim Bonfils
21	Caitlin Brinkley
22	Jamie Mangum
23	Caleb Lokey
24	Sam Cassels
25	Russ Hople
26	John Todd
27	Chris Nguyen
28	Tony Franzonello
29	Cindy Davidson
30	Vacant
31	Vacant
32	Vacant
33	Sayed Tashdeed
34	Vacant



HOUSEKEEPING TIPS & REMINDERS

Desks

We have supplied each of you with your own hand sanitizer pump and sanitizing wipes. The replacement pumps and wipes will be located in the cupboards with the office supplies.

Note: You may keep the hand sanitizer on your desk, but those huge wipe containers are an eyesore. Please put them under your desk or in a drawer.

Please don't keep food of any kind in your desk. Additionally, please do not eat food at your desk. You may have a drink at your desk. The far, right-hand, top cupboard in the lunch room has a couple of shelves on which you may store food items. If you don't want to share your food, please write your name on it.

Lunch Room

In the lunch room, one task we are requiring is that you **allow time after you eat to wipe down your table space**. If you eat in the conference rooms, or another shared space please clean that area after you eat.

Patio Tables

There are tables outside on the patio located on the left side of the building (if you are facing the building).

Recycling

We have two blue recycling bins in the kitchen. (The recycling bins do have bright neon green stickers which say "trash". Those stickers tell the maintenance staff that they are to be emptied, in the outside recycling bin, every day. However, bins are for recycling only for trash just recycling.) Instructions on what can and can not be recycled are next to the bins in the kitchen.



Document Shredding

Any paper documents that become outdated or irrelevant need to be disposed of in a secure manner via shredding. Documents to be shredded should be put in the large trash containers near the supply cupboards. They can be identified as "the big ugly trash containers with large pad locks". All documents in those trash containers will be shredded. Most Four Inc. business documents that contain financial information, employee information or customer information should be shredded once you are certain they are no longer needed.

SCHEDULING MEETINGS

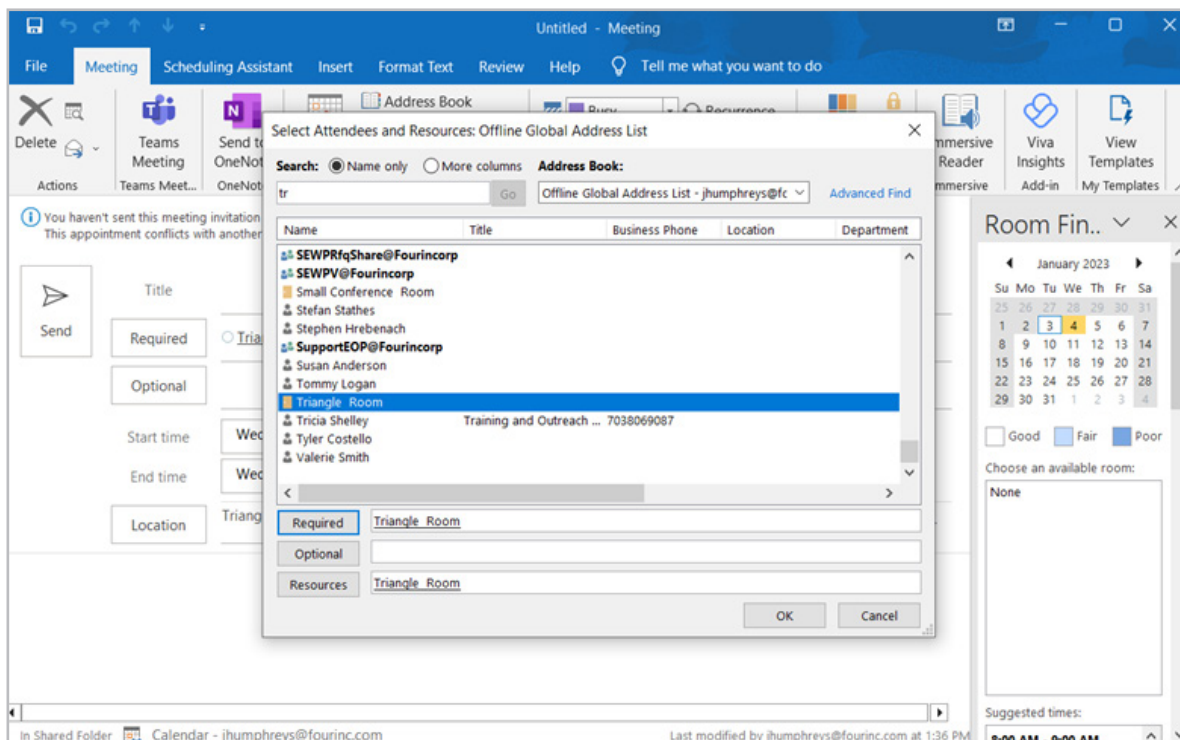
Four Inc. uses Outlook Calendars for scheduling all internal and external meetings. There are six meeting spaces within our office that can be scheduled for meetings:

- 2nd Floor Large Conference Room
- Large Conference Room
- Small Conference Room
- Triangle Room 2nd Floor
- Booth

Book a Meeting Space

In order to reserve a meeting space, you must add it to your calendar invite. Once you've opened your calendar, and selected "New Meeting" from the top menu bar you will be able to add a meeting room. To do so:

1. Click on "Required." The attendees box below will appear.
2. Begin typing in the name of the meeting room you would like to reserve. In this example we are reserving the Triangle Room.
3. Once the room appears, select it from the options.
4. It will appear in the "Required Line."
5. Then hit "OK."

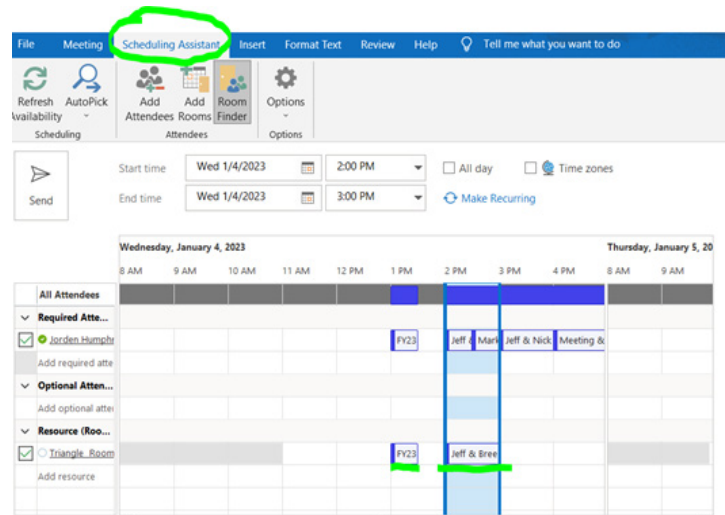


The meeting space is now added to your invite in both the "Required" and "Location" fields.

SCHEDULING MEETINGS

Confirm Room Availability

Before reserving a room, make sure to confirm it is available. To do so, select “Scheduling Assistant” at the top of the page. There you will see if the space is booked or available. You can also see attendee availability. Please ensure they are not booked before requesting a meeting. In the example to the right, you can see the Triangle Room is already reserved at 1pm and 2pm.



Automated Emails

Once you’ve sent out the calendar invite you will get an automated email from the meeting space saying it has “accepted” the invite. If you forget to check the rooms availability, and the room is not available, you will get an automated email from the meeting space that has “declined” the invite (example below). If this happens, go back to your calendar invite and select a new meeting space.



PEER TO PEER RECOGNITION

Peer to Peer Coin Recognition Program

A Way to Acknowledge Excellence and Share Positivity

Employees have the opportunity to nominate or be nominated regardless of job, title, tenure or function. Looking for the “unsung heroes”, going above and beyond and displaying the company’s 10 Commandments.

Nomination examples include:

- Unique collaboration
- Bright/New idea to help complete a project
- Unexpected mentoring
- Creative problem solving
- Modeling superior service
- Help on something not in their job description

Stipulations

- Managers may not recommend their own team members but can recommend other employees.
- Employees may not recommend their own manager.

To submit a coin nomination, [complete the coin nomination form](#).



1st Time Nomination

Bronze
\$50



2nd Time Nomination

Silver
\$100



3rd Time Nomination

Gold
\$150

BAMBOOHR

Office Hours

Our office schedule is as follows:

- Monday, Wednesday, Friday = Work at HQ
- Tuesday, Thursday = Work from home

PTO Requests

PTO hours are used for illness, doctor's appointments, vacations, staycations, mental health days, etc. Any hours not worked, during regular working hours Monday through Friday, should be submitted as a PTO request. Please remember to receive a confirmation that your PTO request has been approved before booking any personal travel. Please submit PTO requests with as much notice, as possible

Telework requests should be submitted for the following reasons:

1. Illness

We urge you to take PTO and rest when you are ill. However, sometimes you may be able to work but aren't well enough to be around others. Thus, please submit a telework request via Bamboo HR to your manager.

2. Child Illness

Should your child be ill and you find yourself without back-up childcare, you may request to telework.

In both of the telework scenarios above, please record the actual hours you were able to work and take PTO for the remaining hours.

3. Extreme Emergency

Telework will not be granted either immediately before, after or during PTO requests. For doctor's appointments on MWF, you are expected to be in the office and take PTO for the time missed.

If you have any questions regarding PTO or teleworking, please feel free to speak to HR for clarification.

BAMBOOHR

Four Inc.'s Time Off Policy

Four Inc. provides its full-time employees with paid time off ("PTO") each year as a way to express Four Inc.'s appreciation of each employee's dedication and as a way to renew and refresh each employee. Because Four Inc. work load is often seasonal, Four Inc. reserves the right to grant PTO at times that are most suitable for Four Inc.'s optimal working conditions and may limit PTO during busier seasons.

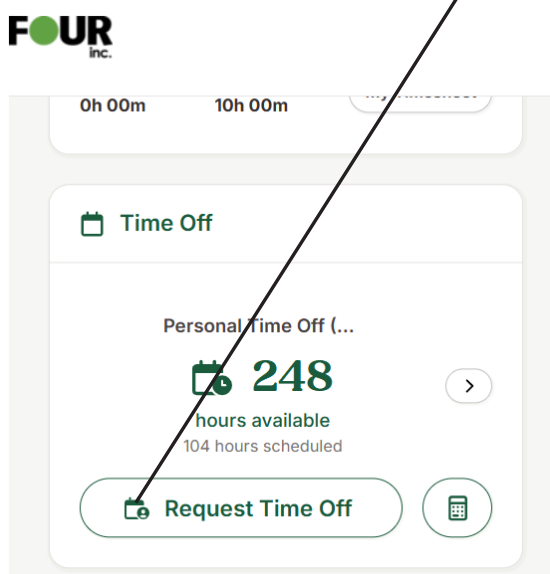
Full-time employees, who have satisfactorily completed 3 months of his or her probationary period, are eligible for 16 days (128 hours) of PTO per calendar year, 12 days for federal holidays observed by Four Inc. (listed below). Please note Four Inc. has a mandatory All Hands meeting on Veteran's Day therefore the "Veteran's Holiday" 8 hours has already been incorporated into your PTO.

Holidays

Four Inc. observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Navigate home to click *Request Time Off* in the my Info widget.



BambooHR Time Off Request

1. Enter the date(s) of your time off request.
2. Select a time off type.
3. Enter an amount of time off. The amount will default to the default number of hours per day or one day if you track a time off type in days instead of hours. If a time off request is during a company holiday, the amount will automatically default to zero for that day.
4. Enter a note regarding the request.
5. The future balance list shows your balance amount for each time off type upon the first day of your request. Click the calculator icon to change the date to see your future balance as of a different date.
6. Send your request for approval.



Request Time Off

From*

mm/dd/yyyy



To*

mm/dd/yyyy



Time Off Category*

-Select-



Amount*

hours

Note

Balance as of

02/12/2025



Personal Time Off (PTO)

248 hours available



Telework

0 hours used (YTD)



Conference/Travel

0 days used (YTD)



Bereavement

0 hours used (YTD)



Dulles Station Meeting Space

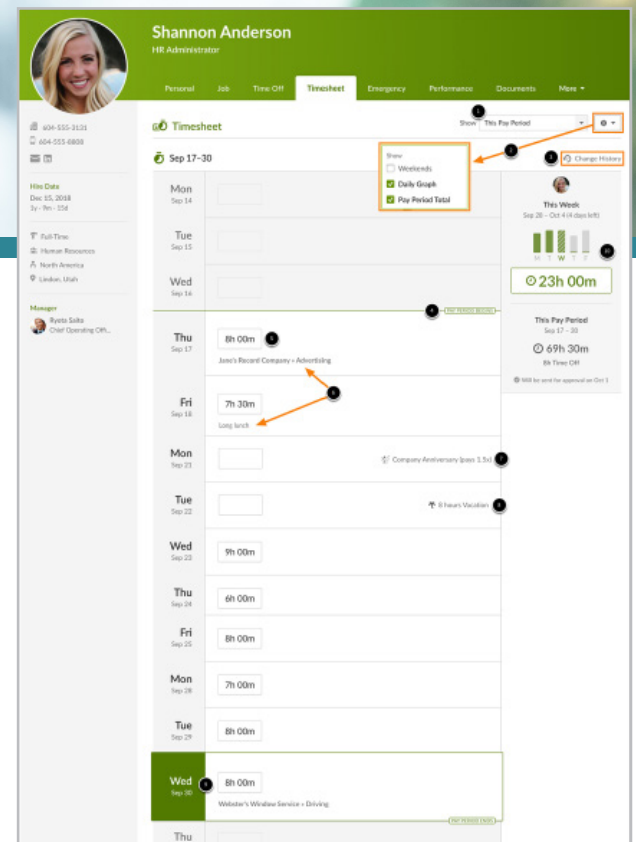
0 days used (YTD)



Send Request

Cancel

BAMBOOHR



BambooHR Timesheet

Total Hours Worked - Single entry for the whole day

- 1. Pay Period:** View a timesheet for a specific pay period and select any pay period in the past 12 months (rolling).
- 2. Timesheet Settings:** Select if you would like to show Weekends (please note that days that have entered hours will always display), a Daily Graph (the bar graph in the summary), or a Pay Period Total.
- 3. Change History:** The change history lets you select a day within a pay period and see the history of changes made on a time entry (see below).
- 4. Pay Period Begins:** Only days within the current pay period allow you to enter hours unless there is an approval for hours in the previous pay period. You cannot enter hours on the days before the current pay period if approved.
- 5. Hours Worked:** Enter the hours worked for each day. If you have Edit access, you can edit any time entries added to your timesheet until its approval.*
- 6. Project/Task or Note:** If you add a project and task or note to a time entry, it will show below the time entry.
- 7. Holidays:** BambooHR will automatically populate holiday pay. Thus, you do not need to enter hours for those dates.
- 8. Paid Time Off:** Approved PTO will automatically be populated on your timesheet.
- 9. Current Day:** Today's date will show in the account color.
- 10. Timesheet Summary:** See an overview of total hours worked during a specific workweek and pay period, including overtime. The chart shows gray bars for future days in the pay period, representing the hours worked during the same days last week. Once you enter time, the bars will be in the account color. Hover over each bar in the chart to see the number of hours worked per day and the date.

SUGARCRM

SugarCRM Best Practices

Four Inc.'s customer relationship management database is SugarCRM. Below are some best practices we use as a company to ensure our CRM stays as organized as possible.

Search! Search! Search!

1. Prior to adding a new contact record into the database, make sure the person does not already exist in our database.
 - Use the wildcard search to pull all possible matches. Wildcard: %Jorden%
 - Make sure to check all variations of spelling for the first name/last name of your contact.
Ex: *Stan and Stanley, Rob and Robert*
2. If your contact **does not exist** in the database, you may move on to "Create a new contact"
3. If your contact **does exist** in the database, but was previously at different company mark them as:
 - Retired/Left Company,
 - Unsubscribe,
 - Exclude From Marketing, AND
 - Edit their email address and select Opted Out
 - Then, continue on to creating them a new contact under their new company, OR ask Katie Fisher for assistance.

Create a New Contact

1. Contact Name
 - Please refrain from using all caps
 - Make sure you are putting the contact's first and last names in the correct boxes and not vice versa
 - Double check you spelled the contact's name correctly
 - Use the contact's full name (not a nickname)
 - Make sure when you enter the first name and last name that they match the email address
2. Contact Phone Number
 - Please enter the phone number as so: 777-777-7777
 - Do not use periods or spaces in between the numbers
 - If you need to include an extension, use an x to denote ex: 777-777-7777 x77
3. Contact Email
 - Please note, if you DO NOT have the contacts email address you can NOT create a contact for them in Sugar. The email address is a mandatory field.
 - Take your time when inputting the email address and ensure you are double checking for typos
 - Please refrain from using ALL CAPS
4. Make sure to **save** after you've created your new contact

ACS Services, Inc.

ACS Services, Inc. is Four Inc.'s complete technology solutions provider. Founded in 1985, the team at ACS is fully committed to delivering reliable, professional IT services. From managing our core IT infrastructure to cybersecurity and help desk support, they serve as our one-stop shop for all of our technology needs. They bring the scale, maturity, and expertise required as we continue expanding into the CMMC space.



Contact ACS for any IT Support needs

How to Get Support:

Please use the following methods to open a support ticket for any technical issues, hardware requests, or software access:

Email: helpdesk@acs.com

Phone: 617-960-9850

To help the ACS team resolve your issues as quickly as possible, please include the following in your ticket:

1. A brief description of the issue in the subject line.
2. Any error messages you are seeing.
3. Your best contact number for a callback.

If you are unable to work due to a technical issue, contact Cody Power at 703-541-9075 to help expedite support.