



Abt Associates Inc.

**International Employee
Reference Guide**

International Employee Reference Guide

I. Introduction

Welcome to Abt Associates! We are pleased to have you as a member of our team. Abt Associates is committed to providing a work environment that is meaningful, productive, fair, and safe. We are certain that you will have a positive experience during your tenure with Abt Associates.

The purpose of this reference guide is to answer most of your questions about Abt's policies and programs to help you feel comfortable and informed. We ask that you read it carefully upon joining Abt Associates, and then keep it handy for questions that come up during the course of your employment.

The guide generally consists of:

- general information about Abt Associates;
- corporate and office policies;
- basic information on employment, compensation and benefits;
- Abt Associates' performance management process.

The contents of this guide are designed for Abt's non-US employees although the information presented is applicable to all employees worldwide. It is presented for informational purposes only. While the contents generally describe the manner in which Abt Associates will operate, they should not be construed as promises by Abt Associates or as conditions of employment. In addition, Abt Associates reserves the right to interpret, modify, revoke, suspend, terminate or change any or all of the plans, benefits, policies or procedures described in this reference guide, in whole or in part, at any time, with or without notice.

Abt Associates recognizes that a reference guide cannot anticipate all situations that may arise. If anything is unclear, please discuss the matter with your manager or contact Human Resources.

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II. About Abt Associates

Abt Associates was founded in 1965 by Clark Abt. Abt Associates is a public policy and business-research consulting firm built on the concept that sound information and empirical analysis are the best foundation for decision making in both the public and private sector.

One of the largest for-profit government and business research and consulting firms in the world, Abt Associates delivers practical, measurable, high-value-added results. Our staff of more than 1,000 employees includes national and international experts who are recognized for their knowledge, innovative research techniques, and insightful analyses and recommendations.

Abt Associates' staff endeavors to improve the quality of life and economic well being of peoples worldwide. We apply our experience and problem-solving skills to wide-ranging economic and social challenges in the United States and around the world.

Abt Associates has been ranked as one of the top 50 U.S. research organizations, one of the top 25 global research firms, and one of the 100 largest employee-owned companies in the United States. Our ethnically diverse staff is guided by strong corporate values and we are involved citizens of our local, national, and international communities.

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III. Mission Statement

Abt Associates' Mission Statement is: *The employees of Abt Associates are committed to performing research and consulting that improves the quality of life and economic well-being of peoples worldwide.*

We devote our energy and creativity to help governments, businesses, and private organizations make better decisions and deliver more-effective products and services. Whether policy or profit driven, our clients turn to us for the integrity of our methods and findings, the objectivity of our thinking, and the practical utility of our results. We are an employee-owned company, committed to sustained financial health and increased shareholder value. We provide a continuous learning environment and are committed to hiring and retaining a diverse staff with the highest quality technical, management, and entrepreneurial talents. We provide staff with a quality of work life characterized by creativity, high performance, and mutual respect.

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IV. Values

Values are what shape an organization and provide the framework for the organization operates. These are the values that shape Abt Associates and what the company looks for all employees to exhibit in their daily actions representing the company:

Collaboration Across a Diverse Community

We highly value the diversity of our workforce, our multidisciplinary competencies, and our diverse contributions to our shared mission and values. Through collaboration and teamwork, we nurture a company-wide community built on respect and trust for all: individuals, Areas, and Departments. Our collaboration and teamwork creates value for our clients and ourselves.

Civic Responsibility and Work That Makes a Difference

Whether we work to shape public policy or business decisions, we believe that our credible approach can make a difference to our clients, our community, the nation, and the world.

Commitment to Integrity

We are committed to act with the highest levels of honesty and integrity.

Creativity and Technical Excellence

In all of our work, we strive to meet the highest standards of professional excellence. We take pride in our technical achievements and seek creative and innovative solutions to meet our clients' needs.

Commitment to Our Employees

We value the exposure our work provides our employees to new concepts and ideas and to different disciplines, methods, and tools. We will continue to provide them opportunities for learning and development. We are responsive to our employees' needs and value their commitment. We support the ideal of work-life balance.

Commitment to Our Clients

Our accomplishments on our clients' behalf are a source of satisfaction and pride for both our clients and ourselves. We work hard to represent our clients' interests, to understand their expectations, to respond effectively to their needs, and to earn their loyalty.

Culture of Entrepreneurship

We provide a supportive environment for exercising entrepreneurial skill. We encourage measured risk-taking in developing new ventures and clients, in expanding our geographic reach, and in conceiving of new ways to meet internal and external client needs.

Corporate Financial Health

We are committed to the efficient use of resources and share responsibility for the financial health of the enterprise.

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Communication with Candor and Respect

We are committed to open communications at all levels of the company, to opportunity for candid and respectful feedback and discussion, and to transparent decision-making in which the employee-owners of Abt Associates have an appropriate and valued voice.

Competence in Management and Leadership

We embrace professionalism and excellence in company management and leadership. Our leadership performance is measured against our leadership model. We will invest in the development of management and leadership skills at all levels.

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V. Organization Structure

Abt Associates worldwide goal is to provide world-class research and consulting, but the company is broken down into different business units.

Lines of Business are the major business units, which currently include International Development, Domestic Development, and Survey

Divisions and Practice Groups are units within the Lines of Business that focus on specific businesses, topics, or client relationships. They carry out specific project and the technical work in accordance with the company's overall strategic plan.

Departments are the support staff that enables the Divisions and Practices to operate smoothly in their day-to-day activities. Examples include Human Resources (HR), Information Technology (IT), and Finance.

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VI. Code of Conduct

It is the responsibility of each employee—regardless of level or location—to read and understand the *Abt Associates Code of Conduct*.

The *Code of Conduct* is a stand-alone document, separate from this International Employee Reference Guide. Each employee should have a copy in his/her possession. If you do not have a copy, it is your responsibility to obtain one by visiting AbtNet to view and download this document, or to request a copy from his/her supervisor or HR representative.

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VII. Office Policies

Described below are some general office policies that apply to all Abt Associates project offices. Individual project offices may develop additional office policies/procedures depending on local labor laws and office management needs.

Conduct

The highest level of professionalism, including respect for the company, fellow employees, and our clients is expected from all personnel. Any deviation from these expectations may be cause for suspension, dismissal or other disciplinary actions including termination.

Dress Code

Our public image is directly dependent upon our staff, so we expect all employees to maintain a professional appearance. Unless otherwise specified by the Chief of Party, employees should dress for a business environment. Shorts, t-shirts, jeans, and tennis shoes are generally not acceptable.

Attendance

All employees are considered essential members of the team, so Abt expects all employees to be on time and able to work a full day. Employees unable to report to work because of circumstances beyond their control should notify their supervisor as soon as possible. If an employee misses work for more than 2 consecutive days because of sickness, the manager may ask the employee to provide a doctor's note.

Each project will publish its own formal work hours, taking into account applicable labor laws, Abt Associates' business needs, and the prevailing practices of other organizations located in-country.

Non-Smoking Office

As a company committed to improving human health and well-being, Abt Associates is particularly conscious of health issues related to the use of tobacco products. Therefore, Abt Associates maintains a smoke-free work environment. Smoking is not permitted in any Abt Associates office.

Alcohol Policy

The abuse of alcohol is strictly prohibited. An employee whose use of alcohol affects job performance to the extent that he/she is not able to perform the functions of his/her job is subject to disciplinary action, which may include termination. Abt Associates may also require an employee to seek treatment.

Property

Company property such as cell phones, computers, laptops, and pagers, are loaned to Abt employees and should be used only by them. Abt will be solely responsible for the procurement, repair, and maintenance of any company-owned equipment. Upon termination of employment, all equipment must be returned to Abt in working condition.

It is the employee's responsibility to store and secure any company-owned equipment. Employees may be held liable for theft, loss, or damage of any equipment that is not

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adequately protected, including any equipment that is stolen out of their home or car. Employees are discouraged from bringing valuable personal property to the office and any loss of personal property is the sole responsibility of the employee.

Property is not limited to equipment and supplies but also includes various data rights, patents, and information. It is the responsibility of all staff members to respect and protect such assets.

Personal Use of Project Equipment

Personal use of project equipment (i.e., telephone, photocopier, fax machine, etc.) is allowed only on the condition that the employee will fully reimburse Abt Associates for the cost. Personal use of a project vehicle is permitted only in emergencies and requires the explicit approval of the senior in-country company representative. Personal use is always billable to the user.

Internet Usage

In some locations, Abt provides employees with access to the Internet to facilitate the performance of company work. Employee use of the Internet should be limited to business use; mis-use can result in counseling or disciplinary action including termination. Abt reserves the right to monitor usage and track the sites being accessed.

E-mail Usage

Abt provides employees with an e-mail system to facilitate the performance of company work. Personal use of e-mail by employees should be limited and must not interfere or conflict with business use. The content of all e-mails is property of Abt. Although Abt does not make a practice of monitoring e-mail traffic on a regular basis, the company reserves the right to retrieve the contents of any e-mail for legitimate reasons including compliance with investigations into wrongful acts.

Timesheets and Pay Periods

Abt is required to maintain complete and accurate records of each employee's time--including absences—to comply with US government time reporting regulations. Each project will develop a protocol for submitting timesheets each pay period.

Employees who fail to comply with company time reporting policy and procedures are subject to disciplinary actions, including termination.

Recruiting and Hiring

The most qualified available applicant must be offered any open position. This means that each open position must be publicly advertised and the hiring manager must prove that he or she has selected the final candidate from a pool of other qualified candidates.

When hiring, a manager should first determine the job that needs to be filled and then look for qualified candidates to fill that position. They should not find a good candidate and then try to fit them into an existing job description.

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Hiring unqualified friends or relatives who have not been vetted against a general candidate pool is strictly forbidden. Even if the family member is a qualified candidate, he/she may not be hired if employment would:

- Create a supervisor/subordinate relationship with a family member.
- Have the potential for creating an adverse impact on work performance.
- Create either an actual conflict of interest or the appearance of a conflict of interest.

Only Abt Associates corporate officers have the authority to hire and terminate employees—and then only in cooperation with Corporate Human Resources. This function cannot be delegated.

Non Fraternization Policy

Supervisors and managers must disclose the existence of any romantic or sexual relationship with an employee who directly or indirectly reports to him or her. This disclosure will enable the organization to determine whether any conflict of interest exists and how to work with the parties involved to resolve the conflict.

VIII. Basic Employment Information

The following sections provide general information about employment with Abt Associates. This information is not specific to a particular project or a specific country but is applicable worldwide. Please note that in all employment matters, Abt Associates complies with local labor law.

Employee Categories

Within Abt Associates, local employees are referred to as Local Country Nationals or LCNs. In almost all cases, local employees hired by Abt Associates are hired to help fulfill a specific project funded by the United States Agency for International Development (USAID) or another client. Project staff normally fall into one of four categories:

- Full-time employee: at least 40 hours per week on a continuing basis.
- Part-time employee: less than 40 hours per week on a continuing basis.
- Temporary employee: full or part-time employee hired for a specific task. Temporary employees are not eligible for Abt Associates benefits.
- Consultants: individuals engaged for specific short-term technical assignments for Abt Associates projects. Consultants are also not eligible for benefits.

Terms of Employment

All Local Country National (LCN) employees are hired under the terms of the appropriate local labor law. All new employees receive an offer letter—which includes the specific terms of employment, such as position, salary and period of employment. In some countries, new employees also receive a more formal Employment Agreement or Contract, which provides further details on terms and conditions of their employment, related to local laws.

References to salary within the offer letter and any other employment document will always cite the *gross* payment to the employee, before required taxes and social charges are deducted.

In some cases, new employees may be put on probationary status for the first 90 days of their employment. This period is intended to give the employee an opportunity to demonstrate his/her ability to achieve a satisfactory level of performance and to determine whether the position meets his/her expectations. Continuity of employment will depend upon the employee's performance during this initial period.

Abt Associates has the right to transfer an employee from one job to another—including location—as long as the new work does not affect the wage of the employee and the terms of his/her contract.

Visas and Work Authorization

In some cases, it may be necessary for Abt to sponsor an employee's work authorization in a country outside of the US—usually in the form of a visa. In most cases, Abt will fund all related costs and usually provide legal assistance. However, ultimately the procurement and maintenance of the work visa is the sole responsibility of the employee.

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IX. General Compensation and Benefits

Job Descriptions

Every LCN position is associated with a formal job description, which includes the job title, supervisor, position summary, key roles and responsibilities, supervision exercised and received, minimum education and experience required, special skills and knowledge.

Abt's LCN job descriptions are intentionally general in nature in order to apply equally in every location. Some common descriptions include: Janitor, Driver, Office Assistant, Finance Assistant, Administrative Manager, and Technical Specialist.

In some cases, the formal job title may be different from the internal job description. For example, an employee's business card may say "Public Health Specialist" or "Agribusiness Specialist" while their internal Abt job grade may be "Technical Specialist 10".

Salary Levels

Outside of the US, Abt salary levels are tied to the Local Compensation Plan (LCP) that is developed for each location under the US Department of State's Foreign Service National Compensation system. This is commonly referred to as the FSN scale. This scale is developed for the U.S. Embassy in each country by a professional compensation consulting firm that analyzes the salary levels of individuals performing similar jobs in similar organizations (comparators) within the country.

The FSN scale is normally divided into 12 different levels, or Grades. Each Grade represents an increasing level of skill and responsibility. (1 is lowest and 12 is highest). Each Grade represents a salary range, with a minimum and maximum value. In general, all employees within each Grade are paid a salary that falls within that range. New employees will normally be hired at the lower level of the scale unless their experience and salary history support a higher salary within a grade level.

Each job description is assigned to a particular Grade. For example, a Driver position is associated with Grade 3.

In some cases, there are different levels of the same type of job. For example, there are Abt job descriptions for Office Manager 8, Office Manager 9, and Office Manager 10. Although all of these positions are related to Office Manager, they are considered different jobs (based upon required skills and level of responsibility), and so are associated with different FSN Grades.

From time to time, the FSN tables are adjusted by the US Government to reflect cost of living increases. If/when this occurs, Abt Associates normally will process a similar increase to the salaries of our local employees. However, this adjustment is at the discretion of project and corporate management and may not exactly match the timing and/or percentage increases of the FSN tables.

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From time to time, a national or regional government may officially decree a mandatory, universal salary increase. If/when this occurs, Abt Associates will generally comply with this mandate and increase employee salaries accordingly. At its discretion, Abt may seek legal counsel on the validity of the mandate..

Abt Associates pays local employees in the prevailing market currency; in most cases the local currency. In the rare case on U.S. government contracts where the US Government pays its local employees in US dollars, Abt may also do so.

Allowances

Many FSN tables include allowances, which are additional cash payments to cover specific costs such as transportation, meals, or miscellaneous benefits. In general, Abt pays the allowances that are tied to legally mandated elements of compensation. Other non-mandatory allowances listed in the FSN tables are also generally paid to employees, but at the discretion of project and corporate management.

Overtime

Overtime will be paid to eligible employees in accordance with local law. However, the Chief of Party must approve all overtime in advance via a signed request form. There are no exceptions, and employees who work overtime without explicit prior approval are not eligible to receive additional compensation.

In some cases—where allowed by local labor law—the employee and the Chief of Party may mutually agree to substitute compensation time (comp time) in lieu of paid overtime. In such a case, the comp time must be used within two weeks or the employee forfeits it

Salary Withholdings

Abt Associates withholds income taxes and the employee's share of social insurance from their salary as required by local labor law, remitting employee and employer contributions to social insurance programs to the appropriate authorities.

Although Abt Associates withholds and remits appropriate funds, ultimately the employee is responsible for preparing, reporting, and paying all locally mandated income taxes.

Local pay and locally created pay statements should reflect the base salary and other compensation elements outlined in the employees' offer letter. Sites do not have the authority to manipulate base salary and allowance amounts into a formula that is more tax-advantageous to employees.

Benefits

Local labor law prescribes many of the benefits that Abt Associates provides, so benefits differ from country to country and there are no set, worldwide benefits.

Employee Benefits are summarized for each location in the *Benefits Summary* developed specifically for each country.

In all locations Abt provides all employee benefits mandated by local labor law. In general, Abt does not provide other employee benefits, even if they are commonly

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offered in a particular market. In some locations, individual projects may offer additional benefits that are not mandated by local labor law. In all cases, these additional benefits are billed directly to the client, and not to the company.

Holidays, Vacation, and Leave

Holidays

Local Country National employees are entitled to take all local holidays posted by the US Embassy, less those designated as US-only holidays.

For example:

Holiday	US	Local
New Years Day	Yes	Yes
Victory Day	No	Yes
Thanksgiving	Yes	No

In the above example, local employees would take holiday on New Years and Victory Day, but not Thanksgiving. The dates and number of holidays may change from year-to-year, especially religious holidays tied to a lunar calendar.

From time-to-time, the local government may declare an exceptional holiday to coincide with a special occasion. In such a case, site management should confer with International HR on if / how the holiday will be observed.

Vacation

Abt follows local labor law to determine vacation allotment.

Abt policy allows employees to carry over a maximum of 10 vacation days from year-to-year; additional days that are not used are forfeited. Employees may carry over more than 10 days of vacation if local laws specifically supersede Abt's policy.

Upon termination, the employee will be compensated for any accrued but unused vacation time; employees are generally not compensated for other unused time such as sick days.

In some cases, our employees may be partnered with other organizations working on the same project, and in some cases, those organizations may have different vacation and holiday schedules. Even in these cases, Abt employees are subject to the leave policies above.

Other Leave

Abt follows local labor law to determine other leave, including sick time, maternity leave, marriage leave, bereavement leave and any other legally defined leave situation.

Emergency Leave

Some of Abt Associates' field offices are located in countries or regions where emergency situations could cause the temporary closure of the office, such as a natural disaster or civil unrest. When such a case is declared by the Chief of Party:

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- Technical staff should continue to work from home—or a client site—to the extent possible. They should continue to bill their time to the project.
- Support staff (accounting, logistics, administrative, etc) who cannot work from home will be granted paid administrative leave, not deducted from vacation or holiday balances. Such leave will be direct billed to the contract.
- Some support staff, due to the nature of their job—such as drivers—may be able to remain on duty during the emergency, subject to the direction and approval of the Chief of Party or designated security officer.

Tuition Assistance

Abt Associates provides tuition reimbursement of up to \$1,000 per year for local academic courses, or \$3,500 for international online courses approved by the company. Reimbursement is generally for tuition and study materials, but does not cover travel or other costs. For additional information refer to the Abt Associates Tuition Reimbursement Policy and discuss appropriate courses with your Chief of Party.

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X. Performance Management Process

Initial New Hire Performance Discussion

As soon as feasible, new employees should have an initial discussion with their manager concerning their job responsibilities and expectations for performance. Specific performance goals are usually written at this time, although additional goals may be added at any time during the performance period.

Annual Review Process

Official employee performance reviews occur annually and are applicable to—and obligatory for—all levels of employees, at all locations. Normally, this process takes place in May. The overall purpose of the annual review is to provide feedback to the employee. These reviews take into account overall quality of work performed, specific performance goals, and leadership/ management competencies.

Employees are assessed on a combination of factors, including:

- 1) Performance against specific work-related goals
- 2) Performance against general competencies such as teamwork and communication
- 3) Management competencies (if applicable)

There are five overall ratings that correspond to the performance review:

Exceptional	• Attains high-quality results, exceeding ALL specific goals • Exemplifies ALL Abt competencies • Is recognized as an outstanding contributor among his / her colleagues • Takes the initiative to contribute beyond expected duties, profoundly and positively impacting the Company and / or Business Unit
High Contributor	• Attains high-quality results, exceeding specific goals • Meets all Abt competencies • Is recognized as a strong contributor by his / her peers and colleagues • Often takes the initiative to contribute beyond expected duties, positively impacting his / her effectiveness or productivity
Successful Contributor	• Attains high-quality results, meeting specific goals • Meets most Abt competencies; no serious gaps • Is recognized as a successful contributor by his / her peers and colleagues. • Willingly contributes beyond expected duties, as requested.

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Contributor	• Attains satisfactory results, usually meeting specific goals • Meets most Abt competencies; no serious gaps • Recognized by colleagues to have contributed positively • Does not normally or willingly contribute beyond expected duties
Unsatisfactory	• Does not attain satisfactory results and / or • Does not meet Abt competencies and / or • Recognized by colleagues to be a weak contributor or hindrance and / or • Does not exhibit sufficient flexibility in addressing changing duties or expectations

Every employee is rated in one of these five categories for each competency, as well as for the overall review.

The first step in the review process is a self-assessment. Once this is completed, the employee's supervisor will review it and add their own assessment of performance. Supervisors then meet with each employee to share this assessment and discuss any issues. Once the document has been finalized, each employee signs the evaluation. Your signature does not necessarily indicate your agreement with the rating, but serves as an acknowledgment that you have been given the review.

Merit Salary Increases

Employees are eligible for (but not guaranteed) a periodic annual increase, normally calculated as part of the annual review process. To be eligible, employees must be hired before December 31st of the previous year. The amount of the increase is based upon a number of factors, including overall company financials, Division performance, and individual employee performance.

The merit increase is the same across all locations. It is not based on the cost-of-living or other general economic trends at a certain location.

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Performance Bonuses

All non-US employees—regardless of level or location—are eligible for the Variable Incentive Compensation Plan (VICP). The amount of this annual bonus—also associated with the annual review process—is based on a combination of company financial results and individual performance as judged by an employee’s immediate supervisor. In order to be eligible, employees must be employed on December 31st of the preceding year and receive a performance rating of “Successful Contributor” or above. This bonus is variable from year to year and could be zero.

Mid-Year Reviews

In some locations, managers perform mid-year reviews, usually in November. During this process, employees and their supervisors review general performance as well as previously defined goals.

Promotions

At Abt, a promotion occurs when an employee makes a job change that results in a higher level of responsibility, and therefore a higher job level. For example, a Finance Assistant takes on the role and responsibility of an Office Manager. This could be a gradual shift or a sudden change. Promotions are normally not based on the fact that an employee is performing well within their existing job.

Promotions can occur within the same FSN Grade or by moving an employee to a new FSN Grade.

No employee receives an automatic promotion based upon how much time they have been with the company or in a particular role. Instead, proposals for promotions must be initiated by an employee’s manager who discusses the proposal with the Division leadership.

Promotions are usually processed as part of the annual review process, when managers are asked to evaluate their employees’ performance and overall responsibilities. However, on an exceptional basis managers may request an “out-of-cycle” promotion to occur outside of the normal annual review.

Equity Adjustments

In some instances, a manager may recommend an equity adjustment. An equity adjustment is usually in the form of a salary increase in order to rectify a situation in which an employee’s salary is significantly lower than that of his or her peers. Several elements factor into a decision, including education, experience, training, and performance. Equity increases are fairly rare since the combination of job level and FSN grades should prevent situations where employees are paid significantly different salaries for the same roles.

Spot Bonuses

A Spot Bonus is intended to recognize and/or reward an employee for actions or accomplishments that go above and beyond his/her expected duties. Any employee may nominate another employee (or group of employees) for a Spot Bonus, including employees outside of his/her immediate organization. A nomination may be in the form of a short memo or an email—directed to the cognizant Division Vice

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President—briefly justifying the reason for the spot bonus. LCN employees are eligible for up to \$1,000 per fiscal year

Discipline

From time to time, Abt may find it necessary to discipline an employee for lack of productivity, lack of attendance, negligence, or any other inappropriate behavior. This is usually addressed in the form of a Performance Improvement Plan, or PIP. A PIP is a document that outlines the performance problem, specific and measurable goals, and a timeline for improvement. If employees fail to meet the requirements detailed in the PIP, they are usually terminated. In the case of critical offenses—such as theft, harassment, assault, or unethical behavior—Abt may terminate the employee without previous written notice.

XI. Completion of Employment

Termination/Separation

Unless local labor law states otherwise, employment of any staff member may be terminated under any of the following circumstances:

- During the probationary period the employer may terminate the services of the employee and/or the employee may resign without giving notice or stating cause
- If the employment contract expires or a specific work assignment ends, the company may terminate the employee following standard procedures
- If it becomes evident that an employee submitted untrue or faulty information, declarations, recommendations or certificates, assumed an untrue identity, or deliberately concealed or kept pertinent personal information from Abt Associates, the company may immediately end the individual's employment without prior notice or compensation
- If Abt Associates' management determines the employee is not adequately fulfilling his/her responsibilities, he/she may be terminated following standard procedures and notifications
- If the employee is absent without leave (AWOL), he/she may be terminated following standard procedures and notifications
- Should the U.S. Embassy or USAID Mission order American contractors to leave the country, or in the case of war, or if for any reason USAID terminates Abt Associates' contract or the work agreed upon, the company shall terminate all employment agreements

Severance Pay

Severance pay is compensation for employees in good standing who are separated from employment based on downsizing, reorganization, or the ending of a contract. Unless specifically mandated by local labor law, Abt Associates does not pay any severance to employees who voluntarily resign.

If applicable, severance will be paid to employees at the time of termination from a project and/or at the time of termination from the Company.

In the case where an employee is paid severance at the end of a project—but continues working for Abt Associates on another project or in another capacity—the severance payment is deducted from the employee's severance that is due upon final termination from the Company.

Resignation

Unless dictated differently by local labor law, an employee may resign at any time by giving one month's written notice. Upon resignation, the employee will be entitled to any unused annual leave, but will in no case receive severance pay.

End of Service Claims

At the end of service for whatever reason, the employee and employer will generally jointly sign an End of Service statement attesting to the settlement and payment of any mutual debts or liabilities.

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Employee's Obligations Upon Termination of Employment

Immediately upon termination of employment for any reason, the employee will deliver to the employer, without keeping any copies whatsoever, all funds, files, documents, papers, materials, or any other property in the employee's possession that belongs or relates to the employer. In most locations, failure to do so entitles the employer to withhold the final salary payment.

While employed and following termination of the employment contract, the employee shall not disclose any information about the interests or business of the employer to any third party, and undertakes to safeguard all technical, commercial, and confidential information of the employer and its associated companies, as well as third parties with whom the employer has dealings at all times.