

ACKNOWLEDGEMENT OF VIP's POLICIES CERTIFICATION

I hereby declare to understand that VIRTUAL INTELLIGENCE PROVIDERS, L.L.C. (“the Firm”) has Policies and Procedures critical to its operations, and to the way it conducts business. As such, the Firm expects me to comply with said Policies and Procedures. I further understand that Virtual Intelligence Providers, L.L.C. believes its Policies and Procedures (shown in the table below) are a reflection of its Values and Code of Business Conduct, thus providing me with a clear understanding of them:

- Antitrust Policy
- Compliance with Law Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Standards of Conduct Policy
- Intellectual Property Policy
- Non-Compete Policy
- Sexual Harassment Policy
- Safety Policy
- Drug and Alcohol Policy
- Project Deadlines and Schedule
- International Consultant Policy
- Confidential Information Policy
- VIP Ethics Policy
- Employment at Will Policy
- Workplace Violence Policy
- Equal Employment Opportunity Policy
- Computer & Electronic Security Policy
- Physical Protection of Information Policy
- Mandatory Reporting Policy
- Travel Policy
- Americans with Disabilities Act Policy
- Loss Prevention Policy
- Personal Appearance
- VIP Payday Policy
- Tax Policy
- Telecommuting Work Policy
- Acknowledgement of Company Policies and Certification

I reaffirm my understanding that the Firm’s Policies and Procedures are important and relevant to the Firm’s business success. As such, the Firm expects me to understand and comply fully with them. I further acknowledge that the Firm’s Policies and Procedures, regardless of how they are delivered, electronically or otherwise, are binding upon me as of the time of my hiring, and will remain so for as long as I am in the Firm’s employ.

By signing below I acknowledge having received current copies of Our Values, the Code of Business Conduct and the Policies listed above, and that I have read and unequivocally understood each of them. Additionally, I acknowledge mine being aware of, and having *UNHINDERED* access to other Policies and Procedures of the Firm, and that I am familiar with them and their applicability to my work for the Firm.

Also, by signing below, I attest to my compliance with the Firm’s Policies and Procedures. If I am not in compliance, or if I am aware of any issues of non-compliance with any policies or procedures by other VIP personnel that have not been reported to the Firm, or if I have a question about compliance with a particular Policy or Procedure, I will indicate it by checking YES in the box below, and by providing additional information, as may be requested by the Firm. If, contrariwise, I am not aware of any issues of unreported non-compliance with any Policies or Procedures by other individuals in the Firm’s employ, and have no questions about a

Policy or Procedure, I will indicate it by checking NO in the box below. I acknowledge that in my position I am expected to engage all colleagues or Team Members, with whom I work, in activities consistent with the Firm's Values, Code of Business Conduct, and its Policies and Procedures.

What is a Disclosure? It is an opportunity for the Team Member to provide information about any fact, event or circumstance that may be inconsistent or at odds with a Policy requirement of the Firm. Such information would reasonably describe the fact, event or circumstance that will permit a follow up review and discussion. This disclosure may also be in the form of a question where I might seek advice and/or clarification concerning a policy related to a particular fact, event, or circumstance.

I understand that my acceptance of the Firm's Policies and Procedures does not create an automatic contract of employment, nor may alter the status of my current engagement.

I also understand that my compliance with VIP's Policies and Procedures is a hiring requirement, and that if I fail to comply with them I am not truthful in my acknowledgement and disclosures hereunder and I will be considered to have breached this condition of employment.

Acknowledged and Accepted By:

Independent Contractor's Signature

Independent Contractor's Printed Name

Title

Date

<p>Disclosures Provided?</p> <p>Yes _____</p> <p>No _____</p>
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Important note:

Please complete and detach pages 39 & 40 of this manual and return them to:
Frank Velasco
Human Resources Manager
Virtual Intelligence Providers, L.L.C.
110 Cypress Station
Level One, Suite 123
Houston - TX 77090

Original Signatures are required. This document must be returned to VIP, L.L.C. within the first 15 days of employment.