



Employee Handbook

For Temporary Employees

2024

EQUAL OPPORTUNITY EMPLOYER

**This Employee Handbook replaces and supersedes all prior Employnet, Inc.
Employee Handbooks for Temporary Employees**

NOTE: This Employee Handbook governs the terms and conditions of your employment with Employnet, Inc. ("Employnet"). Employnet expressly reserves the right to change or withdraw these benefits and/or policies at any time, with or without notice, with the exception of changes to the at-will employment relationship. Changes to the at-will employment relationship can be made only in a writing signed by the CEO of Employnet and the Employee or the Employee's representative.

Welcome!

Welcome to Employnet, Inc. (“Employnet” or “the Company”). Please review the following information and feel free to keep this page as a quick reference guide during your relationship with Employnet.

- **Application Procedures:** Complete the application packet in its entirety and return to your Employnet representative.
- **Timecards/Timekeeping:** You will be provided access to our electronic timecard system. We ask that you set up your account as soon as you receive the invitation email so you can start utilizing this system. Completed Electronic Timecards are due no later than 10:00 am each Monday following the week worked. Please enter all hours worked from time of arrival to time of departure. Please also enter the time at which you left to take your meal period and the time at which you returned to work at certain Client sites you may be issued time clock or badge access that can be used to access work areas and/or for electronic timekeeping. Please note that you may be placed on an assignment at a client that utilizes a Biometric identifier to record hours worked. A Biometric identifier includes a retina or iris scan, fingerprint, voiceprint, scan of hand or face geometry, or body temperature.
- **Pay Cycle:** Employnet operates on a weekly pay cycle.
- **Direct Deposit:** You can opt for your check to be direct deposited into your account. The first and in some cases your second check will arrive as a regular paper check to your mailing address. This delay is caused by our need to pre-note your account to ensure that your funds are put into the correct account. You will see the funds in your account each Friday. If the Friday is a Federal Holiday, the funds will be available the previous business day.
- **Benefits:** Employees regularly scheduled to work thirty (30) or more hours per week (or fewer hours depending on State law) will be eligible for medical insurance coverage in accordance with Federal or State law, as well as dental benefits. You will receive a new hire packet shortly after hire with more information. You may contact the various providers directly for any questions you may have.
- **Injuries:** If you are injured, please contact your immediate supervisor as soon as possible and then contact your Employnet representative. All injuries or incidents must be reported within 24 hours.

Should you have any questions: Please feel free to contact us Monday through Friday, 8:00 AM to 5:00 PM PST. We congratulate you on your new position and welcome you to Employnet.

Sincerely,
Employnet

Welcome to Employnet. By completing our orientation process, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our Clients and contributing to the financial success of Employnet, its Clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. We consider the employees of Employnet to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

About This Handbook

The following pages contain information regarding many of the policies and procedures of Employnet. This is not an employment contract and is not intended to create contractual obligations of any kind.

Please remember that the employment relationship is “at-will,” meaning that either you or Employnet can terminate the employment relationship with or without cause and with or without prior notice. No supervisor has the authority to change this policy. Only the Chief Executive Officer (CEO) of Employnet has the authority to change or modify the “at-will” status of employees, and only in a writing signed by Employnet’s CEO and the employee (or the employee’s representative).

Other than the at-will employment relationship policy, Employnet reserves the right to modify the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

The policies contained in this handbook shall be applied to conform to Federal, State, and Local law. If you have any questions, please contact the Vice President of Human Resources.

The policies in this Handbook are adopted to promote the legitimate and substantial business interests of Employnet. They are *not* intended to interfere with or burden employees’ right to participate in concerted activity, such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act (NLRA). If any employee believes any of Employnet’s policies contained in this Handbook would interfere with any employee’s protected rights under the NLRA, the employee is encouraged—but not required—to contact an Owner or the Vice President of Human Resources so that they can explain the policy’s purpose and Employnet’s desire to not interfere with employees’ protected rights.

Employnet values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment where employees and Employnet alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Vice President of Human Resources.

Definitions

In reviewing this handbook, please note the following definitions:

- “Chief Executive Officer” or “CEO” means Charles N. Tope, located at 2555 Garden Road, Suite H, Monterey, CA 93940.

- “Client” means the client of Employnet where you are assigned to work
- “Client Site Representative” means your primary contact at the client’s worksite
- “Employnet Representative” means your primary contact at Employnet
- “Supervisor” means your immediate, Client site supervisor
- “Vice President of Human Resources” means Employnet Vice President of Human Resources, located at 2555 Garden Road, Suite H, Monterey, CA 93940

Review of Employee Handbook

New employees will receive access to or a copy of the Employee Handbook and will be given time to read it and ask any clarifying questions. The signed copy of the “Receipt and Acknowledgment of Employee Handbook” will be placed in the employee's personnel file. Please sign and return the form found at the back of this Handbook.

Standard Employment Practices

Equal Employment Opportunity

Employnet is an equal employment opportunity employer. Employnet will not discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race (including traits historically associated with race such as hair texture and protective hairstyles), color, creed, religion (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (defined as each person’s internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender), gender expression (defined as a person’s gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person’s sex assigned at birth), marital status, registered domestic partner status, age, sexual orientation, military or veteran status, , national origin or ancestry, physical or mental disability, legally protected medical condition or information, genetic information, or any other basis protected by applicable Federal, State, or Local laws.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Employnet will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless doing so would result in an undue hardship.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Vice President of Human Resources and request such an accommodation. The Client, Employnet, and the applicant or employee will engage in an interactive process to identify and evaluate possible accommodations. If an accommodation is identified that is reasonable and will not impose an undue hardship, Employnet and the Client will make the accommodation.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Employnet representative, the client site representative, or the Vice President of Human Resources. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Policy Against Harassment, Discrimination, and Retaliation

Purpose of Policy

Employnet is committed to providing a work environment that is free of harassment, discrimination, and retaliation. The purpose of this policy is to promote equal employment opportunity to succeed in the workplace and to assist all persons in understanding their rights, duties, and obligations. In keeping with this policy, Employnet strictly prohibits discrimination and harassment of any kind, including discrimination and harassment on the basis of sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), race (including traits historically associated with race such as hair texture and protective hairstyles), color, religion (including religious dress and religious grooming), gender, gender identity (defined as each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender), gender expression (defined as a person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth), age, mental or physical disability, medical condition, national origin, ancestry, marital status, registered domestic partner status, military or veteran status, , sexual orientation, legally protected medical condition or information, genetic information, or any other characteristic protected under applicable Federal or State law or Local ordinance. This policy also prohibits harassment and discrimination based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of these characteristics.

Employnet's policy against harassment, discrimination and retaliation applies to all persons involved in the operation of Employnet and prohibits unlawful discrimination, harassment, and retaliation by Employnet's employees, managers, supervisors, co-workers, independent contractors, interns, volunteers, and third parties including but not limited to clients, customers, client employees, employees of other placement agencies, visitors, suppliers, vendors and others doing business with Employnet with whom employees come into contact during the course of their work for Employnet

Employnet also prohibits abusive and hostile conduct in the workplace, which is conduct undertaken with malice that a reasonable person would find hostile, offensive, and unrelated to Employnet's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

This policy prohibits discrimination and harassment in the form of sexual favoritism, which occurs when individuals are qualified for but are denied an employment opportunity or benefit because the person who received the employment opportunity or benefit submitted to sexual advances or requests. Favoritism or preferential treatment in the terms and conditions of employment on the basis of sexual conduct, sexual

attraction, appearance, and/or physical characteristics or attributes is also prohibited.

This policy also prohibits harassment and discrimination in the form of sex stereotyping. As used in this policy, the term “sex stereotype” means an assumption about a person’s appearance or behavior, or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex.

This policy also prohibits discrimination and harassment against an individual who is transitioning, has transitioned, or is perceived to be transitioning. “Transitioning” in this context refers to a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to, changes in name and pronoun usage, facility usage, participation in employer-sponsored activities (e.g. sports teams, team-building projects, or volunteering), or undergoing hormone therapy, surgeries, or other medical procedures.

In addition, retaliation of any kind against individuals who file complaints or who assist in Employenet’s investigation of a discrimination, harassment, or retaliation complaint is prohibited.

Harassment Defined

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee’s work performance. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which (1) has been made either explicitly or implicitly a term or condition of an individual's employment, (2) is used as a basis for employment decisions such as promotions and benefits affecting such individual, or (3) substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassing conduct can take many forms, but the most common forms may include, but are not limited to, the following:

- Verbal Harassment such as epithets, vulgar or derogatory jokes or comments, slurs, negative stereotyping, and unwelcome remarks when directed at an individual based on a protected characteristic listed in this policy;
- Physical Harassment such as physical interference with normal work, impeding or blocking another’s movement, assault, unwelcome physical contact, staring at a person’s body, physically interfering with normal work or movement, and threatening, intimidating or hostile acts when directed at an individual based on a protected characteristic listed in this policy;
- Visual Harassment such as offensive, derogatory, sexually oriented, or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, e-mail, computer graphics or images, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on Employenet’s or the Client’s premises or circulated in the workplace; and
- Sexual Favors, e.g., unwanted sexual advances, which condition an employment benefit upon an exchange of sexual favors.

Sexually harassing conduct may be either “quid pro quo” or “hostile work environment” sexual harassment.

- “Quid pro quo” (Latin for “this for that”) sexual harassment is characterized by explicit or implicit conditioning of a job or promotion on an applicant or employee’s submission to sexual advances or other conduct based on sex.
- “Hostile work environment” sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with an employee’s work performance or create an intimidating, hostile, or offensive work environment.

Sexual harassment includes harassment of women by men, of men by women, and same-sex, gender- based harassment. Sexual harassment need not be motivated by sexual desire.

Reporting and Investigating Harassing, Discriminatory, and/or Retaliatory Conduct

If you believe that the comments, gestures, or conduct of any Client, Client supervisor or manager, Client employee, co-worker, Employnet employee, Employnet supervisor or manager, independent contractor, customer, vendor, or other third party doing business with or for Employnet or Client are harassing, discriminatory, retaliatory, or constitute misconduct in violation of this policy, you are required to immediately report the facts of the incident to the Vice President of Human Resources or to your Client supervisor or a Employnet representative. Your report may be verbal or written and should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. No adverse action will be taken against an employee who makes a report or cooperates in the investigation of a report of discrimination, harassment, or retaliation. Any Employnet or Client manager, Employnet or Client supervisor, or Employnet employee who receives a complaint or report of harassment, discrimination, or retaliation must immediately report such complaint to the Vice President of Human Resources so the complaint can be investigated in accordance with this policy. Employnet will keep the complaint and investigation confidential to the fullest extent possible.

Employnet’s policy is to have a qualified individual conduct a timely, fair, thorough, objective, and complete investigation of the complaint and provide all parties appropriate due process. Employnet will document and track the investigation to ensure reasonable progress. At the conclusion of its investigation, Employnet will evaluate whether discrimination, harassment, or retaliation has occurred based on the evidence collected. Employnet will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred, and will determine appropriate options for remedial actions and resolutions where necessary. Employnet will, as promptly as possible, communicate its findings, including the remedial action (if any) to be taken, to the accused and to the complainant, and, when appropriate, to any other person who is directly concerned. Employnet will keep the complaint and investigation confidential to the extent possible.

Corrective Action

If Employnet determines that discrimination, harassment, or retaliation has occurred, Employnet will take corrective or remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused up to and including termination of employment. Steps will be taken, as necessary, to prevent any further discrimination, harassment, or retaliation.

Retaliation

No individual will suffer any reprisals or retaliation for reporting or making a complaint or for participating in any investigation of incidents of discrimination, harassment, or retaliation, or perceived discrimination, harassment, or retaliation.

Additional Enforcement Action

Employnet encourages all employees to immediately report any incidents of discrimination, harassment, retaliation, or misconduct forbidden by this policy so that complaints can be resolved promptly.

Immigration Law Compliance

Employnet is committed to full compliance with Federal immigration laws and will not unlawfully discriminate on the basis of citizenship or national origin. All offers of employment are contingent on verification of an individual's right to work in the United States. Under Federal law, all newly hired employees must produce original documentation establishing their identity and right to work in the United States, and complete USCIS Form I-9, attesting that they have a right to work in the United States. Form I-9 must be signed on your first day of employment. Documentation from the Form I-9 List of Acceptable Documents establishing identity and right to work in the United States must be provided within three (3) business days of your first day of employment.

National Labor Relations Act

The policies in this handbook are adopted to promote the legitimate and substantial business interests of Employnet. They are not intended to interfere with or burden employees' right to participate in concerted activity, such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act (NLRA). If any employee believes any of Employnet's policies contained in this handbook would interfere with any employee's protected rights under the NLRA, the employee is encouraged—but not required—to contact the Human Resources Department or an Owner of Employnet so that they can explain the policy's purpose and Employnet's desire to not interfere with employees' protected rights.

Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Policies and Procedures

At-Will Employment

Employnet does not offer tenured or guaranteed employment. Unless Employnet has otherwise expressly agreed in writing, your employment is **AT-WILL** and may be terminated by you or by Employnet at any time, with or without notice, for cause or for no cause.

Employment that is “at-will” is employment that may be terminated with or without cause, with or without notice, at any time, by the employee, Employnet, or the Client. No manager, supervisor or employee of Employnet or of the Client has the authority to enter into any agreement for employment for any specified period of time. Only the CEO of Employnet has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Any such agreement must be in writing signed by you, or your representative, and the CEO of Employnet

Job Assignments

Job assignments may be sporadic, intermittent, unpredictable, and irregular. As a result, significant gaps may occur between assignments. Nevertheless, the employment relationship will not end at the conclusion of any assignment, unless Employnet or employee notifies the other of the decision to end the employment relationship in the manner noted above. In the absence of such notice, the end of an assignment will not constitute or be considered a discharge, release, resignation, or termination of the employment relationship.

Between assignments, we will continue to consider you for suitable work opportunities for which we determine you are qualified. You will not earn wages except when you perform actual work on assignments you are given or when otherwise required by law. You also may take advantage, on a purely voluntary basis, of our training resources between assignments.

While the employment relationship continues, you will be paid in accordance with the regular payday rules governing current employees. You will be paid on regular paydays following the completion of services on any assignment. If you expressly notify us of your decision to quit, or if you are terminated, you will receive your final wages when applicable law requires.

After you are hired, you normally will not need to complete a new application form or additional new-hire paperwork in order to receive additional assignments as long as you remain employed. Exceptions will occur if you seek a new assignment that requires special screening or if special requirements are imposed by a particular client or are required by law.

Reporting Changes

You are responsible for promptly notifying a Employnet representative of any change in your name, address, telephone number, marital status, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Employnet files.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

- 1) Exempt employees are generally salaried and fall into one or more of the following four classifications: executive, professional, administrative, or outside sales. These employees are exempt from the applicable provisions of State and Federal ("Fair Labor Standards Act" or "FLSA") wage and hour laws.
- 2) Non-exempt employees are subject to provisions of State and Federal (FLSA) wage and hour laws, including eligibility to receive overtime pay in accordance with those laws. Non-exempt employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

Personnel File

Employnet maintains personnel files on each of its employees. These files are confidential in nature and are kept secure. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

Compensation

Pay Periods

All employees are paid by way of direct deposit, pay card, or check. For employees who opt to be paid by check, the check will be available to the employee on the Friday of the week following the week in which work is performed, or the employee may request to receive the check by mail via United States Postal Service sent to the employee address on file with Employnet on the Friday of the week following the week in which work is performed. The check date will be the Friday of that week. Alternative payment dates may be established for designated employees. Employees are paid for the hours entered and approved on the employee time sheet. As such, it is of the utmost importance that employees enter on their time sheet all hours worked and if applicable, the time when any meal period started and ended.

As noted above, you may also elect to be paid by way of ACH / Direct Deposit. This method is highly suggested. If you elect to be paid by way of ACH / Direct Deposit, funds will be deposited into the account designated by you each Friday following the week in which work was performed. Funds may take up to 24 hours to post to your account. If you are interested in receiving your wages by direct deposit, you should speak to a Employnet Representative or the Vice President of Human Resources.

Hours of Work

Employnet's regular business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work hours for employees are established by Employnet and our Client for each employee, and subject to change based on business needs and necessity.

Employnet is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Meal and Rest Breaks

Employnet and the Client the employee supports will establish Meal Periods and Rest Breaks for non-exempt employees in accordance with applicable Federal, State and Local laws.

Timekeeping

Accurate time recording and reporting is a requirement for all labor performed. Your method of time reporting will depend on the Client and possibly the area where you work. The following are the possible methods of recording hours worked:

- **Electronic Timekeeping** – At certain Client sites, you may be issued time clock or badge access that can be used to access work areas and/or for electronic timekeeping. Each time clock has a department code assigned to the clock. Employees are required to clock in/out at the time clock located in their department using their Employnet assigned ID. If there is a problem with the time clock, the employee should notify the Client site supervisor and the Client site supervisor will direct the employee to the next appropriate time clock station. Employees should clock in at the start of their shift, before performing any work, and at the end of their scheduled shift after performing their work. Nonexempt employees are required to clock in/out for meal periods in addition to the beginning and end of the day. If the employee misses an entry into the timekeeping system, the employee will notify the Client site supervisor and a Employnet representative as soon as possible. The Client site supervisor will manually enter the employee's work hours via the manager time clock portal. Employees who consistently miss time clock entries will be subject to disciplinary action. In this case employees must enter their hours on a daily basis and these must be submitted to Employnet no later than 10 am on Monday following the week in which work was performed.

Overtime

There may be times that non-exempt employees are required to work overtime based on business need. Employees are not permitted to work overtime unless authorized to do so. Employees asked to work overtime are required to do so based on business needs. Overtime is paid in accordance with the Fair Labor Standards Act and the applicable laws of the State, County, or City where the employee is performing work. Employees will be paid for all hours worked but may be subject to disciplinary action for working overtime without authorization. Exempt employees are not eligible for overtime pay.

Payroll

Both exempt and nonexempt employees will have Federal and State taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee.

Expense Reimbursement

Employnet will reimburse employees for reasonable and necessary business expenses incurred in the course of performing their job duties. Employees are required to limit business-related expenses to reasonable amounts. In all cases, employees are required to obtain prior approval before incurring expenses on behalf of Employnet. Employees who have incurred reasonable business expenses in the course of their employment must submit a completed expense report together with all applicable receipts to a Employnet representative within fifteen (15) days after incurring the business expense.

The use of a personal vehicle for Employnet and its Clients' business activities must be approved in advance and in writing by Employnet's Vice President of Human Resources. This does not include use of a personal vehicle to commute from home to the place of work and from the place of work to the home. Employees must record mileage, not including the employee's regular round trip commute, and submit for reimbursement. Reimbursement will be at the then-current mileage rate approved by the Internal Revenue Service. Falsification or exaggeration of the actual miles driven on Employnet Client business will subject an employee to disciplinary action, up to and including termination of employment.

If employees use or are asked to use their personal cell phones for Employnet Client business, they should contact the Employnet Vice President of Human Resources.

Employee Conduct and Work Rules

Attendance & Punctuality

Punctual and regular attendance is an essential function of each position at Employnet. Additionally, performance of each employee's job on client premises is an essential function of every employee's job. Employees are required to report to work as scheduled, on time and prepared to start working. Employees also are required to remain at work for their entire work schedule, except during meal and rest periods. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Absence

If you experience unanticipated factors that cause you to miss a shift entirely, you are required to contact your Employnet representative FIRST, AND then contact your Client site representative at least one hour before the time that you are scheduled to begin working for that day. Whenever possible, you should notify your Employnet representative and your Client site representative the night before an anticipated absence. If you are unable to reach your Employnet representative and your Client site representative to notify them of an upcoming absence, you must continue attempts to reach your Employnet representative and your Client site representative until contact is made.

Except under extenuating circumstances, you are required to notify your Employnet representative and your Client site representative each day you intend to be absent, even if you have given prior notification to your Employnet representative and your Client site representative of the anticipated duration of the absence. You must give notification of an upcoming absence or tardiness. Messages left with any unauthorized coworker, receptionist, or on voice message regarding an upcoming absence or tardiness are not sufficient and will automatically be considered a no show, no call.

If you are unable to give one hour notice, then to the extent practicable, you must provide reasonable advance notice to your Employenet representative and your Client site representative before the time you are scheduled to begin working for that day.

Employees with more than three consecutive days of excused absences because of illness or injury may be asked to provide Employenet a physician certification releasing the employee for duty prior to returning to work.

Tardiness and Early Departures

If you experience unanticipated factors that prevent you from arriving at work on time, you are required to contact your Employenet representative FIRST, AND then contact your Client site representative at least one hour before the time you are scheduled to begin working for that day.

Employees are required to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their Employenet representative and their Client site representative no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the employee's Employenet representative and Client site representative that a schedule change may be necessary. Employees who must leave work before the end of their scheduled shift must notify their Employenet representative and their Client site representative immediately.

Employees who are unable to return to work from a scheduled break on time, or who must leave work before the end of their scheduled workday, must notify their supervisor immediately.

Messages left with any unauthorized coworker, receptionist, or a voice message regarding an inability to arrive at work on time, inability to return to work from a scheduled break on time, or early departure from work, are not sufficient and will not meet the requirements of this policy.

Disciplinary Action

Poor attendance, including, but not limited to, excessive absenteeism may result in disciplinary action up to and including termination from the assignment with the Client and from employment with Employenet. Employees may also be disciplined for poor attendance if they have patterned absences (for example, the day after a holiday weekend). Disciplinary action will not be imposed if absences are covered by the Family and Medical Leave Act (FMLA), leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or applicable State law, absences resulting from vacation, or other legally protected absences.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying the employee's supervisor, an Employenet representative, or a Client site representative will be considered to have abandoned the job and voluntarily ended the assignment with the Client. If an employee is out on a legally protected absence for three consecutive days, but was unable to notify the employee's Employenet representative and Client site representative, the employee will not be presumed to have resigned from employment upon providing such notice, but the employee may be disciplined for failing to notify the Employenet representative and the Client site representative of the legally protected absence as required by

Employnet policy.

Availability for Work

Employees must be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you must notify your Client site supervisor and your Employnet representative at least one week prior to the change.

Standards of Conduct

Employnet requires that all employees conduct themselves in a professional and ethical manner. Employees are prohibited from conducting business that is unethical in any way or influencing other employees to act unethically. Furthermore, employees are required to report any dishonest activities or damaging conduct to an appropriate supervisor.

By accepting employment with us, you have a responsibility to Employnet, the Clients, and your fellow employees to adhere to certain rules of behavior and conduct. Employnet's policy prohibits the following conduct, and violation of this policy may result in disciplinary action, up to, and including termination.

- Negligence or willful inattention to duties or responsibilities.
- Discourteous or insubordinate conduct.
- Theft or dishonesty.
- Smoking on the premises of Employnet or of Client.
- Frequent absences or tardiness. This policy does not apply to employees who are eligible for and have accrued unused paid sick leave under applicable State law or Local ordinance.
- Altering or falsifying timesheets or other documents.
- Failure to adhere to personnel policies and procedures.
- Disregard of safety or health rules.
- Being under the influence or using alcohol, marijuana, or illegal drugs during work hours and client premises.
- Harassment or discrimination in any form, including verbal, physical and visual.
- Failure to maintain proper standards of performance or productivity.
- Disclosing confidential information or removing confidential or proprietary information from the work premises.
- Violation of any Employnet policy, including but not limited to any of the policies described in this Handbook, as revised from time to time.

Employees should be aware that the above is not an exhaustive list, and conduct not specifically listed above, but which adversely affects or is otherwise detrimental to the interests of Employnet, the Client, other employees, or customers may also be prohibited.

In the event that you become aware of another employee's behavior or actions listed above, or other conduct which you believe is inappropriate, illegal, problematic, or in any way inhibits or affects your job performance or the Employnet work environment, you are required to discuss such behavior or actions with Employnet's Vice President of Human Resources, an Employnet representative, a Client site representative, your Client supervisor, or other appropriate management personnel.

Employnet will promptly, thoroughly, and confidentially investigate all reasonable concerns and, where necessary, appropriate corrective action will be taken. Employnet requires your cooperation in the investigation of any complaint, and retaliation against employees who report such conduct, or cooperate in any investigation, is prohibited. To the extent practicable, Employnet will maintain the confidentiality of the employee who makes the report, and employees who cooperate in the investigation.

Nothing in this policy waives the at-will nature of your employment. Employment with Employnet is at-will, and Employnet or the employee may end the employment relationship at any time, with or without notice, and with or without cause.

The Standards of Conduct policy is not intended to interfere with employees' rights to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act ("NLRA").

Workplace Attire/Personal Appearance

Employees are expected to use good judgment and taste and to show courtesy to the Client, their co-workers, associates, and others they come into contact with while working by dressing in a professional, neat, clean fashion that is presentable and appropriate to their work environment or as required by their assignment. Some Employnet Clients require uniforms for the employees. If required, Employnet or the Client may provide uniforms or the employee will be reimbursed for the cost of such uniforms. Some Employnet Clients may have specific dress codes that you must follow.

Employnet will reasonably accommodate employees' religious dress or grooming practices. Employnet will also reasonably accommodate employees' gender identity and gender expression dress or grooming practices, as well as traits historically associated with race (including hair texture and protective hairstyles). Employnet will provide reasonable accommodations unless such accommodations are precluded by business necessity.

Telephone Use

Telephones may be provided at client job sites to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and should not be made at Employnet's or Client's expense.

Voice Mail and Electronic Mail

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of Employnet or the Client, and as such are intended for job-related purposes only. Personal use of these systems should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under Employnet's or Client's policies, including those policies prohibiting harassment, discrimination, retaliation, and abusive conduct. Employees are not permitted to use a code or password, access a file, or retrieve any stored communication unless previously authorized to do so or unless they have received prior clearance from an authorized Employnet representative. All pass codes and

passwords of employees are the property of Employnet or the Client and may be used by Employnet and/or the Client to access electronic and telephone communications at any time. Employnet and the Client reserve the right to monitor any electronic, telephone, or other communications made using Employnet or client systems or property.

Employnet and the Client reserve the right to retrieve any messages composed, sent, received, or downloaded on their systems. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be ensured to anyone. While voicemail, electronic mail, and the Internet may accommodate the use of passwords for security, confidentiality cannot be guaranteed. All electronic communication systems may be subject to regular monitoring.

Nothing in this policy is intended to interfere with employees' rights to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act ("NLRA").

Conflicts of Interest

While you are working for Employnet, it is important that you devote your best efforts and attention to the performance of your job, that you use good judgment, conduct yourself with integrity, and adhere to the highest ethical standards. Employees are therefore required to devote their productive time, ability, and attention to the work they are performing for Employnet's Client during their work hours.

Employees should avoid situations that create an actual or potential conflict of interest between their personal interests and those of Employnet. A conflict of interest exists when an employee's loyalties or actions are divided between the interests of Employnet and those of another entity or person, such as a Client, vendor, or any others doing business with Employnet. Both the fact and the appearance of a conflict of interest should be avoided.

If you are unsure whether a certain transaction, activity, gift, situation, or relationship constitutes a conflict of interest, you are required to discuss the matter with the Vice President of Human Resources immediately.

Nothing in this policy is intended to interfere with employees' rights to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act ("NLRA").

This Conflicts of Interest policy is adopted to promote the legitimate and substantial business interests of protecting Employnet's trade secrets, intellectual property, proprietary information, and property, and ensuring employees' outside and personal interests do not conflict with Employnet's Clients and business interests. This policy is not intended to interfere with or burden employees' right to participate in concerted activity. This policy and rules concerning employee behavior shall not be interpreted, applied, or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Paid Leave

Employnet will provide applicable statutory paid leave to all eligible employees in accordance with Federal, State, and Local law. For a full explanation of leave rights and available leaves, please contact Employnet's Vice President of Human Resources.

Benefits

General

Temporary employees are eligible for benefits in accordance with applicable Federal, State, and Local law, including the Affordable Care Act ("ACA") guidelines. For more information regarding benefits programs, please refer to the Employnet Summary Plan Descriptions, which were provided to employees upon hire, or contact the Employnet Vice President of Human Resources.

Holidays

Employnet's Clients determine the holiday policy for temporary employees. If your assignment involves holiday pay, this will be identified for you in a separate attachment to this handbook.

Safety

Drugs and Alcohol

Employnet recognizes the importance of maintaining a safe, efficient and healthy work environment for its employees and is committed to providing a drug-free work environment. In keeping with this commitment, Employnet has adopted this policy to ensure that employees perform their duties safely, efficiently, and in a manner that protects employees, Clients, and the interests of Employnet. Being under the influence of any drug and/or alcoholic beverage on the job poses serious risks to employee health and safety. Employnet has therefore adopted a strict policy regarding the use or possession of drugs or alcohol. This policy applies to the use of marijuana, whether prescribed or used recreationally.

The manufacture, sale, distribution, dispensation, possession or use of intoxicating beverages, marijuana, narcotics and/or illicit drugs while on duty or being under their influence while on duty is prohibited and constitutes grounds for disciplinary action. Legally prescribed medications are permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.

To promote a safe, productive and efficient workplace, Employnet and its Clients reserve the right to inspect desks, boxes, packages, lunch boxes, purses, briefcases, backpacks, containers, and other objects brought onto Employnet or Client property that might conceal alcohol, marijuana, and/or illegal drugs. Failure to cooperate with a requested inspection may result in immediate termination of employment.

Employnet reserves the right to take all appropriate and lawful actions where there is reasonable cause to

believe an employee has violated its drug- and alcohol-free workplace policy. When an employee's behavior causes reasonable suspicion that the employee may be impaired by drugs or alcohol and unable to safely perform the employee's job, or may pose a risk to Employnet's employees, guests, or others doing business with Employnet, the employee in question may be suspended pending an investigation. Employees who violate this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Violence & Weapons

Employnet takes threats of violence extremely seriously. Any act or threat of violence by any employee against any employee including any co-worker or supervisor, or against any client, supplier, partner, visitor, or any other person that the employee comes into contact with related to the employee's job with Employnet is strictly prohibited. This policy applies to all Employnet employees, whether on or off Employnet or Client property.

Violent behavior can include fighting, extreme verbal abuse, vandalism, bodily injury, destruction of property, etc. All violent behavior, whether verbal or physical, is prohibited and will be addressed immediately.

Any use or possession of weapons, whether illegal or not, is prohibited on Employnet and Client property and while on Employnet or Client business. "Weapons" include knives, guns, firearms, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon while on Employnet or Client property will be disciplined, up to and including termination.

It is the responsibility of every employee to report any situation involving a threat and/or any form of violent behavior. Even veiled threats or jokes should be taken seriously and reported. The only way to prevent a potentially dangerous situation is if the appropriate people within the company are notified. Once notified, Employnet will take steps to immediately intervene and defuse a situation which involves threats and violence. To this end, please report all outstanding restraining orders as well as all potentially violent non-work-related situations that could result in violence in the workplace, to Employnet's Vice President of Human Resources. Depending on the severity of the situation, the Local police may need to be called for assistance.

All reports will be kept as confidential as possible. If a determination is made that an act of violence by an employee has occurred, appropriate disciplinary action, which may include termination of the offender, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.

Each supervisor is required to enforce all safety-related policies to avoid potential hazards. All employees share in the responsibility of assuring that misunderstandings and other problems are resolved in a timely and respectful manner so that a productive work environment is maintained.

Injuries

CONTACT YOUR Employnet REPRESENTATIVE IMMEDIATELY UPON ANY WORK-RELATED INJURY. IN CASE OF AN EMERGENCY, CALL 911 OR GO TO THE NEAREST EMERGENCY ROOM TO SEEK TREATMENT.

Accident Reporting

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your Employnet representative and to your on-site supervisor at the Client's job site where you are working. This information must also be provided to the Employnet Vice President of Human Resources as soon as possible. If you or another employee is injured, you must report it immediately to your Employnet representative and to your on-site supervisor at the Client's job site where you are working, and you must complete an incident report form. Be prepared when notifying the supervisor to give details of the accident, exact time and place, and a list of witnesses. This information must also be provided to the Employnet Safety Director as soon as possible. If medical attention is needed, seek medical attention immediately, or call 911 in the event of an emergency or serious injury. To the extent practicable and/or necessary, the identity of the reporter will be kept confidential.

If you are injured while working for Employnet or for a Client of Employnet, even slightly, immediately report to your Client supervisor, Client site representative, or Employnet representative for first aid. If the injury requires medical attention, you will be transported to a health care provider for professional care. Failure to report accidents or injuries can result in a violation of legal requirements. If you are injured on the job, you may be entitled to benefits under the State Workers' Compensation law. Employnet carries workers' compensation insurance and will assist employees in obtaining benefits to which they are legally entitled.

Smoking

Smoking is not allowed in Employnet facilities, or in Client facilities. This policy covers the smoking of any tobacco product and the use of other nicotine-delivery devices, such as vaporizers.

Personal Safety

The safety of each employee's health and security is very important to Employnet. Employnet is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Employnet will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your Client supervisor, a Employnet representative, or the Employnet Safety Director for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each employee make the safety of employees an integral part of the employee's job. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

New employees must read and understand the Code of Safe Practices and the Injury and Illness Prevention

Program. If you do not understand something that you have read, please refer your questions to your Client supervisor, an Employnet representative, or the Employnet Safety Director.

Monitoring & Searches

All Employnet and Client property is subject to monitoring and review at all times. This includes, but is not limited to, Employnet and Client desks, offices, lockers, vehicles, voicemail, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of Employnet and Client property, theft investigation, improper disclosure of confidential information, and violation of Employnet and client policies including but not limited to the policy prohibiting harassment, discrimination, and retaliation.

Employnet and Client retain the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files or to prevent Employnet and/or the client from accessing or viewing files will be subject to disciplinary action, up to and including termination. Employnet and Client Property.

Use of Employnet and Client Vehicles

All Employnet and Client vehicles are to be used for business purposes only. Associates are not permitted to drive Employnet or Client vehicles unless authorized by Employnet and the client in writing.

Use of Employnet and Client Property

All Employnet and Client workspaces, including file cabinets and lockers, are the property of Employnet or the Client and must be available to management at all times. The use of personal locks on any Employnet or Client property is strictly forbidden. No Employnet or Client property may be used to house personal files or items. No Employnet or Client equipment, including computers, photocopiers or printers, may be used for personal business.

Confidentiality

During the course of employment, Employnet and Client's employees will have access to, and become acquainted with, intellectual property and information of a confidential, proprietary, or secret nature that is or may be related to the present or future business of Employnet or Client. Examples of intellectual property, confidential and proprietary information include Employnet's and Client's trade secrets, trade names, customer lists, customer identity, customer addresses, marketing plans and strategies, financial information, supplier and vendor data, and customer preference data. All such confidential and proprietary information is the sole property of Employnet and Client and it may not be used by any Employnet employee for any purpose other than to promote Employnet or Client business.

Employees shall not use or disclose any Employnet or Client intellectual property, or confidential or proprietary information during their employment with Employnet or at any other time after their employment ends, except as required in the course of performing their duties for Employnet. Employnet will vigorously pursue all legal and equitable remedies to protect its intellectual property, confidential and

proprietary information, and trade secrets.

Pursuant to the Defend Trade Secrets Act of 2016, non-compliance with the disclosure provisions of this or any other Company policy or agreement shall not subject an employee to criminal or civil liability under any federal or state trade secret law for the disclosure of a Company trade secret that is made 1) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney solely for the purpose of reporting or investigating a suspected violation of law or 2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Nothing in this policy is intended to interfere with or discourage good faith disclosure to any governmental entity related to a suspected violation of applicable law and the Company will not retaliate against the individual in any way for a disclosure made in accordance with applicable law. An Employee may disclose the trade secret to an attorney representing the employee in a lawsuit for retaliation by Employer for reporting a suspected violation of law and use the trade secret information in the court proceeding, provided that any document containing the trade secret is filed under seal and the Employee does not disclose the trade secret, except pursuant to court order.

Nothing in this policy is intended to interfere with employees' rights to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act ("NLRA").

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by Employnet or the Client are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Employnet does not assume responsibility for any employee personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the workplace and do so at their own risk. Additionally, employees may not bring or display in the workplace any property that may be viewed as inappropriate or offensive to others. Please see the Policy against Harassment, Discrimination, and Retaliation set forth in this Handbook.

Leaves of Absence – Unpaid

Family and Medical Leave of Absence

This policy describes your rights under the Federal Family Medical Leave Act ("FMLA"). To the extent permitted by law, all Federal and State mandated leaves will run concurrently.

Employee Eligibility

Employees with at least 12 months of employment at Employnet and at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave may be eligible for a total of

12 workweeks of unpaid family or medical leave during the applicable 12-month period. To be eligible for FMLA leave under this policy, the employee must also work at a worksite where 50 or more employees are employed by Employenet within 75 miles of that worksite. The applicable 12-month period is a “rolling” 12-month period measured backward from the date an employee uses leave under FMLA.

Use of Leave

FMLA provides eligible employees with up to 12 weeks of time off per year for one or more of the following reasons:

- For the birth of a child of the employee, including but not limited to baby bonding with a child after birth;
- For placement with the employee of a child for adoption or foster care and to care for the newly placed child;
- To care for a Covered Family Member (defined below) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- For qualifying exigencies arising out of the fact that the employee’s spouse, child, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Leave taken for one or more of the above reasons will run concurrently under FMLA and applicable State mandated leaves.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period (“Military Caregiver Leave”). Military Caregiver Leave may be requested to care for a covered servicemember if the employee is the covered servicemember’s spouse, child, parent, or next of kin. For purposes of this leave, a covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the U.S. Armed Forces (including a member of the National Guard or Reserves) and who was discharged or released under conditions other than dishonorable at any time during the period of five (5) years prior to the date on which the employee takes FMLA leave to care for the covered veteran.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Employenet’s operations.

Definitions

Covered Child

- FMLA – a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person to whom the employee stands in loco parentis, who is (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Covered Family Members

- FMLA – the employee’s parents, children, and spouse.

Parent

- FMLA – a biological, foster, or adoptive parent, a stepparent, or other person who stood in loco parentis to the employee when the employee was a child.

Serious Health Condition

- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.
- FMLA – “serious health condition” includes an employee’s own disability due to pregnancy, childbirth, or related medical conditions.

Employee Notice Requirements

Employees must notify the Company, in writing, 30 days in advance of their need for family and medical leave, if the leave is foreseeable. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, such as verbal notice within one or two business days of when the need for leave becomes known. Failure to provide advance notice, when possible, may cause delay of the leave request for a period up to 30 days. In all cases of intermittent leave, employees are required to provide 30 days’ advance notice of the need for leave if the leave is foreseeable. If 30 days’ notice is not possible, the employee is required to give notice as soon as practicable, which ordinarily means at least verbal notification to the Company within one or two days of when the need for leave becomes known to the employee. The employee is also required to inform Employnet as soon as practicable if the dates of scheduled leave change. If the employee’s need for leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to Employnet’s operations, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

Employees must provide sufficient information for Employnet to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave but need not identify the nature of the serious health condition involved. Sufficient information may include that the employee is unable to perform

job functions, the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Employnet if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and recertification supporting the need for leave upon expiration of the time period the healthcare provider originally estimated for the leave.

Employnet will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Employnet will provide a reason for the ineligibility. Additionally, Employnet will inform employees if leave will be designated as FMLA and the amount of leave counted against the employee's leave entitlement. If Employnet determines that the leave is not FMLA, Employnet will notify the employee.

Medical Certifications

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a Covered Family Member with a serious health condition or for a serious injury must be supported by medical certification from a health care provider. For FMLA military caregiver leave, the employee must provide confirmation of a family relationship to the seriously ill or injured service member. Employnet will provide the applicable Medical Certification Form to the employee. Employees generally must provide the required certification within fifteen (15) calendar days after Employnet's request for certification. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within fifteen (15) calendar days of Employnet's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

The medical certification for a leave to care for a Covered Family Member, as defined above, who has a serious health condition must include all of the following:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- An estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care; and
- A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

Upon expiration of the time estimated by the health care provider regarding the probable duration of the Covered Family Member's condition, the employee must obtain recertification if additional leave is required.

The medical certification for leave for the employee's own serious health condition must include all of the following:

- The date on which the serious health condition commenced;

- The probable duration of the condition; and
- A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

Where permitted by law, if Employnet has a good faith objective reason to doubt the validity of the medical certification provided by the employee for the employee's own health condition, Employnet may require the employee to obtain a second opinion from a health care provider selected by Employnet at Employnet's expense. If the employee's health care provider providing the original certification and the health care provider providing the second opinion do not agree, Employnet may require a third opinion, also at Employnet's expense, performed by a mutually agreeable health care provider who will make a final determination.

Employnet may require that the employee obtain subsequent recertification regarding the employee's serious health condition on a reasonable basis if additional leave is required.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is unpaid. Employees may choose to take paid leave while taking FMLA.

Return to Work/Reinstatement

Before returning to work from a FMLA leave of absence due to the employee's own serious health condition, the employee must provide a written release signed by the employee's health care provider that the employee is able to return to work and is able to perform the essential functions of that employee's job, with or without reasonable accommodation. Employees will be guaranteed reinstatement to the same or a comparable position upon timely return from FMLA leave.

If the employee's total period of leave does not exceed 12 weeks (or 26 weeks for Military Caregiver Leave), the employee will be reinstated to the employee's former position or a comparable position with comparable pay, benefits, status, and authority in accordance with legal requirements. The employee's right to reinstatement under the FMLA ends upon expiration of the 12-week FMLA leave (or 26 weeks for Military Caregiver Leave).

Benefits During Leave

Medical and family leave is unpaid. Employnet requires employees who are not receiving wage replacement benefits to use accrued paid leave while taking FMLA leave for the employee's own serious health condition or to provide medically necessary care for the employee's Covered Family Member who has a serious health condition. In order to use paid leave for FMLA leave, employees must comply with Employnet's normal paid leave policies contained in the Handbook. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

Employees taking family and medical leave will be allowed to continue participating in any health benefit plan(s) in which the employee was enrolled prior to the FMLA leave (for a maximum of 12 workweeks, or 26

weeks in the case of Military Caregiver Leave) at the same level and under the same conditions of coverage as if the employee had not taken leave. The continued participation in health benefits begins on the date that the leave first begins under FMLA. The employee must continue to pay the employee's share of the health plan premiums during the leave. If the employee fails to pay the employee's share of the premiums during leave, or if the employee fails to return from the leave at the expiration of 12 weeks (or 26 weeks in the case of a Military Caregiver Leave) for a reason other than the recurrence, continuation, or onset of a serious health condition for which leave under this policy is allowed or other circumstances beyond the employee's control, Employnet can recover any health plan premiums paid by Employnet on the employee's behalf during any periods of the leave.

Use of family and medical leave shall not constitute a break in service for seniority-related benefits, and will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

No Retaliation

Employnet will not deny an employee the right to take family and medical leave or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for taking family and medical leave exercising or attempting to exercise the rights provided by FMLA.

Medical Disability Leave

A leave of absence for an employee's non-occupational illness or disability. If the medical leave is needed due to a work-related injury, all matters relating to an employee's leave rights, including compensation, benefits, notice, certification requirements, and reinstatement shall be governed by applicable State and Federal laws. Employees who have questions about such rights should contact their supervisor.

Employnet provides unpaid medical leaves of absence to employees if necessary to reasonably accommodate a workplace injury or a qualified disability under the Americans with Disabilities and/or applicable State law. A personal medical disability leave may be a reasonable accommodation provided the leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and the leave does not create an undue hardship. Employnet is not required to provide an indefinite leave as a reasonable accommodation.

Except to the extent that paid sick leave benefits are used concurrently with medical leave, the medical leave will be unpaid.

Unless the circumstances render it impractical, Employnet must approve a medical leave in advance. Whenever possible, an employee should submit a written request for medical leave to a manager as soon as the employee is aware of the need for such leave. All requests for medical leave must be supported by medical certification from a health care provider, which shall provide the following information:

- The date on which the need for leave began or will begin;
- The probable duration of the period of leave needed for treatment and recovery;
- The name, address, telephone number, and credentials of the employee's health care provider;

- An explanatory statement that, due to a physical or mental condition, the employee is unable to perform any one or more of the essential functions of the employee's position; and
- A statement that the employee needs leave as a reasonable accommodation.

Failure to submit a complete medical certification in a timely manner may result in the delay or denial of leave. Providing a health care provider's note confirming illness or disability that does not contain all of the required information instead of submitting the required certification form is insufficient to grant a medical leave of absence.

If an employee submits an insufficient Certification of Health Care Provider in response to Employnet's request, Employnet will inform the employee why the certification is insufficient and allow the employee to provide supplemental information from the employee's health care provider. Thereafter, if the certification is still insufficient, Employnet may deny the leave.

A Certification of Health Care Provider is insufficient if it does not contain the information specified in this policy and specify the existence of a disability and explain the need for reasonable accommodation. Where relevant, such an explanation should include a description of the employee's functional limitation(s) to perform the essential job functions.

The duration of a medical leave under this section will be consistent with applicable law, and will not extend past the date on which an employee becomes capable of performing the essential functions of the employee's position, with or without reasonable accommodation.

Employnet will extend a medical disability leave of absence beyond approved pregnancy disability leave, beyond other legally mandated leave, or beyond the initial approved medical disability leave if additional leave is likely to be effective in allowing the employee to return to work in the reasonably foreseeable future, and approval of additional leave will not cause an undue hardship for Employnet. In the event additional medical disability leave is requested, Employnet will engage in the interactive process with the employee to determine if additional medical disability leave is a reasonable accommodation. If additional medical disability leave is requested, the employee's health care provider must provide a medical certification stating how much additional leave is likely to be effective in allowing the employee to return to work so Employnet and the employee can evaluate whether an extension of leave is a reasonable accommodation.

Each request for an extension of approved medical disability leave is evaluated on a case-by-case basis to determine if additional leave will enable the employee to return to work in the reasonably foreseeable future, with or without additional accommodation. The law does not require Employnet to provide an indefinite leave of absence as a reasonable accommodation.

All employees who take a medical leave of absence must keep Employnet advised of the status of the leave and must keep in contact with Employnet. Employees must contact their supervisor well in advance of the scheduled return date, and at least 2 weeks prior to the expiration of a longer scheduled leave so as to discuss the employee's return to work. If an employee is not able to return to work on the scheduled return to work date, the employee is required to notify the employee's supervisor at least 2 weeks before the expiration of the leave of absence. If an employee fails to provide at least 2 weeks' notice of the employee's intent to return to work at the end of approved leave, the employee's return to work may be delayed because Employnet must schedule in advance in order to meet business and operational needs.

All employees must be released by their health care provider in order to return to work from a medical leave of absence. An employee returning to work from a medical disability leave of absence must provide a certification/release to return to work, completed by the employee's health care provider, verifying that the employee may safely return to work without endangering the health or safety of self or others. If the employee's health care provider has released the employee to return to work with restrictions, Employnet will begin the interactive process with the employee to determine if the restrictions can be reasonably accommodated without posing an undue hardship on Employnet. If the certification/release to return to work form completed by the employee's health care provider is insufficient to determine what accommodations may be considered, Employnet may request more detailed information about the work restrictions. The release must be in writing and submitted to the employee's supervisor on or before the return to work date.

Employnet makes every effort to reinstate employees returning from medical disability leave to the same position or a comparable position for which the employee is qualified in accordance with legal requirements. However, if holding the employee's job will result in an undue hardship, Employnet may fill the employee's job.

If an employee accepts other employment, fails to return promptly after being released to return to work, or fails to request an extension of leave prior to the expiration of the approved leave period, the employee will be considered to have voluntarily resigned.

Pregnancy-Related Leave

Employnet will provide applicable statutory pregnancy-related leave to all eligible employees in accordance with Federal, State, and Local law. For a full explanation of leave rights and available leaves, please contact Employnet's Vice President of Human Resources.

Pregnancy Workers Fairness Act Leave

As required by the Federal Pregnant Workers Fairness Act ("PWFA"), Employnet will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to Employnet's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to Employnet Vice President of Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Employnet will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Employnet prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Lactation Accommodation

Employnet complies with all applicable Federal, State, and Local laws regarding lactation accommodation. The purpose of this document is to describe Employnet's policy regarding lactation accommodation.

In accordance with the Federal Fair Labor Standards Act, when a breastfeeding mother returns to work, the employee is entitled to reasonable break time to express breast milk for her nursing child for one (1) year after the child's birth each time the employee has need to express the milk; and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by the employee to express breast milk.

Employees who wish to express milk during the work period shall keep their Employnet Representative and their Client supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee, Employnet, and the Client. Employees are asked to provide their Employnet Representative and their Client supervisor with a minimum of 48-hours advance notice of their need for lactation accommodations. Employnet will work with the Client to ensure the employee is accommodated under this policy.

Employnet does not discriminate on the basis of breastfeeding or medical conditions related to breastfeeding. It is prohibited under this policy to harass or discriminate against a breastfeeding employee. If an employee feels subjected to harassment or discrimination because the employee is breastfeeding, the employee should report this to the employee's Employnet representative, Client site representative, or Employnet's Vice President of Human Resources immediately. Any incident of harassment or discrimination of a breastfeeding employee will be addressed in accordance with Employnet's policies and procedures on

the prohibition of discrimination and harassment.

No employee will suffer any reprisals or retaliation for exercising or attempting to exercise any right protected under this policy.

Company responsibilities: Breastfeeding employees who choose to continue providing breast milk for their infants after returning to work shall receive:

- *Milk Expression Breaks:* Breastfeeding employees are allowed to express milk during work hours each time they have a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Lactation break time that does not run concurrently with paid break time that is already provided to the employee will be unpaid.
- *A Place to Express Milk:* A private space (not a toilet stall, restroom, or portable toilet) in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk, shall be available for the employee to express milk. The room or location may include the place where the employee normally works if it meets the requirements set forth in this policy. The space will be private, sanitary, safe, clean and free of hazardous materials. The space will contain a surface to place a breast pump and personal items. The space will contain a place to sit. The space will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump. The employee shall have access to a sink with running water. The employee shall have access to either a refrigerator suitable for storing milk in close proximity to the employee's workspace, or a cooling device provided by Employnet suitable for storing milk.

Employees who do not work in an office building may either use the private space described above, or may use a private, enclosed, and shaded space, including, but not limited to, an air-conditioned cab of a truck or tractor.

Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

Employnet, working with the Client, may designate a lactation location that is temporary due to operational, financial, or space limitations. The temporary location will comply with the accommodation requirements of this policy.

- *Breastfeeding Equipment:* Employnet will not provide employees with breast pumps. Employees are responsible for bringing to work a battery operated, manual, pedal-operated, or electrical breastfeeding pump of their own.
- *Education:* Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers, as well as their partners.

Employee responsibilities:

- *Communication with Employnet representatives and Client site representatives:* Employees who

wish to express milk during the work period shall keep Employnet representatives and Client site representatives informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Company. Employees are asked to provide their Employnet representative and Client site representative with a minimum of 48-hours advance notice of their need for lactation accommodations.

- *Maintenance of Milk Expression Areas:* Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the general pumping area. Employees are also responsible for keeping the general lactation space clean for the next user.
- *Use of Break Times to Express Milk:* When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Employer responsibility:

- *Written Response:* If a break time or location that complies with this policy cannot be provided, Employnet will provide the employee with a written response.

Atmosphere of Tolerance:

Employnet does not discriminate on the basis of breastfeeding or medical conditions related to breastfeeding. It is prohibited under this policy to harass or discriminate against a breastfeeding employee. If an employee feels subjected to harassment or discrimination because the employee is breastfeeding, the employee should report this to the employee's Employnet representative, or to the employee's Client site representative, or to Employnet's Vice President of Human Resources immediately. Any incident of harassment or discrimination of a breastfeeding employee will be addressed in accordance with Employnet's policies and procedures on the prohibition of discrimination and harassment.

No employee will suffer any reprisals or retaliation for exercising or attempting to exercise any right protected under this policy.

Employnet will work with the Client to ensure the employee is accommodated under this policy.

Other Leaves of Absence

Employees will also be granted a leave of absence for certain personal reasons as required by Federal and State law that applies where the employee is working. Employees with questions about other leaves of absence should contact their Employnet representative.

Contents

- Welcome! 2
- About This Handbook 3
 - Definitions 3
 - Review of Employee Handbook..... 4
 - Equal Employment Opportunity..... 4
 - Policy Against Harassment, Discrimination, and Retaliation..... 5
 - Immigration Law Compliance 8
 - National Labor Relations Act 8
 - Genetic Information Nondiscrimination Act 8
- General Policies and Procedures 10
 - At-Will Employment 10
 - Job Assignments 10
 - Reporting Changes..... 10
 - Job Classifications 11
 - Personnel File 11
- Compensation..... 11
 - Pay Periods 11
 - Hours of Work 11
 - Meal and Rest Breaks 12
 - Timekeeping 12
 - Overtime..... 12
 - Payroll..... 12
 - Expense Reimbursement..... 13
 - Attendance & Punctuality 13
 - Availability for Work..... 15
 - Standards of Conduct 15
 - Workplace Attire/Personal Appearance..... 16
 - Telephone Use..... 16
 - Voice Mail and Electronic Mail 16
 - Conflicts of Interest 17
- Paid Leave 18
- Benefits..... 18
 - Holidays 18
- Safety 18
 - Drugs and Alcohol..... 18

Violence & Weapons	19
Injuries	20
Smoking	20
Personal Safety	20
Monitoring & Searches	21
Use of Employnet and Client Vehicles.....	21
Use of Employnet and Client Property	21
Confidentiality	21
Postage, Shipping and Office Supplies	22
Personal Property	22
Family and Medical Leave of Absence.....	22
Medical Disability Leave	27
Pregnancy-Related Leave	29
Pregnancy Workers Fairness Act Leave.....	29
Lactation Accommodation	30
Other Leaves of Absence	32