

Employee Handbook

For



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INTRODUCTION

Welcome to Effex. Every employee of the company contributes directly to our growth and success, and we hope you will take pride in being a part of our team.

Please take the time to read this handbook carefully. Its purpose is to serve as a source of general information as to the current policies and procedures of the company. If you have any concerns or questions, now or during your employment, or if any portions of the handbook or of our policies and procedures are unclear to you, please contact Effex's Human Resources Department for clarification.

No employee handbook can anticipate every circumstance or question, which may arise about policies and procedures. Because the materials in this handbook are guidelines only, please understand that the company reserves the right to interpret its contents, and our policies and procedures, as specific questions or circumstances arise in the future. Similarly, and except for the "at-will" nature of employment, the company reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits described in this handbook.

This employee handbook contains the employment policies and procedures of the company in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. Employees should contact Effex directly at with questions, concerns or complaints.

ANTI-HARASSMENT AND NON-DISCRIMINATION

Effex is an equal opportunity employer. It is the policy of Effex to maintain a work place free of discrimination of any kind, including, but not limited to, discrimination based upon race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status or disability. It is further the policy of Effex not to tolerate any of its employees, leased employees, contract employees, free-lancers, vendors, clients, or any of its guests, engaging in discriminatory conduct toward any other employee.

The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic, or physical conduct relating to an employee's race, sex, sexual orientation, religion, color, national origin, age or disability which would make the reasonable person experiencing such harassment uncomfortable in the work environment, or which could interfere with the person's job performance.

It is the policy of Effex to prohibit sexual harassment of our employees. This prohibition applies to executives, management, employees, free-lancers, independent contractors, and clients. Sexual harassment has no place at Effex and will not be permitted.

Effex defines sexual harassment as follows:

Any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature either verbal or physical whereby:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct affects decisions about an individual's employment; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

All employees must exercise sound judgment to avoid engaging in conduct that may be perceived by others as sexual harassment. The following are illustrations of actions Effex deems inappropriate:

- A manager tells or implies to a subordinate employee that he or she can earn a promotion or salary increase by providing any form of sexual favor to or dating a manager;
- A manager downgrades a subordinate employee's performance rating because he or she turned down a request for a sexual favor or date;
- An employee makes implicit or explicit demands for sexual acts;
- An employee repeatedly asks another employee for a date after being turned down in a manner that does not invite a future invitation;
- An employee jokes or tells sexually offensive or degrading stories;
- An employee uses sexually-oriented profanity;
- An employee engages in an unwelcome discussion of sexual conduct, including, but not limited to, asking questions about or commenting on another employee's sex life;
- An employee spreads sexual statements or rumors about another employee;
- An employee makes unwelcome comments about the appearance or anatomy of another employee;

- The workplace contains pornographic materials, such as sexually explicit pictures, texts, or computer screen savers;
- An employee makes offensive gestures of a sexual nature or repeatedly stares at another employee;
- An employee gives unwelcome hugs, kisses, massages or makes other unwelcome physical conduct with another employee;
- An employee interferes with another employee's movement by blocking or standing in uncomfortably close proximity;
- An employee is retaliated against for complaining of harassment or cooperating in an investigation of harassment;

Ways to Avoid Harassing Conduct

All employees are responsible for following this policy and maintaining a work environment that is free from harassment. Often the best way to stop offensive conduct is to simply tell the person of your objection to the conduct. Effex, therefore, encourages employees to do so.

Even if no one has told an employee that the employee's conduct is offensive, the employee is still subject to discipline, up to and including termination, for engaging in harassing conduct. To help avoid the risk of violating the Company's policy against harassment, employees should remember and follow these guidelines:

- A fellow employee may consider touching to be unwelcome or offensive.
- Racial, religious, ethnic and sexual jokes and epithets have no place in the work environment.
- Compliments to other employees should be kept general. More specific compliments may be perceived as sexually suggestive.
- Drinking impairs good judgment. When at a company social function, whether on or off company work sites avoid having one drink too many.
- Do not behave in a way that you would not want your spouse, significant other, parent or children to see.

Violations of this policy will not be permitted and will result in disciplinary action up to and including discharge.

Any employee who feels that he or she has been a victim of sexual harassment or unlawful harassment of any kind should report the harassment to the Human Resources Manager. The Human Resources Manager will conduct a prompt and thorough investigation of the complaint and take appropriate disciplinary measures against the offending party. Effex and the employee will do everything within their power to ensure the confidentiality of the investigation.

Effex prohibits any form of retaliation against any employee for making a good faith complaint under this policy or for assisting in a complaint investigation. However, if Effex determines after investigating the complaint of harassment or unlawful discrimination that the complaint was brought in bad faith, or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

The federal Equal Employment Opportunity Commission ("EEOC") investigates and prosecutes complaints of prohibited harassment in employment. Employees, who think they have been harassed or retaliated against for resisting or complaining, may file a complaint with the EEOC or appropriate state agency. The nearest EEOC office is listed in the public telephone directory.

ATTENDANCE

If you are unable to make your scheduled start time, you must notify your supervisor and your Effex Representative as soon as possible, and prior to the start of your work shift. Unless you are on an approved leave of absence (*refer to leave guidelines*) you must call before your work shift is scheduled to commence on each day of your absence. Failure to report to work when scheduled may be treated as job abandonment. Such absences will be treated as a voluntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the Company is grounds for disciplinary action, up to and including dismissal. Your attendance will be one of the factors considered when employment decisions, such as increases, transfers, promotions or layoffs are made.

It is your responsibility to:

- Report to work at the scheduled time, properly dressed and ready to work;
- Remain at work for the entire work schedule, except for meal periods or when required to leave on authorized company business.

- Schedule personal appointments, or other similar personal leave outside of work hours;
- Call your Supervisor and Effex On-Site Representative to report absences or tardiness. If your manager is not available, you may leave a voice message with a return number where you can be reached. Leaving a message with a non-supervisory Employee is not acceptable.

If you are absent for medical reasons for three or more consecutive workdays, a statement from a physician may be required before you will be permitted to return to work.

AT-WILL EMPLOYMENT

In no way shall the contents of this handbook be construed, in part or in whole, as a guarantee of employment. Employment is at the will of both the employee and Effex and therefore, may be discontinued by either party for any reason, with or without cause. Only an agreement in writing and signed by the President of Effex can modify an employee's at-will status.

BEHAVIOR AT WORK

We take the view that courtesy begins at work. Employees, supervisors, and managers must, at all times, treat each other with respect and consideration.

The Company prohibits the deliberate, repeated bullying of one employee by another. The term "bullying" includes, but is not limited to, disparaging or disrespectful verbal or physical behavior even if it is unrelated to a person's race, color, sex, national origin, religion, age, or disability. It can involve demeaning remarks, public humiliation, offensive language, threats, etc.

The Company recognizes that gossip can be extremely detrimental to a workplace. It can damage reputations, hurt morale, and decrease productivity. Therefore, the spreading of gossip that involves sensitive subjects or harms a co-worker, supervisor, client, or customer, etc., is strictly prohibited.

If at any time employees feel they are not being treated with respect or courtesy by other employees or any manager or supervisor, they are urged to file a complaint with their supervisor or the Effex Human Resources department. It will not be necessary for employees to go through their immediate supervisor to file such a complaint. A confidential investigation will be made and corrective action will be taken, if warranted.

Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner, is considered inappropriate workplace conduct.

Employees must conduct themselves so that the safety of both themselves and their fellow workers is preserved.

BENEFITS

Accommodation of Individuals with Disabilities (ADA)

Effex complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. Effex also provides reasonable accommodation for such individuals in accordance with these laws. Effex will assess and evaluate the feasibility of requested accommodations in accordance with the ADA's guidelines and will determine whether such accommodations will create an undue hardship on Effex. It is Effex's policy to, without limitation:

- Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Company.

For further Information go online to: <http://www.usdoj.gov/crt/ada/adahom1.htm>

Group Health Insurance

The company offers a variety of benefits for its eligible employees and their dependents. Plan details are provided in the Essential StaffCARE Health Insurance Enrollment form included in the New Hire Packet and available

through your Effex representatives or Effex's Human Resources Department. Employees may enroll within 30 days of their initial hire date or within 30 days of each assignment date. Unless otherwise requested, payroll deductions for your premiums will be pre-taxed. This means that the deductions are taken out of your paycheck before taxes are calculated and withheld.

Effex offers both an Indemnity plan, with limited coverage, and an ACA compliant Minimum Essential Coverage plan. The Indemnity plan is not basic health insurance or major medical coverage and is not designed as a substitute for basic health insurance or major medical coverage. Employees are responsible for 100% of the premium. There is no company contribution. You may elect medical, dental or disability independent of any other plan. However, in order to elect vision or life insurance, you must elect the medical as well.

If you decide not to participate in the program during your election eligibility period, (30 days from date of hire, or 30 days from the first paycheck date), you will be required to wait until the next company-wide open enrollment, (February of each year), unless you experience a qualifying event. Changes to your election may be made during open enrollment each year or if a qualifying event, (marriage, divorce, birth or adoption of a child, etc) occurs. Changes as a result of a qualifying event must be made within 30 days of the event and accompanied by supporting documentation.

More detailed information is contained in summary plan descriptions, group insurance policies, and official plan documents and the benefits, terms, conditions and limitations of the official plan documents will control over any brief summaries you receive. If you have any questions concerning coverage, ID cards, claim status, changes or cancellations please contact Essential StaffCARE Customer Service at 1-866-798-0803.

Continuing or Converting your Group Health Insurance Coverage (COBRA)

If you resign or are terminated from Effex's employment or if you miss six (6) consecutive weekly premiums, you and your eligible dependents may have the right to continue your previously elected benefits in the Company's Health Insurance plans through COBRA.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a pre-existing medical condition; or (3) Effex's termination of its health plans. Effex reserves the right to modify the terms and conditions of the existing health insurance or any other benefit programs offered herein.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify plan participants and beneficiaries about its policies and practices to protect the confidentiality of their health information.

Written authorization must be provided from an employee before any of the company's healthcare vendors can provide detailed health information to Effex human resources personnel. The individually identifiable health information is known as "*Protected Health Information*" (PHI). Employee's PHI will not be used or disclosed without written authorization, except as described in this notice or as otherwise permitted by federal and state health information privacy laws.

Because of the Company's arrangements with third party administrators, most of the employee's health information will be in the possession of the third party. The Plans are required by law to make sure that health information that identifies an employee is kept private and to provide each employee with notice of the Plans' legal duties and privacy practices.

The following are the different ways the Plans may use and disclose PHI:

- **For Treatment.** To a health care provider who renders treatment on your behalf.
- **For Payment.** So claims for health care treatment, services, and supplies received from health care providers may be paid according to the Plans' terms.
- **For Health Care Operations.** To enable it to operate or operate more efficiently or make certain all of the Plans' participants receive their health benefits
- **To the Company.** To designated Company personnel so they can carry out their Plan-related administrative functions. Unless authorized by the employee in writing, health information: (1) may not be disclosed by the Plans to any other Company employee or department, and (2) will not be used by the Company for any employment-related actions and decisions or in connection with any other employee benefit plan sponsored by the Company.
- **To a Business Associate.** Certain services are provided to the Plans by third party administrators known as "business associates."

- **Treatment Alternatives.** To tell employees about possible treatment options or alternatives.
- **Health-Related Benefits and Services.** To tell employees about health-related benefits or services.
- **Individual Involved in Employee's Care or Payment of Employee's Care.** To a close friend or family member involved in or who helps pay for employee's health care. The Plans may also advise a family member or close friend about an employee's condition, employee's location (*for example, that you are in the hospital*), or death.
- **As Required by Law.** When required to do so by federal, state, or local law, including those that require the reporting of certain types of wounds or physical injuries.
- **Lawsuits and Disputes.** If an employee becomes involved in a lawsuit or other legal action, the Plans may disclose the employee's PHI in response to a court or administrative order, a subpoena, warrant, discovery request, or other lawful due process.
- **Law Enforcement.** If asked to do so by a law enforcement official.
- **Workers' Compensation.** To the extent authorized by and to the extent necessary to comply with workers' compensation laws.
- **Military and Veterans.** If an employee is/ or becomes a member of the U.S. armed forces, the Plans may release medical information about the employee as deemed necessary by military command authorities.
- **To Avert Serious Threat to Health or Safety.** When necessary to prevent a serious threat to an employee's health and safety, or the health and safety of the public or another person.
- **Public Health Risks.** These activities include preventing or controlling disease, injury or disability; reporting births and deaths; reporting child abuse or neglect; or reporting reactions to medication or problems with medical products; or to notify people of recalls of products they have been using.
- **Health Oversight Activities.** To a health oversight agencies for audits, investigations, inspections, and licensure necessary for the government to monitor the health care system and government programs.
- **Research.** Under certain circumstances, for medical research purposes.
- **National Security, Intelligence Activities, and Protective Services.** To authorized federal officials: for intelligence, counterintelligence, and other national security activities authorized by law, and to enable them to provide protection to the members of the U.S. government or foreign heads of state, or to conduct special investigations.
- **Organ and Tissue Donation.** If an employee is an organ donor, the Plans may release medical information to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank to facilitate organ or tissue donation and transplantation.
- **Coroners, Medical Examiners, and Funerals Directors.** The Plans may release employee's PHI to a coroner or medical examiner. This may be necessary, *for example, to identify a deceased person or to determine the cause of death.* The Plans may also release employee's PHI to a funeral director, as necessary, to carry out his/her duty.

Employees' Rights Regarding Health Information about Them

Employees' rights regarding the health information the Plans maintain are as follows:

- **Right to Inspect and Copy.** Employees have the right to inspect and copy their PHI. This includes information about plan eligibility, claim and appeal records, and billing records, but does not include psychotherapy notes.
- **Right to Amend.** If an employee feels that health information is incorrect or incomplete, the employee may ask the plan to amend it. Employees have the right to request an amendment for as long as the information is kept by or for the plan.
- **Right to an Accounting of Disclosures.** Employees have the right to request an "accounting of disclosures." This is a list of the disclosures of the employee's PHI that the Plans have made to others, except for those necessary to carry out health care treatment, payment, or operations; disclosures made, or in certain other situations.
- **Right to Request Restrictions.** Employee's have the right to request a restriction on the health information the Plans use or discloses for treatment, payment, or health care operations. Employees have the right to request a limit on the health information the Plans disclose about them to someone who is involved in their employee's care or the payment for care, like a family member or friend.
- **Right to Request Confidential Communications.** Employees have the right to request that the Plans communicate with them about health matters in a certain way or at a certain location.

BREAKS

Breaks will be authorized and scheduled in accordance with applicable state law. For each scheduled shift of five (5) hours or more, you are entitled to one unpaid meal break of thirty (30) minutes. Due to the diversity of our operations, your supervisor will establish the scheduling of these breaks.

CELL PHONES AND ELECTRONICS USE

Use of personal cell phones, pagers, Bluetooth devices, iPods, and MP3 Players are disruptive in the work environment and therefore not to be used during working hours. Employees must comply with the client's policy as to where such items are permitted.

For those individuals who may need to reach you on an emergency basis (schools, child care facilities, etc) you should provide your supervisor and/or your Effex representative's phone numbers. Supervisors, in extenuating circumstances (ill family member, etc), may grant permission for an employee to have a cell phone. Such approval must be received in advance of each shift.

The Company encourages the safe use of cell phones and other wireless devices (e.g., Blackberries, PDAs) by employees. No employee is to engage in the use of a cell phone or device for business purposes while operating a motor vehicle. Employees must comply with Federal and/or State regulations covering cell phones and other electronic devices.

Even with a hands-free device, use of electronic devices should be kept to a minimum, conversations should be as brief as possible, and employees should refrain from making unnecessary calls. Where possible, even with a hands-free device, cell phone calls should be made when the vehicle an employee is operating is not in motion. The exception to this is when a phone call must be made in an emergency situation.

The use of cell phones with picture-taking capabilities is strictly prohibited without management's consent. Camera phones are prohibited in areas where employees have an expectation of privacy, such as restrooms and locker rooms. Employees are required to turn off and put away cameras in restricted areas. Employees may not take 'personal' pictures of fellow employees, clients or management without authorized permission from the individual whose photo you wish to take. Work-related photos should not be posted on the Internet unless approved by management.

Employees with access to proprietary processes, trade secrets, or information pertaining to clients, research and development are prohibited from using camera phones in restricted areas. Employees using cell phones should not discuss confidential issues with others present who do not need to know such information.

Making calls or text messaging using personal cell phones may be done during non-work time (e.g., authorized breaks), and in non-work areas (e.g., lobby, outside of building, break areas, but not in restrooms or locker rooms). Employees should keep personal cell phones on vibrate or turn the ringer off if the ring would be disruptive to other employees.

Cellular phone "courtesy" should be practiced at all times. When other individuals are present, employees should refrain from talking loudly or in an offensive manner.

CODE OF CONDUCT

As an integral member of the Effex team, we are all expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that we all refrain from any behavior that might be harmful to you, your co-workers, and/or the Company, or that might be viewed unfavorably.

Every aspect of your conduct reflects on the Company. Consequently, you are encouraged to observe the highest standards of professionalism at all times. Employees must apply the highest ethical standards in conducting all business transactions, ensuring that the Company's reputation for integrity remains unblemished.

Specific prohibited areas for employees and members of their immediate families are:

- Accepting or soliciting cash from a client, vendor, supplier, customer or other business contact;
- Making or authorizing bribes, kickbacks or similar payments to clients, customers, suppliers or their employees;
- Accepting or soliciting gifts without the approval of your district manager.

Employees may not engage in any outside business activity that:

- Uses company business contacts or relationships;
- Takes place on company time;
- Uses company information or resources;
- Involves company personnel who are in a supervisor/employee relationship;

With regards to company business, an employee may not:

- Receive kickbacks or rewards in any form for materials or services for which the company has paid;

- Sell, donate or otherwise dispose of company equipment, supplies or records without the written approval of a manager who has such authorization to approve, or pursuant to written policy;
- Use any company equipment, services, materials, supplies or records for their personal benefit; or
- Maintain a "slush fund" or other unaided or undocumented cash funds.
- Sub-contract their work

All company information whether classified as sensitive, confidential or proprietary in nature is to be used solely for company purposes and is not to be provided to unauthorized persons, or used for the purposes of furthering a private interest. Such information includes, but is not limited to: client information, earnings figures, business records general in nature, marketing trends and plans, confidential personnel information, possible acquisitions or divestitures, new facilities or processes.

COMPANY AND EMPLOYEE PROPERTY

The Company provides many different types of equipment to its employees as well as access to many types of files, customer records, manuals, systems, machines and tools. Anything provided to an employee by the company is owned by the company and shall at all times remain the property of the company. It is expected that this equipment will be used appropriately and primarily for business purposes at all times. Unless approved by a manager, the use of any Company equipment or property for personal purposes is strictly prohibited.

The company reserves the right to inspect any company owned items at any time with or without notice or consent during, before, or after working hours by a manager or other personnel designated by the company. An employee's personal property, including but not limited to, packages, purses, backpacks, etc. may be inspected upon reasonable suspicion of unauthorized possession of company property or for safety or security reasons (e.g., reasonable suspicion of possession of alcohol, illegal drugs, explosives, firearms, stolen property, etc.).

Absent management approval, a non-management employee is prohibited from searching, inspecting or otherwise reviewing the personal or company property assigned to a fellow employee.

Employees, who have been issued company property, are responsible to immediately report any lost, stolen or damaged items to their manager. When using company equipment (and other company property), employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to you or to other persons. Your supervisor can answer your questions about responsibility for maintenance and care of equipment used on the job.

Any company property issued to you must be returned to the Company at the time of your dismissal or resignation or whenever requested by management. You are legally responsible for any and all company property in your possession that is not returned upon request or at termination of employment. The company will pursue any and all actions deemed appropriate to recover or protect property of the organization.

CONFIDENTIAL INFORMATION

All information concerning any aspect of the Company's business, clients, vendors/suppliers, customers, and employees is confidential, and is not to be discussed with or revealed to any person except in the performance of normal job duties. Violations of the policy can result in termination and prosecution

CONFLICTS OF INTEREST

Situations of actual or potential conflicts of interest are to be avoided by all employees. Failure to disclose an actual or potential conflict of interest shall constitute grounds for disciplinary action, up to and including termination. An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her supervisor, or any other appropriate supervisor, or to Effex's Human Resources Department for a determination as to whether an actual or potential conflict exists. If an actual or potential conflict of interest exists, the organization will take whatever corrective action it deems to be appropriate under the circumstances to avoid or resolve the conflict of interest.

Personal Conflicts: Personal or romantic involvement with a competitor, supplier, or subordinate employee of the company, which impairs an employee's ability to exercise good judgment on behalf of the company, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also may lead to supervisory problems, possible claims of sexual harassment, and morale problems among other employees.

Business Conflicts: An actual or potential conflict of interest may occur when an employee is in a position to influence a business decision that may result in undue personal gain for that employee or the employee's close

friends or relatives. Undue personal gain may result not only in cases where an employee (or relative or close friend) has an ownership interest in an outside firm which does business with the company, but where an employee (or relative or close friend) receives any kickback, substantial gift, or any other special consideration as a result of any transaction or business dealings with the company.

Gifts: No employee shall accept gifts from any individual or business that does business with the Company. No employee shall indicate either expressly or by implication that the employee would welcome receiving any item of value from a client or prospective client. If any employee is offered such an item, they must notify their supervisor.

DISCIPLINE

Effex policy states all employees are “*at will employees*”, which means employment can be terminated with or without cause, for any reason not violating public policy or law, and at any time without advance notice by either the employee or the company.

Effex believes that, where possible, employees should be given the opportunity to improve performance and correct deficiencies. The emphasis is on identification of problems, plans for improvement, and periodic review.

Effex believes that all employees should receive fair and impartial treatment in the administration and issuance of discipline. It may be appropriate that employees receive a series of progressive notices intended to improve their performance. Management has the sole discretion to determine whether misbehavior is correctable, whether the employee is given the opportunity to correct his/her performance, and thus, whether progressive discipline will be utilized and/or completed.

Effex has established rules and regulations it expects all employees to follow. Any employee who fails to maintain proper standards of conduct or who violates any of the rules and regulations may be subject to disciplinary action up to and including termination.

Following are examples of actions or activities that may result in disciplinary action, up to and including termination. This is not all-inclusive.

- Irregular attendance, repeated tardiness, unscheduled absences (including extended lunch or break periods), unexcused absences.
- Failure to follow call-in procedures, not calling & not showing up for a scheduled work shift, or leaving the job prior to the end of the shift without permission.
- Failure to schedule time or complete assignments in a timely fashion.
- Insubordination, including refusal or failure to follow supervisory instruction or perform assigned work.
- Disrespectful conduct
- Gambling or fighting on Company work sites, coercion or intimidation of clients or employees.
- Engaging in sabotage.
- Failure to maintain the Company’s standards of conduct or failure to operate with ethics and integrity.
- Sub-contracting work.
- Carrying, possessing, or using firearms, knives or any dangerous weapon while at work, on company time or engaged in company work.
- Unauthorized or excessive use of company or client equipment, supplies, and facilities including: telephones, mail system, e-mail, copy machines, fax machines or other company equipment.
- Dishonesty, theft, attempted theft, unauthorized possession, or removal of company property or property belonging to a client, customer, a third party, or other employee’s personal property.
- Abusing, destroying, damaging or defacing Company property or the property of others.
- Negligence or improper conduct leading to the damage of customer or client-owned or company property, personal injury or endangering property or persons.
- Participating in any unlawful activity or attempting to influence or persuade others to engage in such activities.
- Supplying false information on company records, including employment applications, time records or any other company documentation or system.
- Making false, untruthful, vicious, profane or malicious statements, verbal or written.
- Distributing, posting or removal of literature, pamphlets or other material without written permission.
- Revealing confidential company information to a competitor, or anyone outside the company, without permission.
- Violation of the Effex or Client’s Solicitation Policy. Vending or soliciting, for any purpose whatsoever, on Company work sites, unless previously authorized in writing by management.

- Bringing and/or use of iPods, cameras, phones, televisions or other electronic devices on Company premises or work-sites without approval from management.
- Violation of the Company's cell phone or electronic use policy.
- Reading of books, newspapers, magazines, etc., not required to perform job duties during work hours excluding authorized break periods.
- Sleeping or loafing or engaging in personal business while on duty.
- Consuming food and beverages in unauthorized areas.
- Gross negligence on the premises of a work site including: boisterous or disruptive activity, fighting, loitering, running or throwing things, wrestling, threatening, dangerous or annoying practical joking, loafing, horseplay, intimidation, or any activity that may cause or causes injury to others.
- Disorderly or indecent conduct such as obscenity, profanity and/or defamatory language including: malicious gossip, lascivious, or other unseemly behavior.
- Physically attacking, verbally threatening, antagonizing, or utilizing intimidation to threaten a client, customer, employee or supervisor.
- Violation of the company's anti-harassment policy, including: any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature to others.
- Unlawful harassment or unacceptable behavior of any kind or creating a hostile environment for others.
- Off duty misconduct that materially and/or adversely affects job performance or in management's sole determination tends to bring discredit to the individual and thereby to the Company.
- Failure to report any security problems that are observed on the Company work sites.
- Unauthorized use of public areas or areas, deemed by site location, as unauthorized.
- Creating or contributing to hazardous working conditions.
- Failure to report any work-related accident, injury or illness.
- Failure to prevent an accident or injury.
- Smoking in unauthorized areas.
- Falsification, misuse, removal or unauthorized disclosure of confidential company information such as payroll records, timesheets, reports, checks, personnel documents and files, Company documents, or customer information, or requesting that another employee falsify records.
- Misrepresenting the company, or misleading the client in any manner.
- Entering into unauthorized contracts or incurring unauthorized expense in the Company's name.
- Employment in a competitive business that may be deemed a conflict of interest.
- Failure to return from authorized leave of absence on designated return date.
- Failure to adhere to the Company's Appearance or Dress Code policy.
- Engaging in personal business while on duty.
- Substandard workmanship, negligence or inefficiency in performance of duties. Failure to have or maintain in management's sole judgment, satisfactory job performance, conduct and/or relationships with other employees, including: supervisors, management and client personnel.
- Reporting to work intoxicated, under the influence of non-prescribed drugs or over use of prescription drugs.
- Reporting to work in a condition where he or she is not physically or mentally able to perform assigned duties.
- Misuse of employee benefits.
- If requested by a supervisor, failure to submit a document from your physician stating the reason you could not report to work.
- Failing the Company's background, drug-test or DMV search.
- Refusal to consent to or submit to a background, drug-test or DMV search when requested.
- Violation of any Company or Client policy or procedure.

Both job efficiency and an accepted standard of conduct are required of each employee. Failure to meet these standards may result in disciplinary action, even though a specific rule has not been violated. If a supervisor fails to enforce a rule, you are not excused from observing the rule, and any member of management may take the appropriate disciplinary action.

DRESS CODE AND GROOMING REGULATIONS

The Company has adopted standards to ensure that an employee's dress and grooming habits are appropriate to the work situation and support a comfortable and safe work environment. During working hours, employees are expected to maintain a clean and neat appearance. Attire and hygiene should never be subject to question or criticism. Hairstyles and cosmetics should be in good taste. Extreme styles should be avoided during work hours. Color treated hair is to be of natural colors. Hands and nails must be clean. Jewelry and body scents need to be kept to moderate levels.

If polished or fake nails are allowed they must be kept clean. Tattoos which may be offensive to others should be covered at all times. Unless client specifics dictate otherwise, pierced ears are the only piercing which may be visible.

Attire acceptable to the work environment will vary based on job duties and working conditions. Your supervisor will advise you of the appropriate dress code for your circumstances. Company issued clothing must be clean and pressed and worn as designed

Employees are required to comply with the dress code established by the client to whom they are assigned.

DRUG AND ALCOHOL USE

The company is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the company. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees, and exposes the company to the risks of property loss or damage, or injury to other persons.

In addition, the improper use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance, and seriously impair the employee's value to the company.

The following rules and standards of conduct apply to all employees, either on company property or during the workday, including meal and break periods. The company strictly prohibits the following.

- Possession or use of alcohol or an illegal or controlled substance, or being under the influence of alcohol or an illegal or controlled substance while on the job;
- Driving a company vehicle while under the influence of alcohol or an illegal or controlled substance; and,
- Distribution, sale, or purchase of alcohol or an illegal or controlled substance while on the job.

The Company has adopted the following drug testing policies: Pre-Employment (client specific); Post Accident (medical attention or property damage); Random Testing; and Reasonable Suspicion.

Many of our clients require that employees who are assigned to them through Effex complete and pass drug tests and background checks. The Company supports this philosophy of providing employees a safe and healthy drug free work environment. Employees assigned to clients who require background and drug screening will be required to pass the standards established by the client. Failure to pass will result in disqualification or termination of employment. The company pays for the background checks and drug testing.

Post-accident/injury drug testing will be conducted on all employees requiring medical attention as a result of a work-related claim or who are involved in a vehicle accident while on the clock or involved in an incident that results in property damage. Employees may be terminated for refusal or failure to submit to testing within the prescribed time frame. Employees are normally required to test within twenty-four (24) hours of the event.

The company reserves the right to test for cause or when there is reasonable suspicion to believe that the employee is under the influence of a substance that can affect their ability to perform their job or present a safety issue for themselves or others. Reasonable suspicion includes but is not limited to the following: an employee appears confused or exhibits erratic behavior; employee has difficulty getting along with others; employee exhibits paranoia, slurred speech or irrational behavior; employee has had a single, or a series of, incident(s) that raise questions about his/her physical or emotional state.

Effex will randomly test employees assigned to certain clients for compliance with its drug-free workplace policy. "Random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Effex has no discretion to waive the selection of an employee selected by this random selection method.

If an employee tests positive on an initial screening test, the employee will be suspended while the confirmation test is being conducted. Employees who fail an oral screening test will be offered the opportunity to retest at a licensed medical facility.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify their supervisor immediately of such use before starting or resuming work

Violation of the above rules and standards of conduct will not be tolerated, and will result in immediate termination. Employees who refuse testing when requested to do so will be subject to termination. The company also may bring any violations of this policy to the attention of the appropriate law enforcement authorities.

In order to enforce this policy, the Company reserves the right to conduct searches of company property or employees and/or personal property and to implement other measures necessary to deter and detect abuse of this policy.

Employees with questions on this policy, or issues related to drug or alcohol use in the workplace, should discuss their concerns with their supervisor or Effex's Human Resources Department.

EMPLOYMENT AUTHORIZATION

It is the policy of the Company to hire only individuals lawfully authorized for employment in the United States. The Department of Homeland Security requires employers to collect certain information, and review certain documents, concerning the identity and employment authorization of all newly hired individuals. This information and documentation will be used solely for determining employment eligibility, and not for any other employment related practice.

By law, the Company has three working days, from your first day of work, to obtain the mandated documents from each employee, and employees are not permitted to continue employment without providing the mandated documents. As a condition of employment, each new employee must complete, sign and date the first section of the I9 form, and present the appropriate documents to accompany that form for examination and copying by Effex.

EMPLOYMENT OF MINORS

Employees must be 18 years of age or older to work for Effex. No individual under the age of 18 will be hired for work, regardless of the length of the job assignment.

EMPLOYMENT REFERENCES AND VERIFICATIONS OF EMPLOYMENT

All requests for references and employment verifications must be directed to Effex's Client Services Department. No other supervisor, manager or employee of the company is authorized to release information regarding current or former employees. The policy of the company is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the company will also provide a prospective employer with wage and salary information.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer and compensation to all qualified candidates, applicants and employees without regard to age, race, color, sex, sexual orientation, national origin, ancestry, marital status, religion, disability, citizenship status, veteran's status, or any other protected status in accordance with the requirements of all Federal, State and Local laws.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a manager and the Human Resources Manager. Although Effex is responsible for implementing its equal employment opportunity policy, employees share in the responsibility for assuring that by their personal actions, the policies are effective and apply uniformly to everyone. Any employee involved in discriminatory practices will be subject to discipline, up to and including termination.

GUARANTEE OF FAIR TREATMENT

The Company's policy provides that every employee, regardless of position or tenure, be treated with respect and in a fair and just manner at all times. In keeping with this policy, all persons will be considered for employment, promotions or training on the basis of qualifications, without regard to race, color, religion, sex, age, national origin, citizenship, sexual preference, medical condition, marital status, mental, physical or perceived disability or veteran status.

We recognize that mistakes may be made in spite of every good intention. It is our sincere desire to correct these mistakes as soon as they occur. The only way to do this is to know of your concerns or complaints.

If you have a concern or complaint:

- Tell your immediate supervisor and/or a member of the Human Resources department.

- During this discussion, you should feel free to discuss the concern in its entirety. It is important that you do not leave any details out, as your supervisor needs to have as much information as possible to make a sound decision. Generally, you and your supervisor will be able to resolve your problem.
- Your problem or concern may be of a nature that you prefer to discuss it directly with a member of Effex's Human Resources Department. Please feel free to do so. It is the policy of this company that all suggestions and concerns will be given full consideration.

The Company takes suggestions and concerns very seriously, and will deal with all situations in a fair and equitable manner; however, we ask that you keep us informed. We cannot resolve situations unless we are aware of the problem.

INTRODUCTORY PERIOD

Each employee works in an introductory status for the first 520 hours or ninety (90) calendar days, whichever is later, after the date employment first begins. This "getting acquainted" or introductory period gives the Company an opportunity to determine your ability to perform your job. It also provides you with an opportunity to decide if the job is suited to your needs. If the company determines that the introductory period does not allow sufficient time to thoroughly evaluate an employee, the introductory period may be extended at the discretion of the company.

A new introductory period commences with each assignment, or transfer to a new position and/or client.

Successful completion of an introductory period does not alter the At-Will Employment Agreement that exists between Effex and its employees. Employment is at the will of both the employee and Effex and, therefore, may be discontinued by either party for any reason, at any time, with or without cause.

LEAVES OF ABSENCE

General Guidelines

Effex grants eligible employees leave of absence from their jobs under certain circumstances, and protects their rights under company policy, state and federal regulations. Following is a list of certain specific types of leaves and does not include all of the States' governed leaves available to employees.

A leave of absence is intended as a benefit for employees who expect to return to work at the end of such leave. Reasons for leave of absence are: medical, family, personal, job-related (*industrial*) injury/illness or military. A leave of absence will not be granted to the employee who is not intending to return to work, seeking other employment, becoming self-employed or returning to school. A leave of absence is not granted for employees being laid-off because of lack of work.

Employees must request a leave of absence whenever an absence occurs for five (5) or more consecutive workdays. Requests for a leave of absence must be submitted by the employee on a "*Request for Leave of Absence*" form with as much advanced notice time as possible, and no later than one week in advance of the leave, or in the case of emergencies, within 48 hours of the occurrence. The supervisor and the Human Resources department will review and approve leave requests.

Consideration for leave will depend on the reason for the request, the department workload, the employee's length of service, the employee's attendance record, prior leave and overall work performance. Leave approval is required before the employee departs, unless the leave is the result of a serious medical condition.

All medical or family related leave of absences must be supported by the documentation of a health care provider. If the company questions the certification of a health care provider, the company may, at its own expense, request a second opinion from a different health care provider of its choice. In cases of conflict, the company may, at its own expense, require a third opinion from a provider jointly designated by the company and employee; the third opinion will be binding.

The employee, on leave of absence, is responsible for payment of their share of the health insurance premiums to avoid lapse in his/her insurance coverage. Coverage will be terminated for non-payment of premiums. If an employee misses six (6) weeks of premiums, he/she will be offered the opportunity to continue health benefits as provided by COBRA.

If an employee is unable to return to work at the conclusion of an approved leave, the employee must request an extension of the leave of absence. All requests for extension of leave must be accompanied by the required documentation and submitted to Human Resources. Verbal extensions will have no validity.

When returning from any leave of absence (*unless protected by law*), employment is contingent upon the availability of a position for which the employee is qualified. An employee returning from any leave of absence will be reinstated to the same or similar job when possible, providing he or she follows all applicable procedures as outlined in this policy.

An employee on a leave of absence, who enters into gainful employment, or works for pay or profit elsewhere or returns to school without notifying Effex, may be terminated immediately. Exceptions to this policy will be considered if the employee is unable to perform the essential functions of the position from which they are on leave. Exceptions can be approved only by the Human Resources Manager. Written permission must be received.

Unless the employee receives approval for an extension of a leave of absence, the employee's failure to report to work will be deemed and accepted as the employee's resignation from employment with Effex. An employee who is unable or unwilling to return to work when his/her leave of absence expires may be terminated.

Should Effex experience a reduction in work force or lay-off during an employee's leave, and if the employee would have been laid off if not on leave, the employee's right of reinstatement is the same as if he/she were not on leave when the lay-off occurred.

When an employee is deemed to be on a leave of absence, the employee will be considered to be applying such leave to any available Federal or State law afforded to the employee's leave situation. Any leave that qualifies under FMLA will be considered to be FMLA. All Leave, protected by law, should not exceed the maximum allowable time that such leave protection allows.

With the exception of Workers' Compensation, or when protected by law, employees are eligible for a total of three (3) months of Medical Leave in a rolling twelve (12) month period. Leave period may be extended subject to approval, and at the discretion of senior management.

Family and Medical Leave (FMLA) Qualified Leave

In compliance with the Family and Medical Leave Act (FMLA), Effex provides up to twelve (12) weeks of unpaid leave (or up to 26 weeks of unpaid military caregiver leave to care for a covered servicemember with a serious injury or illness) in a rolling twelve (12) month period for eligible employees. With the exception of "Caregiver Leave for an Injured Servicemember", in no event may the total of FMLA leave in a rolling twelve (12) month period exceed twelve (12) weeks

Employees who have at least twelve (12) months of service with the company, and who have worked at least one thousand two hundred fifty (1,250) hours in the twelve (12) months preceding the date the requested leave is to begin, are eligible for FMLA leave.

Employees qualify for FMLA leave for the following purposes:

- 1) For the birth or care of a newborn child at any time up until the child's first (1st) birthday;
- 2) To care for a child placed for adoption or foster care at any time up until one (1) year following initial placement;
- 3) To care for a spouse, child, or parent (but not parent-in-law) with a serious health condition or
- 4) To receive care for a serious health condition that renders the employee unable to perform his or her job.
- 5) Call to active duty. A spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.
- 6) Military caregivers leave. This benefit provides 26 weeks of FMLA during a single 12 month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member.

If both spouses work for the same employer and both are eligible for FMLA leave, they are entitled to a combined total of twelve (12) weeks leave per year or a combined total of 26 weeks of leave to care for an injured service member as well as leave for other FMLA-qualifying reasons during the applicable 12-month period.

The FMLA allows employees, in certain circumstances, to take leave on an intermittent basis, or a reduced work schedule. Intermittent leave or reduced work schedules can be used when there is a medical necessity. Intermittent leave is not available for childcare. The company reserves the right to temporarily transfer an employee on an intermittent or reduced-schedule basis to an alternative position that accommodates all parties concerned.

If the company grants a partial day of leave to an exempt employee, the employee will not lose his/her exempt status while on family leave, although the individual will be subject to a reduction in wages for the missed time.

All leave which qualifies as FMLA will be treated as such, and when allowed by law, will run concurrent with other leave.

Bereavement Leave

You may be excused from work in the event of the death of a member of your immediate family. Normally this leave will not exceed three (3) days. Bereavement leave is unpaid. Immediate family for purposes of this policy shall be your current spouse, domestic partner, children, step-children; child's other parent, siblings, parents, step-parent, grandparents, grandchildren, in-laws and/or anyone with whom the employee has a loco parentis relationship (guardian of a child, etc). Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

The Company requires the right to written documentation to support the employee's request for bereavement leave.

Job Related (Industrial) Leave

All job-related injuries/illnesses must be reported immediately by the injured worker to the employee's supervisor and the Human Resources Department.

All employees, regardless of length of service or status, are covered by worker's compensation insurance. An employee who reports a job-related injury/illness which results in absence from work for five (5) or more days will be placed on an industrial leave of absence, contingent upon the company's acceptance of the claim as an industrial injury.

The "*Request for Leave of Absence*" form must include proper medical documentation and signatures. If the injured worker is unable to initiate paperwork due to severe injury, the manager/supervisor should initiate the paperwork.

It is the employee's responsibility to provide updated medical documentation if it is necessary to extend the leave of absence.

When an employee is released by a physician to return to either full or modified employment from a job related injury/illness, he/she is required to supply such release to the Effex Human Resources Department. No employee may return to work or be scheduled to return to work until authorized and released to do so by the Effex Human Resources representative handling the claim. Employees reporting with restrictions will be evaluated for the feasibility of returning to work.

Jury and Witness Duty

It is Effex's policy to enable employees to serve on jury duty or as a witness, when called to do so. Jury duty, unless otherwise specified by state law, is unpaid. Time off to serve as a witness is provided as an unpaid leave. If you are required to serve, you must notify your supervisor immediately and present a copy of the jury summons or witness subpoena. If offered or available, you must elect the telephone on-call status and report to work until you are called in to physically report at the court. You also must report to work at your normal schedule when released from service.

Medical Leave

A medical leave of absence (LOA) may be paid or unpaid, FMLA qualified or non-FMLA qualified. A medical leave of absence will be provided to qualifying employees unable to work as a result of an injury or illness for a period of five (5) or more consecutive workdays. Medical conditions related to pregnancy, unless covered by other specific law, will be treated under these medical leave provisions.

- If the employee is unable to return to work at the end of the approved leave, a Physician's Certification which states health condition, continued treatment plan and expected date of return to work must be submitted to Human Resources.
- When able to return to work, the employee must submit a current physician's statement, which releases the employee to return to work and defines any restrictions, to Effex's Human Resources Department. Effex's Human Resources Department will advise the appropriate supervisor/manager of the release and/or restrictions. No employee may return to work until approved to do so by Effex.

Military Leave

Leaves of Absence without pay for Military or Reserve Duty are granted to regular employees. If you are called to active Military Duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit a *Leave of Absence Request Form* including copies of your military orders to the Human Resources Director, or his or her designee, as soon as is practicable. You will be granted a Military Leave of Absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

Personal Leave

A personal leave of absence may be granted for compelling personal reasons, subject to approval by your manager. Approved personal leave may be granted for a period not to exceed thirty (30) days.

Starting and ending dates of the leave and the reason for requesting the personal leave must be included on the "*Request for Leave of Absence*" form and submitted to Human Resources with both employee and management signatures.

Voting Leave

Effex encourages you to exercise your voting privileges in local, state, and national elections. If you are eligible to vote and you do not have sufficient time outside of working hours to vote, you may, without loss of pay, take off enough working time at the beginning or end of your work shift to vote. Unless otherwise specified by State Law, no more than 2 hours taken off for voting shall be without loss of pay.

Taking time off to vote will not result in discipline, termination or other penalty. If you wish to take time off to vote, you must notify your manager, unless State Law mandates differently, at least two (2) days prior to the day of the election. Your manager will schedule the time off you need. A document showing you voted must be obtained from the polling place and returned to your supervisor.

OVERTIME PAY

Effex pays overtime in accordance with all federal, state and local laws. In all cases, overtime must be pre-approved. Daily overtime, when mandated by Law, is based on the number of hours worked within a single workday. The workday has been defined as starting at 12:01 am and ending at midnight. The workweek, unless otherwise defined by the client, is Monday through Sunday.

Although overtime is normally not mandatory, employees are expected to share in the company's overtime needs when the occasion arises. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. But please be mindful that advance notice may not always be possible.

Training time and meeting time will be used in the calculation of overtime. Pay types not included in the calculation of overtime (for employees who qualify) include vacation, holiday, sick and bereavement.

PARKING

Employees are required to park in the area designated by the client as employee parking areas. Effex does not assume any liability for any loss or damage your vehicle may sustain. Employees are responsible for any fines, parking tickets, towing costs or other expenses associated with the violation of a parking rule.

PAY PRACTICES

Effex compensates all employees fairly and in compliance with all federal and state laws. Effex administers pay practices and grants wage and salary increases to employees, subject to established pay policy guidelines, regardless of race, ethnicity, religion, age, sex, sexual orientation, disability, national origin or other protected categories.

Employees are commonly paid weekly each Friday. Employees will be advised if they are assigned to a client who has requested a bi-weekly or semi-monthly payday or who have designated a payday other than Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The pay week has been defined as a seven day period commencing normally on a Sunday or Monday.

When the normal payday falls on a holiday recognized by Effex, employees will be paid the day before.

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled payday. If you believe there is an error in the amount of your pay, you should immediately bring the discrepancy to the attention of your direct supervisor or your Effex representative, so that any necessary corrections can be made as quickly as possible. If the payroll error is not promptly resolved through your manager, contact Effex's Client Services Department.

The Company will deduct from your gross pay, all applicable federal, state, county, city and school district income taxes, Social Security taxes, back taxes, government-mandated garnishments and, in accordance with applicable state law, for any loss of Company property caused by your actions. Any deductions other than statutory deductions must be authorized by the employee, in writing, and all deductions from your paycheck will be itemized.

For any incident involving separation pay (resignation, termination, leave of absence, etc.), you will be paid in accordance with the applicable federal and state laws.

Any employee who is under suspicion for reporting fraudulent time will be thoroughly investigated. If it is found that fraudulent time was reported, the employee will be pursued for recovery, and if necessary, the company will pursue available legal remedies. Falsifying time records is a terminable offense.

At the end of each calendar year, each employee will be supplied with a Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. Please contact Effex's Client Services department if you wish to change your address or tax exemption status.

Employees are not allowed to work "off the clock" or reflect hours worked on a day, or at a time, other than those days and hours actually worked.

PERSONNEL FILES

Effex maintains personnel files on each employee. The information in the employee's personnel file is permanent and confidential, and must be kept up-to-date. These files contain documentation regarding all aspects of the employee's employment with Effex.

To ensure that your personnel file is up-to-date at all times, you are required to notify Effex's Client Services Department of any changes in your name, phone number(s), home address, beneficiary designations for insurance purposes, military or draft status, exemptions to your W4, the individual(s) to notify in case of an emergency, car insurance renewal and so forth.

Confidentiality of Employee Information

All employee files are confidential. No information about an employee will be disclosed to anyone outside of the company except in the following cases:

Requests for information: In response to an outside party's request for verification of employee information, Effex will verify, when authorized by an employee, in writing, only the following:

- Dates of employment;
- Employee's position or job title; and
- Employee's current or final wages or salary rate.

Effex will consider employee-authorized requests for information on an individual basis and reserves sole discretion, unless dictated by law, to grant or refuse these requests.

Access to those with a need to know: Any outside firms that perform personnel-related services, such as benefits administration, will have access to any employee information needed to facilitate performance of these services. All contractors will be required to maintain confidentiality of employee information.

Information disclosure required by law: Effex will furnish employee information whenever legally required to do so.

Medical emergencies: If necessary to respond to an apparent medical emergency, Effex will disclose employee information.

SAFETY AND HEALTH

The company attempts to provide its employees with a healthy and safe working environment, but health and safety issues are not the sole responsibilities of the company. In order to achieve our health and safety goals, the company has adopted a program of safety rules and regulations and maintains an Injury and Illness Prevention Program ("IIPP"). A copy of the IIPP is available for review from Effex's Human Resources Department.

The company regularly provides information to employees about workplace health and safety issues through supervisor-employee meetings, safety memos, etc. Employees also receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor, or bring them to the attention of Effex's Human Resources Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards or who cause hazardous or dangerous situations, or who fail to report or, when appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor and Effex's Human Resources Department. Such reports are necessary to comply with state laws and initiate insurance and workers' compensation benefits procedures.

Code of Safety Practices

Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance. To carry out this policy employees shall follow these safety rules and practices:

- Report all unsafe conditions and equipment to your supervisor or safety coordinator.
- Report all work-related incidents, injuries and illnesses to your supervisor and the Effex Human Resources department immediately.
- Operate equipment/machines or use chemicals only upon receiving proper instructions from the supervisor.
- Operate equipment only when all safety guards and devices are in place. Never remove a safety device.
- Never remove any lock out/tag out signs, decals or locks.
- Familiarize yourself with the Material Safety Data Sheets (MSDS) that pertain to your work area.
- Wear personal protective equipment at all times (safety glasses when using chemicals or working with equipment or products that may present an eye hazard).
- No lifting over 50 pounds without assistance.
- Refrain from improper conduct leading to the damage of client-owned, employee or company property, personal injury or endangering property or persons.
- Refrain from negligence on the work-site premises including: boisterous or disruptive activity, fighting, running or throwing things, wrestling, threatening, dangerous or annoying practical joking, horseplay, or any other activity that may cause or causes injury to others.
- Report any security or safety problems observed on the work sites.
- Prevent an accident and injury if possible.
- Avoid creating or contributing to hazardous working conditions.
- Comply with working directions and instructions.
- Not working in a condition where he or she is not physically or mentally able to perform their assigned duties.
- Employees are prohibited from reporting to work intoxicated, under the influence of non-prescribed drugs or over-use of prescription medication.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of a fire, sound alarm and evacuate.
- Upon hearing fire alarm, stop work and proceed to the nearest clear exit.
- Only trained workers may attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations during business hours.
- Stairways should be kept clear of items that can be tripped over, and areas under stairways that are egress routes should not be used to store combustibles.
- Materials and equipment will not be stored against doors and exits, fire ladders or fire extinguishers.
- Aisles must be kept clear at all times.

- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- Spills shall be wiped up immediately.
- Always use the proper lifting technique. Never attempt to lift, push, pull or carry an object that is too heavy.
- Never stack material precariously on top of shelves, displays, lockers, file cabinets or other relatively high places.
- Do not stack material in an unstable manner.
- When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, wet and slippery areas, etc.
- Report exposed wiring and cords that are frayed or have deteriorated insulation.
- Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
- Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
- Electrical equipment should be plugged into appropriate wall receptacles and into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
- When accessing high shelves or areas above your head use only approved ladders, stepstools, etc. Standing on chairs, milk crates, boxes, etc are strictly prohibited.

SMOKING POLICY

Effex's work locations are designated as "non-smoking". Any employee wishing to smoke must do so in those areas designated, by client and location, as employee smoking areas. Employees who smoke are responsible for ensuring that their cigarette butts are deposited into the appropriate receptacles.

SOCIAL NETWORKING

This policy establishes a set of rules and guidelines for all "online social media" which includes, without limitation, email, social networking (Facebook, LinkedIn, Twitter, etc), blogs, bulletin boards, and so on.

Effex embraces the use of social media for business. Employees are encouraged to sign up for social media networks and to share information that helps present the organization in a positive light.

Employees using online social networking sites are required to use the following guidelines for all online communications in reference to the Company.

You are personally responsible for any of your online social media activity conducted with a Company email address or on a Company website or page, and/or which can be traced back to a Company domain, and/or which uses the Company's Information Systems and/or which expressly or implicitly identify you as an employee of the Company. When participating in any online social media, be completely transparent and disclose your true identity and, where appropriate, affiliation with the Company, and professional and/or personal interest in communicating.

Employees must make it clear that they are speaking for themselves and their messages are not a form of official communication from the Company. Employee messages should have clear disclaimers that the views expressed do not necessarily represent the views of the Company. Additionally, when commenting on or promoting any Company product or service on any form of online social media, you must clearly and conspicuously disclose your relationship with the Company to the members and readers of that social media.

Employees must observe and follow:

- existing company policy and agreements, as set forth in this Handbook.
- the policies of the particular online/social networking venue; and
- applicable law.

The rules in the Company's Handbook, including its Electronic Communication Policy and Anti-Harassment and Discrimination policies apply to employee behavior within social media and in public online spaces.

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to a "Terms of Use." You must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through online social media.

Employees may not disclose any confidential or proprietary information, including, but not limited to, trade secrets, customer data, financial information, strategic decisions, etc. Consult the Company's Confidentiality Policy for further guidance about what constitutes confidential/proprietary information. All Company rules regarding confidential personal and business information, including HIPAA, apply in full to online social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to the Company's business, and ultimately you and/or the Company being sued by an individual, other businesses or the government.

Employees may not use logos, trademarks, or other intellectual property of the Company without prior written approval. All Company policies, including those related to harassment, discrimination, ethics, privacy, etc extend to all forms of communication, including use of social networking sites.

Social networking for personal reasons should be done on personal computers and on personal time. Consistent with the Company's Computers, E-Mail & Internet Communications Policy, the Company may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspect of your use, including the websites you visit and other Internet/Intranet activity. The reasons the Company accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

Employees must be respectful of the Company, other employees, management, clients, customers, and competitors. Do not identify other individuals/companies by name or post their pictures without their authorization. Employees are reminded to use discretion when using social networking media. Beware of competitors following their tweets, friending them on Facebook, etc.

Before posting any online material, ensure that the material is accurate, truthful, and without factual error. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false. Before posting a comment or responding to a blog, think before sending. If you are unsure about the effects of the post or other online action, reach out to your supervisor or Human Resources for some assistance, particularly when unsure about a response to another employee or a customer.

Employees who use social networking in a manner deemed not to be in the best interest of the Company will be subject to disciplinary action, up to and including termination.

Do not use your own personal online relationships or the Company's network to influence polls, rankings, or web traffic. This is called "astroturfing" or "sock-puppeting" and is highly unethical. You are not to use the size and breadth of the Company network to unduly influence polls, rankings, or web traffic where said traffic is a measure of success or popularity of a particular political opinion.

Avoid "friending" anyone (as through a social network) whom you either do not actually know and/or with whom you have not previously corresponded. Consider asking permission of any customer, journalist, blogger or other online influencer before "friending" them.

Nothing contained within this policy is intended to interfere with employee rights under the National Labor Relations Act, including but not limited to employees' right to discuss the terms and/or conditions of their employment, or other laws protecting lawful job related activities.

SOLICITATIONS AND DISTRIBUTION OF LITERATURE

In the interest of maintaining a proper business environment, and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time, or in work areas. Employees who are not on working time (e.g., those on lunch hour) may not solicit employees who are on working time for any cause, or distribute literature of any kind to them. Exceptions to this Policy will require the approval and/or endorsement of Effex.

Non-employees are likewise prohibited from distributing material or soliciting Effex employees at work locations at any time.

TERMINATION OF EMPLOYMENT

As set forth in the “At-Will Employment” section of this handbook you have the right to resign at any time without giving a reason for resignation, unless desired. Similarly, the company has the right to terminate your employment with or without cause at any time. The company asks employees who plan to resign to please inform their supervisor in writing as soon as possible so that he or she will have sufficient time to find a replacement. A two-week notice is requested, but not required.

Employees who fail to report for work when scheduled or who leave the work location prior to the end of their scheduled shift and do not notify their supervisor/manager of such will be considered to have abandoned their job and to have quit without notice.

Upon termination of employment, all money owed the individual will be paid in accordance with State and Federal laws. Employees are required to return all company property as well as client and customer supplied information. If written authorization exists, the cost of replacement for damaged, missing or unreturned property may be deducted from the final check.

Terminated employees should be reminded of their responsibility and signed acknowledgement of confidential information and potential liability upon disclosure.

TIMEKEEPING REQUIREMENTS

A record of all hours worked must be recorded by employees on a daily basis. You are to record when you start and stop work and your meal break. The time you record is used in computing amounts earned in a pay period and must be approved by both you and your supervisor.

Employees are responsible for the accuracy of their time records. Time worked must be reported, by you, in the manner designed by the client (time clock, time sheet, sign-in sheet, on-line, etc) and, if applicable, to the individual who has been designated to receive your time and within the time frame communicated to you. You are not to complete nor sign a time record for another employee, nor are any other individuals authorized to report your time.

Employees who falsify time records, report hours on a day or time not worked, or fail to report time by the required deadline will be subject to disciplinary action, up to and including termination of employment.

WORK-RELATED INJURIES

Workers' Compensation Insurance protects all employees. Effex pays the cost of this insurance for its employees. You are automatically covered by workers' compensation insurance. This protection applies to all employees, regardless of employment classification, as of your first day of work. Benefits may include medical care, partial wage replacement, and vocational rehabilitation to help qualified injured workers return to suitable employment. Company policy states that all on-the-job accidents, injuries, and illnesses, regardless of the degree of severity, must be immediately reported to your supervisor and Effex's Human Resources Department.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- immediately report any work-related injury, illness or accident to your supervisor and Effex's Workers' Compensation Department;
- seek medical treatment from Effex's designated provider and follow-up care if required; Contact Effex's Human Resources Department for the designated provider located nearest you. If Effex is closed, go to the nearest Urgent Care facility or emergency room;
- ensure that an “Injury & Accident Report form” is completed and returned to Effex's Human Resources Department; and
- provide Effex with a certification from the designated provider regarding your ability to return to work or whether there are any work restrictions.

The Company requires a post-accident drug test to be completed, within 24 hours of the accident or injury, for all employees who seek medical attention or who are involved in a vehicle accident

Employees who will be absent for 5 working days or more are required to submit a “Request for Leave of Absence” form to Effex's Human Resources Worker's Compensation Department. Doctor's notes and releases to return to work must be submitted to, and only to, Effex Human Resources Department. Do not supply this information to your supervisor or to any other individual who may be requesting it from you. Employees may not return to work until authorized to do so by Effex's Workers' Compensation Department.

State law requires that Effex notify the workers' compensation insurance carrier of any concerns of fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments may be guilty of a felony.

Employees who fail to follow procedures and regulations regarding reporting and treatment may experience a reduction of benefits that they might otherwise receive for a workplace injury or illness and are subject to disciplinary action, up to and including termination of employment.

WORK SCHEDULES

Employee schedules will vary as business needs increase or decrease. Supervisors will advise employees of their individual work schedules. Various factors, such as workloads and staffing needs, may require variations in an individual employee's starting and ending times, as well as the total hours worked each day or each week. The company reserves the right to revise scheduled or unscheduled hours, require overtime, and transfer or assign employees to work or positions, other than their usual assignment, when necessary, as well as assign staff to other locations or company work sites.

Your supervisor is the only person authorized to make changes to your schedule. Failure to meet your scheduled shift without proper notification or authorization will result in disciplinary action, up to and including termination of employment.

WORKPLACE VIOLENCE

The Company is concerned about the increased violence in society, which has also filtered into many workplaces. It is Company policy to expressly prohibit any acts or threats of violence by any Effex employee, or former employee, against any other employee, or any individual with a connection to an employee, supervisor, client or customer on or about company work sites or elsewhere at any time.

Effex is committed to the following:

- To provide a safe and healthy work environment, in accordance with the Company's Safety and Health Policy.
- To take prompt remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence, or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with employees, former employees, clients, or customers to Effex's work locations engaging in such behavior. Such action may include notifying the Police or other law enforcement personnel, and prosecuting violators of this Policy to the maximum extent of the law.
- To prohibit employees from possession or use of dangerous weapons while on company property and/or in a work location during working hours, regardless of whether or not the person is licensed to carry the weapon. This ban, unless prohibited by state law, includes keeping or transporting a weapon in a vehicle in a parking area. Weapons include handguns, firearms, explosives, knives and other weapons that have the potential to inflict harm.
- To establish viable security measures to ensure that Effex work locations are safe and secure to the maximum extent possible. To this end, Effex reserves the right to inspect any locker, desk, work area, purse, bag, container, vehicle or other personal belongings located on Effex's work sites, or being transported onto or from the premises, in the investigation of any report pertaining to an act of violence where the welfare of others or assets may be at risk.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that Effex, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including dismissal.

Employees have a "duty to warn" their supervisor, Human Resources, and/or their Effex representative of any suspicious workplace activity involving other employees, former employees, clients, or customers that appears problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this Policy will be held in confidence to the maximum possible extent. Effex will not condone any form of retaliation against any employee for making a report under this Policy.

COMPANY ALCOHOL CONSUMPTION

Overview/Policy Statement

It is Effex' policy to take steps to limit the consumption of alcohol at company functions. The possession, consumption, or use of alcoholic beverages at company functions should be limited to ensure that employees maintain professional behavior.

Managers and employees are responsible for adherence to company policy. Failure to do so may result in disciplinary action up to and including termination.

Rationale

- Excessive alcohol consumption may endanger the health and safety of Effex employees and others around them and tarnish Effex' reputation.

Scope

- This policy is applicable for all active employees of Effex.
- Company functions to which this policy applies may include, but are not limited to: receptions for business guests, civic or business organizations; retirement and anniversary parties; department events; and parties held at private residences.

Applying the Policy

- Employees who choose to drink alcoholic beverages at company functions are expected to behave in accordance with usual professional standards and all company policies.
- During client appreciation events, the Program Manager has the authority to uphold this policy and take steps deemed necessary (i.e. safe passage arrangements)
- Food must be available.
- Alcohol is not to be served to minors or anyone who appears to be impaired.
- Safe passage home must be arranged for anyone who appears to be impaired. Impairment includes slurred speech, slow reaction time, and inappropriate behavior. Impairment may also be implied when an employee has had an excessive amount of alcohol in a short period of time.