

Ashlor Staffing Services

United American Payroll

Employee Handbook

2019

Table of Contents

INTRODUCTION

| | |
|---|---|
| Introductory Statement | 4 |
| Ashlor Staffing Services as a Personnel Department..... | 4 |

EMPLOYMENT

| | |
|--|----|
| 101 Equal Employment Opportunity | 5 |
| 102 Business Ethics and Conduct | 5 |
| 103 Conflicts of Interest | 6 |
| 104 Outside Employment | 6 |
| 105 Hiring Relatives | 7 |
| 106 Immigration Law Compliance | 7 |
| 107 Non-Disclosure | 7 |
| 108 Social Security Privacy Policy | 8 |
| 109 Records Confidentiality | 9 |
| 110 Document Retention | 10 |
| 111 Employment Termination | 11 |
| 112 Resignation | 11 |
| 113 Availability for Re-Assignment | 11 |
| 114 Return of Property | 12 |

EMPLOYMENT STATUS & RECORDS

| | |
|---------------------------------------|----|
| 201 Employment Categories | 12 |
| 202 Access to Personnel Files | 13 |
| 203 Employment Reference Checks | 13 |
| 204 Personnel Data Changes | 13 |
| 205 Employment Applications | 13 |

EMPLOYEE BENEFITS

| | |
|-----------------------------|----|
| 301 Employee Benefits | 13 |
| 302 Health Insurance | 14 |
| 303 Paid Time Off | 14 |
| 304 Holiday Pay | 15 |

TIMEKEEPING & PAYROLL

| | |
|--|----|
| 401 Salary Administration | 16 |
| 402 Pay Days | 16 |
| 403 Pay Advances | 16 |
| 404 Administrative Pay Corrections | 16 |
| 405 Pay Deductions | 17 |
| 406 Work Schedules | 17 |
| 407 Meal Periods | 17 |
| 408 Time Cards | 17 |
| 409 Overtime | 17 |

WORK CONDITIONS

501 Safety 18
502 Workers Compensation 18
503 Drug and Alcohol Use and Testing 19
504 Smoking 21
505 Cellular Phone Policy 21
506 Computer and E-Mail Usage 21
507 Internet Usage 22
508 Social Media 22
509 Workplace Monitoring 23
510 Security Inspections 23
511 Solicitations..... 23

LEAVE OF ABSENCE

601 Military Leave 24
602 Leave of Absence 24
603 Medical Leave 24
604 Family Medical Leave 25

EMPLOYEE CONDUCT

701 Employee Conduct and Work Rules 26
702 Sexual and Other Unlawful Harassment 27
703 Attendance and Punctuality 27
704 Personal Appearance & Hygiene 28
705 Problem Resolution 29
706 Workplace Violence Prevention 29
707 Workplace Etiquette 30

MISCELLANEOUS

Employee Acknowledgement Form.....32

Introduction

Ashlor Staffing Services has teamed up with United American Payroll (UAP) for the purpose of issuing payroll checks and providing other benefits. Throughout this handbook, both Ashlor Staffing Services and UAP will be jointly referred to as "The Company."

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with The Company. This handbook supersedes all previous policies.

Throughout this handbook, we will refer to the Payroll Department, the Human Resources Department, and Executive Management. All concerns regarding the Payroll Department and the Human Resources Department can be directed to UAP at (586) 468-3300. All concerns regarding Executive Management should be directed to Ashlor Staffing Services at (810) 275-0690.

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Ashlor Staffing Services and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Ashlor Staffing Services to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Ashlor Staffing Services continues to grow, the need many arise and Ashlor Staffing Services reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Ashlor Staffing Services to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

THE ASHLOR STAFFING SERVICES AS A PERSONNEL DEPARTMENT

The Ashlor Staffing Services is much more than a name you see when you are hired and the last place you hear from when you leave. We are involved in payroll and benefit management and supply a basic function of seeing that policies and rules are applied justly to every employee associated with the Ashlor Staffing Services.

Your employment record begins with your job application which is kept in a confidential file in the personnel department of Ashlor Staffing Services and United American Payroll. Performance appraisals, promotions, transfers and other matters that affect you, as an employee, are recorded here. This important information is available for reference and review. If you need employment information for a home loan or other employment verification, please contact us, your personnel department.

You should list ASHLOR STAFFING SERVICES and United American Payroll as your employer of record for insurance purposes, workers' compensation related injuries, and other instances requiring an employer of record. Your employment is through ASHLOR STAFFING SERVICES and United American Payroll.

You may wish to review your personal file in the personnel department. You may set up an appointment in our office for a review during normal working hours either before or after your normal schedule. This information needs to be kept up to date. You should notify our personnel department of changes that are important for your insurance program, such as changes in address, marital status, etc.

Employment

101 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Ashlor Staffing Services will be based on merit, qualifications, and abilities. Ashlor Staffing Services does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, pregnancy, or any other characteristic protected by law.

Ashlor Staffing Services will make reasonable accommodations for qualified individuals with known disabilities unless doing so will result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

102 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of The Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of The Company is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to The Company, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Company employee.

103 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact HR for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of The Company. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of The Company's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of The Company as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which The Company does business, but also when an employee or relative receives any kickback, bribe, substantial, or special consideration as a result of any transaction or business dealings involving The Company.

Violations of this policy may result in disciplinary action, up to and including termination.

104 OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with The Company. All employees will be judged by the same performance standards and will be subject to The Company's scheduling demands, regardless of any existing outside work requirements.

If The Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of The Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with The Company.

Outside employment will present a conflict of interest if it has an adverse impact on The Company.

105 HIRING RELATIVES

The employment of relatives in the same area of an organization may cause conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Although The Company has no prohibition against employing relatives of current employees with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, The Company will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

106 IMMIGRATION LAW COMPLIANCE

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The Company within the past three years, or if their previous I-9 is no longer valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

107 NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Ashlor Staffing Services. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Customer preferences
- Financial information
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Technological data

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from disclosed information.

108 SOCIAL SECURITY PRIVACY POLICY

The purpose of this policy is to:

- Ensure to the extent practicable the confidentiality of social security numbers.
- Prohibit unlawful disclosure of social security numbers.
- Limit those who access information or documents that contain social security numbers.
- Provide a method to properly dispose and/or distribute documents containing social security numbers.
- Provide penalties for violation of the privacy policy.

It is the policy of the company to protect the confidentiality of social security numbers obtained in the ordinary course of business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, distribute or dispose of a social security number that The Company obtains or possesses except in accordance with the Act and this Privacy Policy.

The Company will collect social security numbers only when required or authorized by state or federal law, rule or regulation, by court order or pursuant to legal discovery or process, or as otherwise permitted for legitimate reasons consistent with this policy.

Authorized reasons for collection of social security numbers include, but are not limited to:

- Pre-employment background checks
- Verification of employee eligibility for employment
- New hire reporting
- Enrollment in employee benefit plans
- Federal and state tax reporting and income withholding purposes

All or more than four sequential digits of a social security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses, account number or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a social security number shall be kept out of public view at all times.

All or more than four sequential digits of a social security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is security or the transmission is encrypted.

Documents containing all or more than four sequential digits or a social security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires a social security number to appear in the document. Documents containing all or more than four sequential digits of a social security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package. Where all or more than four sequential digits of a social security number are contained within a document subject to release under the Freedom of Information Act, the social security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is released or distributed.

All documents containing all or more than four sequential digits of a social security number shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Only personnel with legitimate business reasons shall have access to records containing social security numbers. Personnel using records containing social security numbers must take appropriate steps to secure such records, including periods when such records are not in immediate use.

Documents containing all or more than four digits of a social security number will be retained in accordance with requirements of state or federal law. At such time as documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.

The Company shall take reasonable measures to enforce this Privacy Policy and to prevent violation of the same. Any employee who knowingly obtains, uses, distributes and/or discloses social security numbers for unlawful purposes, purposes contrary to this Privacy Policy, or in violation of the Act, shall be subject to disciplinary action up to and including termination of employment. Additionally, as certain violations of the Act carry criminal and/or civil sanctions, The Company will cooperate with appropriate agencies in the prosecution or pursuit of any person who knowingly obtains, uses or discloses social security numbers through The Company for unlawful purposes.

109 RECORDS CONFIDENTIALITY

The Company is dedicated to safeguarding personal employee and client information. The Company takes every measure necessary to ensure the confidentiality of this information. Additionally, The Company will only collect personal and client information that is required to conduct business operations and to comply with government reporting and disclosure requirements.

Personal and client information collected by The Company includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, dates of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by The Company in the course of its business operations.

Personal employee and client information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee and client information used in business system applications will be safeguarded under company proprietary electronic transmission and intranet policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Company-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, company coding and recording systems, telephone directories, e-mail lists, company facility or location information and addresses, is considered by The Company to be proprietary company information to be used for internal purposes only. The Company maintains the right to communicate and distribute such company information as it deems necessary to conduct business operations

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information or, or that of another employee or client, the employee should report the incident to a representative of the Human Resources department. The Human Resources department has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with department heads who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to department head in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with department heads.
- Employees' company anniversary or service recognition information will be distributed to appropriate department heads periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

Our clients and other parties with whom we do business entrust us with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a--need to know. If there is a question of whether certain information is considered confidential, the employee should first check with the Human Resources department.

This policy is intended to alert employees of the need for discretion at all times and is not intended to inhibit normal business communications. Violations of this policy may result in discipline, up to and including termination of employment,

110 DOCUMENT RETENTION

The corporate records of The Company are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. All documents generated and received are property of The Company. All employees who create or receive documents must comply with this policy.

The Company is required by law to maintain certain types of corporate records for specified periods of time. Failure to retain records for the minimum amount of time required by law could subject the employee and The Company to penalties and fines, obstruct justice, spoil potential evidence for a lawsuit, place The Company in contempt of court, or seriously disadvantage The Company in litigation. The Company maintains all documents as required by law. Backups are stored to ensure document retention.

Employees are expected to comply with this policy. Employees are not permitted to destroy or discard of The Company documentation without approval from Executive Management. If you believe, or The Company informs you, that The Company records are relevant to litigation, or potential litigation, then you must preserve those records until The Company determines and notifies you the records are no longer needed.

If you believe this exception may apply, or have any questions regarding the possible application of this exception, please contact the Human Resources Department. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and/or legal action. Any questions or concerns regarding this policy can be directed to Executive Management.

111 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION – voluntary employment termination initiated by an employee

DISCHARGE – involuntary employment termination initiated by the organization

LAYOFF – involuntary employment termination initiated by the organization for non-disciplinary reasons

Ashlor Staffing Services will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debt to Ashlor Staffing Services, or return of Ashlor Staffing Services-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Ashlor Staffing Services is based on mutual consent, both employee and Ashlor Staffing Services have the right to terminate employment at will, with or without cause, at any time.

112 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Ashlor Staffing Services. Although advance notice is not required, Ashlor Staffing Services requests at least two weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

113 AVAILABILITY FOR RE-ASSIGNMENT

In order for an employee to be eligible for re-assignment upon completion of an assignment, the employee must contact Ashlor Staffing Services office daily, either by phone, email, or in person for availability. Contact phone is 810-275-0690.

Additionally, it is the duty of all employees to notify The Company within seven days of the completion of any assignment that the assignment has ended and he or she is available for employment. Failure to

provide The Company with notice of completion of an assignment within seven days will constitute a voluntary quit that will affect eligibility for unemployment compensation.

114 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Ashlor Staffing Services property must be returned by employees on or before their last day of work.

Employment Status & Records

201 EMPLOYMENT CATEGORIES

It is the intent of The Company to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and The Company.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by The Company management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work The Company's full-time schedule. Generally, they are eligible for The Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are ineligible for all of The Company's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of The Company's other benefit programs.

202 ACCESS TO PERSONNEL FILES

Ashlor Staffing Services maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment needs. Personnel files are the property of Ashlor Staffing Services, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Ashlor Staffing Services who have legitimate reason to review information in the file are allowed to do so. With reasonable advance notice, employees may review their own personnel files in Ashlor Staffing Services' offices and in the presence of an individual appointed by Ashlor Staffing Services to maintain the files.

203 EMPLOYMENT REFERENCE CHECKS

Ashlor Staffing Services will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held. No employment data will be released without written authorization and release signed by the individual who is the subject of the inquiry.

204 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Ashlor Staffing Services of any changes in personnel data. Personal mailing address, telephone numbers, number and names of dependents, educational accomplishments, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the office of Ashlor Staffing Services Group.

205 EMPLOYMENT APPLICATIONS

Ashlor Staffing Services relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Ashlor Staffing Services' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employee Benefits

301 EMPLOYEE BENEFITS

Eligible employees at Ashlor Staffing are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees after 90 days of employment:

- AFLAC
- Health Insurance
- Holiday Pay
- Legal Shield Services (legal assistance service)

Some benefit programs require contributions from the employee, but some are fully paid by The Company.

302 Health Insurance

The Company's health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between The Company and the insurance carrier.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Benefit Department for more information about health insurance benefits.

303 PAID TIME OFF

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, injuries or illnesses, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time off policy.

Beginning with the March 25, 2019 – March 31, 2019 pay period, employees that work at least 35 hours per week will accrue a maximum of one hour of paid time off per week, up to a maximum of 40 hours per year. Hours worked does not include paid holidays. Paid time off may only be used as it is accrued. Eligible employees hired after March 25, 2019 will begin accruing paid time off immediately, however, they will be required to wait 90 days before they are able to use the paid time off.

Paid time off can be used in four hour increments. Paid time off can be used for vacation, injuries or illnesses, and personal business. Employees that wish to use paid time off for the purpose of vacation or planned personal reasons must request to use the paid time off at least one week prior to the first day they are requesting off. Employees that wish to use paid time off for their own unforeseen illness or injury, an unforeseen illness or injury of an immediate family member, or any other reason in accordance with the Paid Medical Leave Act, must provide a doctor's note, or other applicable documentation, to verify their absence within 3 days of the absence. Eligible family members include: spouse, child, parent, sibling, grandparent, and grandchild.

When an employee must miss work due to an unforeseen illness or injury, the company requests that employees provide as much notice as possible, but no less than one hour notice of their absence is required prior to the start of their shift. Employees that do not provide the required notice of their absence or proper documentation will be subject to discipline, up to and including termination of employment.

Paid time off is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Up to 40 hours of unused paid time off that has been accrued can be carried-over into the following year. In the event that an employee carries over any hours of paid time off into the following year, the accrual will be capped at 40 hours. Once an employee reaches 40 hours of paid time off, the accrual will stop until some of that time is used. Once paid time off is used, the regular accrual will start again.

Employees that separate from the company for any reason will not be paid for any unused accrued time off. Employees that are rehired will have to accrue paid time off upon rehire; prior accrued time will be forfeited.

For questions relating to this policy, please contact Human Resources.

304 HOLIDAY PAY

The Company will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

The Company will grant paid holiday time off to all regular full time employees who have completed 90 calendar days of service. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay, employees must work or have scheduled time off on the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. Employees that call off on the last scheduled day immediately preceding and the first scheduled day immediately following the holiday will be ineligible for holiday pay.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Timekeeping & Payroll

401 SALARY ADMINISTRATION

The salary administration program at The Company was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, The Company is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Company periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. Human Resources is also available to answer specific questions about the salary administration program.

402 PAY DAYS

All employees are paid weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's scheduled time off, the employee's paycheck will be available upon his or her return from scheduled time off.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to The Company. Employees will receive an itemized statement of wages when The Company makes direct deposits.

403 PAY ADVANCES

Ashlor Staffing Services does not provide pay advances on unearned wages to employees.

404 ADMINISTRATIVE PAY CORRECTIONS

Ashlor Staffing Services 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.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll office so that corrections can be made as quickly as possible.

405 PAY DEDUCTIONS

The law requires that Ashlor Staffing Services make certain deductions from every employee's compensation. Among these are applicable federal, state, and local taxes. Ashlor Staffing Services also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Ashlor Staffing Services matches the amount of Social Security taxes paid by each employee.

Ashlor Staffing Services offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs. If you have questions concerning why deductions were taken from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

406 WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

407 MEAL PERIODS

All full time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operation requirements. Employees will be relieved of all active responsibilities during meal periods and will not be compensated for that time.

408 TIME CARDS

It is the responsibility of the employee to punch in and out or fill out their time card every day that they are working. You will only be paid for the time that is recorded on your time card. Failure to punch or fill out your time card will result in nonpayment for time not recorded. Falsification of time cards will result in immediate termination. Punching or filling out anyone else's time card besides your own will result in immediate termination.

409 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be selected to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. You are to work overtime only at the request and/or authorization of your supervisor. Overtime assignments will be distributed as equitably and practical to all employees qualified to perform the required work.

Overtime pay is based on hours worked per work week in accordance with state and federal requirements. Employees shall record all time worked, including time worked over their normal schedule, on the time card at the time it actually occurs. Overtime hours worked in excess of forty hours in a work week and approved by your supervisor will be paid one and one half times your base rate of pay per hour.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purpose of performing overtime calculations.

Work Conditions

501 SAFETY

To assist in providing a safe and healthy work environment for employees, customers and visitors, Ashlor Staffing Services has established a workplace safety program. This program is a top priority of Ashlor Staffing Services. Its success depends on the alertness and personal commitment of all. Ashlor Staffing Services provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communication.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe conditions to appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may face 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 the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures. Employees who fail to report work related injuries may be subject to disciplinary action, up to and including termination of employment.

502 WORKERS COMPENSATION

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. All information gained from workplace injuries will remain confidential. Employees must follow restrictions as outlined by their treating physician. Failure to report a work related injury may result in disciplinary action, up to and including termination of employment and may affect your ability to obtain workers' compensation benefits. Employees must also complete a report of injury before the employee leaves work the day of the accident

Neither The Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by The Company.

503 DRUGS AND ALCOHOL USE AND TESTING

INTRODUCTION

Ashlor Staffing Services, Inc. recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees dealing with such problems are encouraged to seek diagnosis and follow through with treatment that may be proscribed by qualified professionals in order to assist the problem as early as possible.

The ASHLOR STAFFING SERVICES is committed to provide a drug-free, healthy, safe and secure work environment for all of its employees and to provide, further, that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is absolutely prohibited. Violations of this policy may result in disciplinary action, up to and including termination, and may have legal consequences.

SUBSTANCE ABUSE POLICY

The use, sale, transfer or possession of alcohol, drugs, controlled substance, drug paraphernalia, or any combination thereof, on any premises or property of the employer or its clients is strictly prohibited and is grounds for termination. Any employee reporting for work or entering the workplace while impaired by alcohol or illegal drugs is strictly prohibited and may result in disciplinary action up to and including immediate termination.

Any employee who is required to use legal drugs, prescribed drugs or narcotics which impair his/her ability to perform his/her job shall report the use of such drugs to his/her supervisor, along with the acceptable medical documentation in the case of prescribed drugs or narcotics. A determination will then be made as to whether the effects of the drug or narcotic will impair the employee's ability to perform his/her job and whether such use will pose a potential risk to the safety of the employee or others.

PRE-EMPLOYMENT TESTING

The employees/applicants of the Ashlor Staffing Services, Inc. may be required to test for current illegal drug use as part of the application/pro-assignment process. Failure to submit a sample for testing may disqualify the applicant from consideration for employment and could result in the termination from employment for current employees. A positive substance abuse test may also be grounds for disciplinary action up to and including immediate termination.

An offer of employment or assignment shall not be extended to any applicant prior to receipt of the drug test results.

PROBABLE CAUSE TESTING

Testing for controlled substances and alcohol may be administered to employees for "probable cause". If the company has reasonable grounds to believe that an employee is using alcohol or an illegal or controlled substance in violation of this policy, the company will require that the employee be tested. If an employee is required to take such a test, transportation to and from the testing site will be arranged. This testing may be a body fluid test (which may involve a urine drug screen), blood and plasma test, and/or a test for breath or saliva. An employee tested under "probable cause" may be

suspended without pay until the test results are complete. A positive substance abuse test demonstrating the current use to alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action up to and including immediate termination.

RANDOM TESTING

Under certain circumstances, any employee who violates this policy and returns to work may be subject to random testing for illegal drug and alcohol use. The tests will be given from time to time without advance notice and pursuant to the procedures of this policy. The company reserves the right to implement random testing for certain assignments and/or job classifications.

POST ACCIDENT/INJURY TESTING

Any employee who is injured or who claims to have been injured during the course of employment, may be subject to testing for illegal drug and alcohol use. A positive substance abuse test demonstrating the use of alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action up to and including immediate termination.

TESTING PROCESS

All substance abuse testing will be performed by either a medical facility, or will be done by an ASHLOR STAFFING SERVICES employee. The samples obtained from employees will be done in such a way as to ensure the integrity, accuracy, and confidentiality of the testing process. All test results will be treated with strict confidentiality on a "need to know" basis. Any employee/applicant who refuses to submit to a substance abuse test may be subject to disciplinary action up to and including immediate termination. If a substance abuse test is conducted in-house and shows positive results, the employee will be directed to a medical facility for confirmation testing by a laboratory.

DISPOSITION

The Ashlor Staffing Services, Inc. recognizes that alcoholism and substance abuse may be treatable conditions. Confidential assistance in obtaining treatment may be obtained by contacting a staff member of the Ashlor Staffing Services, Inc. Any Employee who has a problem or addiction to alcohol or controlled substances is encouraged to seek voluntary treatment and counseling. The company will make reasonable efforts to accommodate any employee who is recovering from drug or alcohol addictions. IN NO EVENT, HOWEVER, WILL THE CURRENT USE OF ILLEGAL DRUGS BE TOLERATED.

MODIFICATIONS

The company reserves the right to modify or eliminate this policy at any time in whole or in part at its discretion. Employees will be notified of substantial modifications to this policy.

This policy shall in no way alter or detract from the policy of at will employment maintained by the Ashlor Staffing Services, which provides that either the employer or the employee has the right to terminate the employment relationship at any time, with or without cause or notice.

DRUG TESTING

Ashlor Staffing Services is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety

and health risks. To help ensure a safe and healthy working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol.

Copies of the drug testing policy will be provided to all employees. Questions concerning this policy or its administration should be directed to the Ashlor Staffing Services.

504 SMOKING

In keeping with The Company's intent to provide a safe and healthful work environment, smoking, vaporized nicotine, and e-cigarettes are prohibited throughout the workplace. Violations of this policy will result in discipline up to and including termination of employment.

505 CELLULAR PHONE POLICY

While at work, employees are not allowed to use their personal cellular phones for making calls, sending messages, taking photos, using social media or for any other purpose. Employees are required to keep their cell phones put away in their bag, pocket, or locker if available. Employees may use their cell phone in the event of a true emergency; however, they must notify their supervisor if they step away from their work station to take a call. Violation of this policy will lead to discipline, up to and including termination.

506 COMPUTER AND E-MAIL USAGE

Computers, computer files, the e-mail system, and software furnished to employees are company property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Company strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, The Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, The Company does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Office Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

507 INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by The Company to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of The Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of The Company. As such, The Company reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the Internet access provided by The Company in violation of law or The Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

508 SOCIAL MEDIA

Social media is used by many employees. The Company's sole interest in employee use of social media is to ensure that it does not adversely affect its business interests, ethical obligations, and legal obligations. The Company has adopted the following guidelines to give guidance to employees who use social media:

- Do not give professional recommendations using social media without prior written authorization of The Company.
- Read, understand, and comply with the terms and conditions of social media sites.
- If the terms and conditions conflict with Company policy, then do not use the social media site.
- Do not use Company e-mail addresses to register for, or otherwise participate in, social media.
- Seek clarification from human resources when unsure whether specific social media use conflicts with this policy.
- Do not discuss or recommend the services of The Company without first disclosing the employer/employee relationship and including a disclaimer that your opinions do not represent those of The Company.

509 WORKPLACE MONITORING

Workplace monitoring may be conducted by The Company to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of The Company. As such, computer usage and files may be monitored or accessed.

The Company may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because The Company is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

510 SECURITY INSPECTIONS

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, The Company prohibits the possession, transfer, sale, or use of such materials on its premises. The Company requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of The Company. Accordingly, they, as well as any articles found within them, can be inspected by an agent or representative of The Company at any time, either with or without prior notice.

The Company likewise wishes to discourage theft or unauthorized possession of the property of employees, The Company, visitors, and customers. To facilitate enforcement of this policy, The Company or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto The Company's premises.

511 SOLICITATION

In an effort to ensure a productive and harmonious work environment, persons not employed by The Company may not solicit or distribute literature in the workplace at any time for any purpose.

The Company recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as an Affirmative Action statement.

Leaves of Absence

601 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions if there is no reasonable expectation that the employment would have continued indefinitely, to attend scheduled drills or training or if called to active duty with the U.S. armed services. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal law. Every reasonable effort will be made to return eligible employees to their previous positions or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as seniority rights.

602 LEAVE OF ABSENCE

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay.

A written request for a leave of absence, providing full explanation of the circumstances, must be presented to the employee's immediate supervisor at least two weeks before the start date of the leave of absence. Failure to report to work on the first day after the expiration of the leave of absence, without approval, will be considered a voluntary termination of employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Ashlor Staffing Services with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. However, The Company cannot guarantee reinstatement in all cases.

603 MEDICAL LEAVE

Ashlor Staffing Services provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full time employees are eligible to request medical leave as described in this policy. Eligible employees may request medical leave only after having completed 1 year and 1,250 hours of service. Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Ashlor Staffing Services. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of disability, up to a maximum of 12 weeks within a rolling 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees eligible for any paid leave (vacation, sick, PTO, etc.) will be required to first use any accrued paid leave time before taking unpaid medical leave; this policy trumps any written leave of absence, vacation, sick, or PTO policies of Ashlor Staffing Services' clients.

Employees who sustain work-related injuries are eligible for medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will continue to be provided by The Company. Employees may be required to continue to pay their portion of the health insurance premium during this period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Ashlor Staffing Services with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Ashlor Staffing Services will assume that the employee has resigned.

604 FAMILY MEDICAL LEAVE

Ashlor Staffing Services provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child, or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Regular full time employees are eligible to request family leave as described in this policy.

Eligible employees may request family leave only after completing 1 year and 1,250 hours of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within a rolling 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees eligible for any paid leave (vacation, sick, PTO, etc.) will be required to first use any accrued paid leave time before taking unpaid medical leave; this policy trumps any written leave of absence, vacation, sick, or PTO policies of Ashlor Staffing Services' clients.

Married employee couples may be restricted to a combined total of 12 weeks leave within a 12 month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will continue to be provided by The Company. Employees may be required to continue to pay their portion of the health insurance premium during this period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Ashlor Staffing Services with at least two weeks advance notice of the date the employee intends to return to work. When a family medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, Ashlor Staffing Services will assume that the employee has resigned.

Employee Conduct

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Ashlor Staffing Services expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Failure to adhere to the company's established work procedures
- Failure to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management
- Failure to protect the proprietary and confidential information of the Company at all times
- Theft or inappropriate removal or possession of company, client, or customer property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Use of a cell phone on plant floor
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or car
- Excessive absenteeism or any absence without notice (no-call, no-show for shift)

- Unauthorized absence from work station during workday
- Unauthorized use of company telephones, mail systems, or other company owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Refusing to sign any formal warning form for disciplinary purposes to acknowledge that the warning was reviewed with the employee; formal warnings must be acknowledged regardless of whether the employee agrees or disagrees with the warning

Employment with Ashlor Staffing Services is at the mutual consent of Ashlor Staffing Services and the employee, and either party may terminate that relationship at any time, with or without cause, and without advance notice.

702 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Ashlor Staffing Services is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the president or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the president or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

703 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Ashlor Staffing Services expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Ashlor Staffing Services. In the rare instances when an employee cannot avoid being late to work or are unable to work as scheduled, they are required to notify Ashlor Staffing Services no later than one (1) hour prior to the beginning of their shift by calling the Ashlor Staffing Services Group office.

You must call each day that you will not be at work. If you do not call and do not show up for your shift it will be considered a willful and wanton disregard of the Company’s interest and is reason for immediate termination. Termination papers will reflect that a no-call, no-show employee has voluntarily quit their employment. Three (3) absences with in your first thirty (30) days of employment is reason for

immediate termination. Three (3) tardies in any one month is a disciplinary violation and subject to disciplinary action up to and including discharge.

704 PERSONAL APPEARANCE & HYGIENE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image The Company presents to customers and visitors.

During business hours or when representing The Company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, non-exempt employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance, hygiene, and work area guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Pants should be well-fitting; baggy pants create a safety hazard and are prohibited
- Canvas or athletic type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Take a bath or shower daily
- Wash your clothes thoroughly
- Wear clean clothes everyday
- Do not bring or wear potentially hazardous clothing or materials to work
- Wear deodorant
- Wash your hair
- Air out your shoes daily
- Brush your teeth
- Wash your hands often
- Stay Hydrated
- Keep your work area clean (do not leave food out on your desk; keep papers and notes organized)
- Don't put food in your office trash can – please use the kitchen trash can
- Clean up your own messes in your work area or the kitchen

705 PROBLEM RESOLUTION

The Company is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from The Company supervisors and management.

The Company strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with The Company in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources if problem is unresolved.
4. Human Resources counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Ashlor Staffing's upper management for review of problem.
5. Ashlor Staffing's upper management reviews and considers the problem. Ashlor Staffing's upper management informs employee of decision and forwards copy of written response to Human Resources for employee's file. Ashlor Staffing's upper management has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

706 WORKPLACE VIOLENCE PREVENTION

The Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, The Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of The Company without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, The Company may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Company encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or HR before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

707 WORKPLACE ETIQUETTE

The Company strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The Company encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Be aware of other employee's personal space
- Be courteous to other employees. Say please, thank you and excuse me.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Try not to block walkways while carrying on conversations.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about The Company, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with The Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or The Company can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to The Company's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only P of The Company has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Client: ARS

Revision Date: March 2019