



Rock Staffing
Solid Staffing Solutions

2022 Employee Handbook

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Welcome to Rock Staffing

We would like to extend a warm welcome to the Rock Staffing team. We are pleased that you have chosen to become a part of our organization.

Rock Staffing is more than just a place to work. It is a place where you can build a career, and it is a place where you can make a difference. We offer a wealth of opportunities across a number of companies and industries, and we are excited to work with you and assist you to the best of our ability in achieving your career goals. This handbook is a good place to start. It is designed to help you feel comfortable in your position by acquainting you with important information about our human resources policies and procedures.

The real strength of a great organization lies in its people, and we appreciate your commitment and dedication to making our company and community even better.

About Rock Staffing

Rock Staffing is a family-owned business that provides professional staffing and recruiting services to a wide range of clients.

Mission Statement

Rock Staffing exists to help our employees find the right opportunities, and to help our clients meet their staffing and payroll needs by providing timely solutions through our quick response placement, payrolling and HR services. We serve our talent community by helping match them to the right career opportunities, and we assist our business clients by helping them deliver their goods and services when we meet their talent needs in a cost effective manner. We conduct our daily operations in accordance with our business philosophy to better meet our customer's needs and maximize the value that our services provide.

Purpose of This Handbook

On behalf of Rock Staffing, LLC, d/b/a Openwork ("us," "we," "Rock Staffing," or the "Company"), we are pleased to provide you with your employee handbook, inclusive of any applicable state supplements (collectively, the "handbook"), which outlines the human resources policies and practices. There are several things to keep in mind about this handbook. First, it contains only general information and guidelines, and supersedes any prior handbook. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For this reason, if you have any questions concerning eligibility for a benefit, or the applicability of a policy or practice to you, you should address your specific questions to your manager and/or Human Resources.

We reserve the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, at any time, with or without notice, in its sole discretion, to the maximum extent permitted by applicable law. If any discrepancy between this handbook and current Company policy arises, conform to current Company policy. Every effort will be made to keep you informed of the Company's policies; however, we cannot guarantee that notice of revisions will be provided, unless otherwise required by applicable law. Some subjects described in this handbook, such as employee benefits, are covered in detail in other official and policy documents. Please refer to these documents for specific information.

This handbook is not an employment contract. None of these policies are intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

EMPLOYMENT POLICIES

Equal Employment Opportunity

We provide equal employment opportunities to all employees and applicants for employment without regard to actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. The Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We will endeavor to make a reasonable accommodation to applicants and employee who have requested an accommodation or for who the Company has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) physical or mental disability; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business. Individuals who would like to request an accommodation should contact Human Resources.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. Reports of discrimination should be made in accordance with the Reporting Procedures set forth in the Discrimination, Harassment & Retaliation policy as well as any procedures set forth in any applicable state supplement. We will not allow any form of retaliation against employees who raise issues of equal employment opportunities in the workplace.

We are committed to maintaining a work environment which is free from discrimination. As such, ethnic, racist, or sexist slurs, or other derogatory / objectionable conduct is prohibited. You may not discriminate against another applicant or employee because of that person's actual or perceived protected characteristics. We will not tolerate discrimination by any employee, including supervisors, managers, co-workers, volunteers, interns, independent contractors, our customers, potential customers, vendors, delivery persons or any outside persons in contact with our employees.

We will reasonably accommodate the known physical or mental disabilities or religious beliefs or practices of an otherwise qualified applicant or employee, unless undue hardship would result. If you require accommodation to perform the essential functions of your job, please contact your manager and Human Resources to notify us of your need and to describe the accommodations you believe are necessary to enable you to perform your job duties. We will work with you to determine whether reasonable accommodations can be made.

This policy extends to conduct with a connection to your work, even when the conduct takes place away from our premises, such as a business trip or business-related social function.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The Company complies with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Company. Please contact Human Resources with any questions or a request for accommodation.

Requests for accommodation must be submitted in writing and include the following: (1) Reason the employee believes he or she needs an accommodation, including a statement of the limitations and restriction imposed by the disability; (2) The job duties or assignments the employee is having difficulty performing; (3) A description of the accommodation requested by the employee; and (4) A statement as to how accommodations will help the individual perform his or her essential functions. The Company reserves the right to request medical information concerning the employee's disability and need for accommodation.

All employees are required to comply with the Company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the Company ADA policy. Management is responsible for implementing this policy, including the resolution of reasonable accommodation, personal safety or direct threat, and undue hardship issues.

At-Will Employment Status

Company employees are employed on an at-will basis. Employment at-will may be terminated with or without cause, and with or without notice at any time, by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment on other than at-will terms.

Anti-Harassment Policy

The Company is committed to maintaining a work environment free of harassment; prohibiting sexual harassment, and any other harassment based on race, religious creed, including religious dress or grooming practices, color, sex, sex stereotype, pregnancy, and all other Protected Characteristics.

Our anti-harassment policy applies to everyone involved in the operation of the Company and sets a standard of expected behavior for all persons working in or with the Company. Harassment is not tolerated by any applicant, employee, supervisors, managers, co-workers, volunteers, interns or independent contractors of the Company, or by any outside persons in contact with our employees, volunteers, interns and independent contractors including our customers, potential customers, vendors, delivery persons, etc.

Prohibited harassment is defined as verbal, physical and visual behavior, where:

- The victim must endure the harassing behavior as an explicit or implicit condition of employment with the Company.
- The victim's reaction to the harassing behavior is used as a basis for an employment related decision with the Company.
- The harassing behavior interferes with the victim's work performance or creates an intimidating, hostile or offensive work environment. This behavior may include slurs, jokes, statements, email, texts, instant messages or other electronic messages, gestures, assault, interfering with another's movement or normal work activities, or pictures, drawings or cartoons based upon Protected Characteristics.

Sexual harassment refers to all the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual behavior or advances. Sexually harassing conduct may occur between members of the same gender as well as those of the opposite gender. Sexually harassing conduct need not be motivated by sexual desire. Sexual harassment may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Retaliation against any person for reporting or threatening to report harassment, or for participating in an investigation of harassment, is prohibited. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

This policy extends to conduct with any connection to employment with the Company, even when the conduct takes place away from Company premises, such as a business trip or business-related social function.

Anti-Discrimination, Gossip, Bullying, or Abusive Conduct

Discrimination, gossip, bullying, abusive conduct, and other negative comments are destructive to our Company culture, disrupt workplace operations, interfere with others' privacy, and genuinely hurt other members of our Company. You may

not bully, gossip, engage in abusive conduct, nor make profane or disrespectful comments about other employees of our Company or our clients.

Bullying is defined as repeated intentional and malicious behavior by an employer or employee at the workplace, directed at an employee, that is intended to degrade, humiliate, embarrass, or otherwise undermine the employee's performance in a manner unrelated to legitimate business interests. It may include verbal abuse such as repeated derogatory remarks, insults or epithets, offensive conduct or behaviors which a reasonable person would find to be threatening, humiliating, or intimidating. It may also include work interference, gratuitous sabotage, or undermining of a person's work performance without legitimate business purpose. A single act does not constitute abusive conduct unless it is especially severe or egregious.

This policy extends to conduct with a connection to employment at the Company, even when the conduct takes place away from Company premises, such as a business trip or business-related social function.

If you believe that you have been unlawfully harassed, discriminated, retaliated against, bullied, or have witnessed an incident of harassment, discrimination, retaliation, or bullying, please submit an oral or written complaint to any of the following:

- Your Rock Staffing contact
- Rock Staffing Human Resources (contact information can be found at the end of this document)
- Your worksite supervisor or manager

Employees are encouraged to report conduct that they believe may constitute prohibited harassment, or conduct that, if left unchecked, may rise to the level of prohibited harassment, even if they are not sure that the conduct violates the policy. Reports or complaints should include:

- The names of the individuals and witnesses involved
- Details of the incident(s)

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy, or our Equal Employment Opportunity policy, to ensure due process for all parties. To the extent possible, the Company will endeavor to keep the reporting teammate concerns confidential. However, complete confidentiality may not be possible in all circumstances. Teammates are required to cooperate in all investigations conducted pursuant to this policy.

It is critical for all personnel involved to fully cooperate in the investigation process. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation, and disclosing any and all information that may be pertinent to the investigation. Employees may not discourage or prevent any victim of harassment, bullying, discrimination, or retaliation, from using the Company's complaint procedure to report harassing, bullying, discriminatory, or retaliatory conduct, or discourage or prevent any witness from participating in the investigation.

If the Company determines that harassment, bullying, discrimination or retaliation has occurred, we will take appropriate remedial action to prevent future instances of wrongful conduct and to resolve the complaint considering the circumstances involved. We will inform the complainant, the accused, and any other involved persons about the general results of our investigation. We will ensure the complainant and witnesses will not be retaliated against for filing a complaint or participating in an investigation, and we will not tolerate or permit retaliation against employees by management, supervisors, employees, independent contractors or other persons.

Open Door Policy

Suggestions for improving our policies, practices and procedures are always welcome and are important to us.

If you have an issue that concerns you, please talk to your Company point of contact, the Company Human Resources department, or any member of the Company management team.

We value your observations and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

Dating Policy

Personal and social relationships between supervisory and non-supervisory employees are discouraged as it may lead to misunderstandings, complaints of favoritism, lack of objectivity, sexual harassment, or considerable employee morale problems.

Any manager, executive or other Company representative in a sensitive or influential position within the Company must disclose the existence of a romantic or other personal relationship with another co-worker. Disclosure may be made to the immediate manager or to Human Resources.

Any Company employee in a significant personal relationship with another employee of the Company, whether it be a sexual or romantic relationship, family relationship, close friendship, or roommate relationship, and whether or not one of the employees is a supervisor or manager of the other, must not disrupt Company operations or violate Company policies against harassment contained in this handbook.

Dress Policy and Personal Grooming

Employees are expected at all times to present a professional image to clients and the public in their representation of the Company. Employees should be well groomed and dressed appropriately for the assigned worksite. If you have any questions about the proper attire for your assignment, please contact your Company representative.

Confidentiality

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the client company, its suppliers, its customers, or perhaps even fellow employees. You must not reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your worksite supervisor. Any breach of this policy will not be tolerated, and legal action may be taken by the Company.

Business Conduct and Ethics

No employee may accept a gift or gratuity from any client, vendor, supplier, or other person doing business with the Company, because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid, or gifts, by such persons for business meals or trips with the Company management in advance.

Company or Client Property

Employees should not, while on assignment, accept responsibility for cash, checks, keys/security badges, unattended worksite, credit cards, merchandise, client equipment, confidential or trade secret information, negotiable instruments, or other valuables without express written permission of the Company. You should notify the office if you are asked to do so and the Company can provide appropriate protections for you.

Employees will not be expected to operate their personal motor vehicle or a client's motor vehicle as part of assignment duties. For your protection, please notify the office if you are asked to do so.

Any separating employee will return all Company property at the time of separation, including keys, personal computers or laptops, badges, etc. Failure to return items could result in deductions from your final paycheck in accordance with Federal, State, County and City ordinances and laws.

Housekeeping

All employees are expected to keep their work areas clean and organized. All employees using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly so we can maintain a clean and tidy workspace for all of our team members and client companies.

Technology and Communications Systems

The Company technology and communication services, equipment and content ("Communications System") include mail, electronic mail ("e-mail"), facsimiles, telephones, voicemail, personal computers, software, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings, cellular phones, PDAs, smart phones, text messages, internet posts, bulletin boards and any similar communications or equipment. As technology progresses, there will no doubt be additions.

The Company Communications System is Company property. Please note you have no personal rights or right of privacy in any use of our Communications System. We may access and monitor every employee's use of the Communications System, including all content created or stored on it.

When using our Communications System, you must comply with the following guidelines:

- You are to use the Communications System only for business purposes. Personal use of the Communications System is not permitted, and you should not expect privacy with regards to any unauthorized personal use.
- You may not send or receive personal mail or e-mail with our Communications System.
- You may not use our Communications System to harass, gossip about or bully others, or to send anonymous communications that interfere with Company operations or disrupt Company culture.
- The Company may access any employee's use of the Company's Communications System at any time; however, you may not access another employee's use of the Company's Communications System without that person's advance permission to do so.
- You may not install or download any software, Internet add-in, toolbar, software update or other addition to the Company's Communications System without the advance approval of the IT Department.
- You may not send Company information or property to your personal e-mail or other outside location except as required in your job duties, and you may not download Company information or property to any external drive or storage device.
- If relevant for your assignment, it is important to note that only US citizens in the US are permitted to work with ITAR data, and that data may not be saved locally (only saved on the internal Company server). It is also forbidden to remove ITAR data from the United States.

In addition to any disciplinary action that may be imposed, we also may advise legal authorities of any illegal use of the Company Communications System.

Use of Communications Devices

Workplace Use

Excessive usage of personal communications devices during business hours is not permitted. Devices provided by the Company should only be used for business purposes.

You are encouraged to restrict your personal use of your own communication devices to your official meal or rest periods or other work breaks. Even while on break, please ensure that your personal communications do not disrupt other Company or client personnel.

Our clients may have Communication Devices policies that are more stringent than our policies. Employees assigned to client sites must follow the Communications Devices policy of the client or site as well.

Camera Cell Phones/Recording Devices

Unless specifically required by your job duties, to protect the Company and client security, as well as employee and client privacy, please do not use camera cell phones or other recording devices to take pictures, videos or voice recordings on Company or client property without the prior written approval from management.

Use of Communication Devices While Driving

Using a cell phone or similar communications device while driving creates a safety hazard for the driver and the general public. If you are driving a Company owned or rental vehicle, or driving a personal vehicle on Company business, you must use a hands-free device with your cell phone or similar communications device to make and receive telephone calls while driving if it is necessary to make telephone calls. In this situation, you also may not write, send or read text messages, emails or instant messages using any cell phone or other electronic wireless communications device while driving, unless you are using a device which allows hands-free or voice operation for text messages and you are using it in that manner.

In addition to disciplinary action, violations of this policy may result in personal liability as well as monetary fines imposed by Federal, State, County and City law enforcement authorities.

Company or Client Issued Computers Or Other Electronic Devices

The Company will issue laptops or computers, or other electronic devices, to certain employees depending on the need and/or client requirements. In some situations, the Company may grant permission to employees to use their own laptop or computer for work.

Company or client issued computers must never be used for anything but Company, and/or client business. You are prohibited from engaging in any of the following activities on Company or client computers:

- Personal internet surfing not directly associated with your job duties and functions
- Sending or receiving personal or potentially offensive e-mail
- Playing computer games
- Personal correspondence or projects
- Downloading or removing software
- Any illegal or inappropriate activity for a business setting

Employees receiving Company issued laptops or computers acknowledge:

- Employee will exercise due care in maintaining the property in good condition and will return to the Company upon request. The Company will be notified immediately if any items are damaged, destroyed, lost or stolen
- Employee may be personally responsible for replacing lost, stolen or damaged computer equipment

Be especially careful about what you send via email. Email does not carry the same right to privacy that is provided by the US Postal Service. The Company, and/or Company clients may choose to monitor the content of your e-mail transmissions.

Social Media Policy

Social media refers to blogs, chat rooms, forums and social networking sites such as Facebook, Twitter, LinkedIn, Pinterest, Instagram, TikTok, Snapchat and YouTube, among others. You have the right to engage in personal social media activities to express your thoughts or promote your ideas, as long as your activities are not performed during working time or by using the Company's Communications System, and do not cause harm to others or conflict with our policies, business, goodwill or reputation.

If you engage in social media activities on your own time, you must comply with the following guidelines as a condition of employment with us:

- Do not disclose our confidential and proprietary information or trade secrets.
- Do not write or post harassing or offensive material in violation of law or Company policies.
- Do not unlawfully defame the Company or our personnel, activities or competitors.
- Do not use or reproduce our logo, website link or other proprietary Company information without advance permission from Company management
- When expressing your opinion or position, you must use your own name and Internet account, not the Company's name or Internet account. Your comments or posts must be yours alone and must not appear to be representative of or approved by the Company.
- Remember that you are responsible for your comments or posts on social media sites, please note that you can be sued by the Company, its personnel or by any third party if you post defamatory, proprietary, harassing, libelous, or pornographic comments.
- If you want to use social media to promote the Company activities, products or initiatives, you must obtain advance approval of Company management.
- Your social media postings may be subject to disclosure by law or in the context of a workplace investigation. You should be aware that any content posted or published on the Internet is, by its very nature, subject to disclosure in any number of ways (including by third parties who have received or viewed your posts), and you do not have secure privacy rights with regard to your social media activity.

Nothing in this policy is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time. We will enforce this policy only to the extent necessary to protect our trade secrets, enforce our policies and protect Company personnel and customers.

Endorsement Policy

We appreciate our employees' efforts to promote our products and services. However, the Federal Trade Commission ("FTC") has set specific guidelines for statements made by employees about any Company service or product through social media, internet activity or other electronic publications or communications. The guidelines apply to you even when you are using your personal computer, telephones or other electronic equipment on your own time.

If you are posting information about our products or services on any internet site such as Facebook, Twitter, blogs, chat rooms, or other media sources, you must state only your honest opinions, beliefs or experience. You must also conspicuously and clearly disclose your relationship with the Company so that readers of the message know that you are affiliated with the Company when they read your post or comment.

Under the FTC guidelines, we are required to monitor your Internet or other electronic endorsements of our products or services, and to take action if the FTC guidelines are violated. If you do not comply with these disclosure requirements, you are personally liable for any misleading or unsubstantiated statements made regarding our products or services.

Work Performance and Professional Conduct Policy

It is important that all employees maintain proper standards of conduct and observe certain rules to ensure the orderly and efficient operation of the Company. The Company reserves the right to discipline and/or terminate any teammate who violates Company policy, practices or rules of conduct including poor performance and misconduct. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this Company does not tolerate. Some examples of misconduct warranting disciplinary action up to and including termination:

- Engaging in conduct in violation of Company policies as detailed in this handbook
- Unauthorized use of Company property, computers, credit cards, equipment, devices, or assets
- Damage, destruction or theft of Company or co-workers property, equipment, devices, or assets
- Removing Company property without prior authorization
- Falsification, misrepresentation or omission of information, documents, or records
- Insubordination or refusal to follow management instructions, or refusal or unwillingness to accept a job assignment, changes in job responsibilities and/or functions, or to perform job requirements
- Failing to perform job responsibilities and unsatisfactory job performance
- Excessive or unexcused absenteeism or tardiness
- Sleeping, loitering, wasting time or interfering with the work of others during regular work hours
- Unlawful conduct impacting the Company in any manner, whether committed on or off the job
- Gambling on Company property
- Misuse, falsification or alteration of any employment or Company reports or records, such as job applications, medical or employment history, personnel records, pay records, time records, customer or vendor documents, absence or illness reports, accident reports or injury claims, including obtaining employment based on false or misleading information
- Disclosing confidential or proprietary Company information, policies and/or agreements without permission
- Falsifying injury reports or reasons for leave
- Disregard for safety and security procedures, safety attire, or safety training
- Disparaging, rude or disrespectful remarks toward fellow employees, management and clients
- Smoking of any kind in any prohibited areas
- Disregard for IT security and password guidelines
- Performing work of a personal nature during working time
- Unauthorized possession of a weapon or other dangerous materials on Company premises or while representing the Company.
- Working unauthorized overtime, working off the clock or being on Company premises when you are not scheduled to work
- Any violation of the policies, or of any rule, practice, procedure, policy or management directive set or stated by the Company

Personal Conduct

The Company expects all employees to observe certain standards of behavior while engaged in any job duties or attending Company-sponsored events. Failure to uphold behavioral standards could lead to corrective action including termination.

Off-Duty Conduct

While the Company does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his or her assignment will not be tolerated and may result in employment termination.

Code of Ethics

The Company expects its employees to apply high ethical, moral and legal principles in every aspect of business conduct. Employees are expected to make decisions in the best interest of the Company. Employees should avoid any situation that involves, or may involve, a conflict between their interest and the interest of the Company. The Company encourages employees to use good judgment in all situations.

Employees are expected to use only legitimate practices when promoting the Company, before commercial and government clients. Kickbacks or bribes intended to induce, or reward favorable buying decisions are prohibited.

Substance Use and Abuse Policy

We are committed to maintaining a safe, efficient and productive work environment for our employees and clients. We want all employees to be able to perform their duties safely and efficiently, in a manner that protects their interests and those of their co-workers. We recognize that the use of alcohol, marijuana or unlawful drugs, as well as being under the influence of certain legal or prescription drugs, can be disruptive and harmful to the workplace, adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. For these reasons, the Company explicitly prohibits the use, possession, transfer, distribution, solicitation, manufacture or sale of narcotics or illegal drugs, alcohol, or prescription medication without a prescription on Company or client premises or while on assignment; being impaired or under the influence of legal or illegal drugs, alcohol off the Company or client premises that adversely affects the employee's work performance, his or her own or other's safety at the workplace, or the employer's reputation.

You must report for work fit to perform your job. If you need to take a prescription drug that could have any effect upon your ability to perform your job duties, you must discuss possible reasonable accommodations with a Company Human Resources representative and/or your supervisor during your use of that drug so that you are not working in an impaired state that interferes with your ability to carry out your assignment effectively.

Possession or use of marijuana remains unlawful under federal law. Although some states have legalized marijuana for medicinal and recreational purposes, the Company is not required to allow the medicinal or recreational use of marijuana in the workplace. Use or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including termination. Any Medical Marijuana Identification Card is not enough to overcome these prohibitions. If you have a medical issue for which your doctor has prescribed marijuana as a treatment, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for the Company. We will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or possess the drug, regardless of whether such conduct constitutes an illegal act. Being "under the influence" of alcohol, marijuana or any other drug means that a drug or alcohol test would detect the presence of the drug or alcohol in your body.

The Company and its clients may require you to undergo drug and/or alcohol testing at a laboratory designated by the Company, to test for the presence of drugs and/or alcohol and agree to allow the results of those tests to be furnished to and used by the Company under the following circumstances:

- Whenever we have a reasonable suspicion that you are under the influence of drugs or alcohol during work time. For example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance
- If you are involved in an accident, or workers compensation claim, that causes damage to property or injury to persons and there is a reasonable possibility that your use of drugs and/or alcohol was a contributing factor
- If you work in a safety-sensitive job; if you hold such a job, you will be notified in writing if you are subject to random drug testing
- When it is the Company's belief that a drug problem exists such as evidence of drugs, accidents, injuries in the workplace, fights or other incidents, behavioral symptoms of drug abuse, negative performance patterns, excessive absenteeism or tardiness
- Pre-assignment as some of our clients will require a drug screening prior to being assigned to their facility

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy and possible terms for termination.

If you voluntarily request the opportunity to enter and participate in an alcohol or drug rehabilitation program, we will reasonably accommodate your request by granting a leave of absence for that purpose, if it does not impose an undue hardship on the Company and its clients. You may use accrued paid time off benefits during the leave of absence. You must provide proof of attendance in the program. You are not eligible for a leave of absence if you are already subject to discipline or termination for a violation of this policy or any other Company policy.

Zero Violence in the Workplace Policy

We are strongly committed to providing a safe workplace and as such, have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect Company personnel or that occur on Company or client property will not be tolerated and may result in legal action.

“Acts or threats of violence” include conduct that creates a hostile, abusive or intimidating work environment for the Company or client personnel, or acts or threats of violence occurring on the Company or client premises between any individuals, involving any person acting on behalf of the Company in any location.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Striking, hitting or any other acts of aggression or violence toward another person
- Threatening to harm another person or that person's family, friends, associates or property
- Intentional destruction or threat of destruction of Company property
- Harassing or threatening phone calls or other communications
- Unauthorized surveillance or stalking
- Unauthorized possession, inappropriate flashing or use of firearms or weapons

The Company prohibition against threats and acts of violence applies to all persons involved in our operations, including employees, independent contractors, contract and temporary workers, customers and anyone else on our property or interacting with the Company.

Report any threats or acts of violence to your supervisor or Company Human Resources immediately. State, Federal or other laws may impose additional reporting obligations. In emergency situations, please dial 9-1-1.

Anti-Weapon Policy

Weapons are prohibited on Company premises and in Company vehicles unless such prohibition is restricted by applicable law.

Employees are prohibited from using, possessing, selling or purchasing weapons or dangerous materials at any time on Company premises, including in your vehicle parked on Company property, or in a bag, briefcase or purse you bring into the work site, during work and non-work hours, or while representing the Company or conducting Company business anywhere. Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

If you observe that any person is in possession of a weapon or dangerous material on Company property or during Company activities, report it to your worksite supervisor or Company Human Resources immediately. In emergency situations, again please dial 9-1-1.

Pets in the Workplace Policy

Employees are prohibited from bringing pets into Company or clients premises without prior approval from their manager and/or a Company Human Resources representative. Service and assistive animals will be accommodated in accordance with applicable Federal, State, County and City ordinances and laws.

Sick Leave

The Company does not pay sick leave benefits unless as required by Federal, State, County and City ordinances or laws.

EMPLOYMENT

Employee Orientation

New employees will complete all appropriate forms provided by Human Resources. Should an employee refuse to complete the necessary contingent paperwork or cooperate in the process, the Company may be required to withdraw the offer of employment or terminate employment.

Immigration Law Compliance

The Company is required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identities, and the right to employment in the United States. Employment for all employees is contingent upon providing and keeping this documentation current. To meet this obligation, all employees must provide documentation establishing their identity and legal right to work in the United States within three working days after their hire date. If employees have not completed this verification within three days, they may not work until the verification process has been completed.

Human Resources will monitor the expiration dates of identity and legal authorizations to work in the United States. Please notify Human Resources of any change in immigration status.

If an employee's right to work documentation expires, he or she will be put on inactive status, and will have five business days to submit renewed documentation of their right to work. The Company is required by law to terminate employment if employees do not provide updated documentation.

Background, Drug Screens, and Reference Checks

All externally hired and re-hired talent must complete a pre-employment criminal background check before a final offer for employment can be confirmed. Drug screens may be required for placement with some opportunities. The purpose is to ensure the safety and security of our employees and client companies.

All offers of employment may be conditioned on the successful results of a background check and/or drug screen. Background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and federal, state, county and city ordinances, privacy and anti-discrimination laws. Reports are confidential and viewed only by individuals involved in the hiring process. The Company reserves the right to waive the background check and drug screen report where it is not contractually necessary.

If information obtained in a background check would lead the Company to deny employment, a copy of the report will be provided to the applicant upon request, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks, such as driving records or credit reports, may be conducted for applicants for specific job placement if appropriate and job related. The Company reserves the right to conduct a background check and drug screen for current employees to determine eligibility for promotion or reassignment in the same manner as described above. Professional and personal references may be verified via calls to individuals listed as references by the applicant.

Personnel Records

The Company respects individual privacy, and will maintain confidentiality of all information and records pertaining to employees. The Company will refuse to release the personal information of employees to outside sources, unless the Company has received written approval from the employee, or is legally required to do so. Employees will be permitted to review their own files during business hours at a Company office with a Human Resources representative if arranged in advance.

Employee Classification Categories

Employees are designated as either nonexempt or exempt under state and federal wage laws. The following is intended to help employees understand employment classifications, employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time, as the right to terminate the employment at-will relationship at any time is retained by both the employee and the Company.

- **Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Company has established the following categories for both non-exempt and exempt employees:

- **Regular, full time:** Employees who are regularly scheduled to work for the Company, full-time schedule of at least 30 hours per week. These employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, variable hour or part time:** Employees who are regularly scheduled to work less than the full-time schedule of at least 30 hours each week. Part-time employees are not eligible for benefits.

Introductory Period

Employees are considered introductory employees during their first ninety (90) calendar days of employment. During this period, the Company management will evaluate your work performance, attendance, and ability to work with other employees and supervisors. Likewise, during this period, you have the opportunity to determine if you are satisfied with your position and working environment. When an employee has satisfactorily completed his or her introductory period, he or she will become a full time or part time member of the Company staff. Completing the introductory period does not alter the at-will employment status of the employee. Employees retain the right to terminate their employment at any time, with or without cause or notice, and the Company has a similar right throughout the duration of the staff members' employment with us.

Employee Evaluations

We will periodically review the performance of all employees. The purpose of this is to provide feedback to an employee regarding their performance, future goals and improvements.

Ongoing Assignments and Work Schedules

Employees understand that they are employed by the Company and will be assigned to various client companies based on their skills, work history and preferences. When your assignment ends, you are responsible for contacting the Company within eight (8) hours of assignment ending or the Company may assume that you are not available for work. We have many exciting and rewarding employment opportunities for our employees. Unemployment benefits may be denied if you fail to report for your next available assignment. Your continued employment is enhanced with good communication.

The Company or the manager at our client site will provide you with your work schedule when you begin employment. Your work schedule is subject to change as necessary to meet the Company needs, although we will provide you with reasonable notice to facilitate your personal planning.

Attendance and Punctuality

Regular and timely attendance is an essential function at the Company. We expect you to be present at work during your assigned shifts, unless you have been excused, or unless there is an emergency, unexpected illness or injury. Your absence will be considered "excused" only if you have received prior approval from your worksite supervisor and follow the appropriate call in procedure.

If you will be tardy or unexpectedly absent for any portion or all of a workday for any reason, you will notify your worksite supervisor and the Company at least two hours prior to your starting time, or as soon as possible in light of the circumstances. If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. If you are absent for two consecutive days without proper notification, we will assume that you have voluntarily resigned your position.

Subject to applicable law, we may require a doctor's certificate for any absence due to illness or injury. We also may require a doctor's certification that you have been released to return to work before you are permitted to return after an illness or injury.

Absences are not automatically permissible because you have paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances; it is found to be disruptive to the Company, your co-workers or our clients.

Transfers & Reassignment

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants and requests. The Company may initiate transfers of employees between groups, facilities, and clients to meet specified work requirements or reassignments.

Promotions and Job Openings

We regularly post job openings. Current employees will be given consideration after review of such factors as education, experience, performance record, ability and skills. Whether a job opening is suitable for promotion or transfer from within the Company, is in management's sole discretion.

Outside Employment & Other Activities

You may participate in outside employment or in any other activities if your participation does not directly or indirectly create a conflict of interest with the Company or interfere with your job performance. If a conflict arises or you are unable to maintain a high work performance standard as a result of your outside job or activity, we will ask you to choose between that position or activity, and your continued employment with us.

Rehire

Former employees who departed the Company in good standing, and were classified as eligible for rehire may be considered for re-employment. Rehired employees begin benefits just as any other new employee as previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. An applicant or former employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will likely be ineligible for rehire.

COMPENSATION

Paydays

After accepting an assignment, the employee is responsible for accurately tracking their time worked on a Company time card provided electronically. The client approved time card must be submitted to the Company by 5:00 pm each Monday. The Company will not recognize or pay for any hours worked by an employee in the absence of an approved time card that is signed by both the client and the employee.

- Field employees are paid weekly on Fridays, via direct deposit or pay card, for the hours worked during the previous Monday through Sunday work week.

The Company advises that employees will:

- Be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice and employees will receive electronic notification that the funds and paystub are available
- On the rare occurrence that a physical check is to be issued, the check may only be given to the employee or mailed to his/her home address. If a physical check is lost, the Company Payroll Department must be notified in writing before a replacement check is issued and requested replacement check may be subject to bank stop payment fees or other fees, which will be deducted from the replacement check.

If a normal payday falls on a Company-recognized holiday, pay will be distributed the workday before the aforementioned schedule.

Employees may submit changes to marital status or exemptions via a new W-4 and State Form (when applicable) via the employee individual portal. The Company Payroll Department can confirm changes at payroll@rockstaffing.com.

Payroll Deductions

The Company will make payroll deductions from employee paychecks as required by state and federal law. These currently include: Social Security (FICA), State Disability (SDI) (where applicable), local, state and federal income taxes. Other deductions, such as employee health insurance contributions, may also be made if authorized in writing. The Company will not deduct any amounts from employee paychecks unless required by law or authorized in writing by the employee.

Pay Advances and Loans

Payroll advances, loans or advances are not available from the Company.

Garnishments

When your wages are garnished by a court order to repay a debt that you have incurred, we are legally bound to withhold the amount required by the garnishment order from your paycheck. If you object to the garnishment, you must take independent action to have it lifted; we cannot intervene on your behalf.

If your financial concerns do not interfere with your job performance, we will make the deductions and payments as required and there will be no job-related repercussions. However, if an excessive number of wage garnishment orders or involvement in legal matters related to your garnishments causes administrative hardship and unnecessary cost for us, we may have to consider separation from employment.

For any garnishment orders, the Company will deduct a \$3 per pay period administrative fee, or the maximum allowable amount under state law.

Payroll Errors

If you have questions about errors, inclusions or omissions on your paycheck, promptly address them with the Company Payroll Department. Any necessary corrections will be made immediately. If payroll errors result in an overpayment to you, you must promptly reimburse the Company for that overpayment. Such overpayment made by the Company, to any employee may be deducted from the next paycheck, where permitted by the applicable laws of the state in which you work; however, the Company may require the employee to agree to repayment in the States that require such approval, to the extent allowed by law.

Time Records

As stated above, employees will submit time records weekly as directed by the reporting manager or worksite supervisor. Each employee is to maintain an accurate daily record of his or her hours worked, and employees must notify in writing their manager or supervisor and Human Resources of any plans to take time off at least 30 days prior to the requested date(s) so as to provide sufficient time to consider the request and accommodate the client and assignment.

If you forget to record your time or if there are errors on your time record, you must report it to your worksite supervisor immediately so that your supervisor can correct your time record. Any hours recorded in excess of your scheduled hours (including unscheduled working time or overtime) must be approved in advance and signed by your supervisor. **Any changes to your time sheet should be submitted in writing by the employee to their supervisor and the Company Payroll Department at payroll@rockstaffing.com.**

You may not be on Company or client premises or begin working earlier than your authorized starting time, and you may not remain on Company or client premises or stop working later than your authorized ending time, without prior approval of your worksite supervisor.

Working off-the-clock is strictly prohibited. "Off-the-clock" work is a generic term that means work you may perform but that is not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge. Unauthorized use of or tampering with the timekeeping system, marking another employee's time record (even with that employee's permission), allowing another employee to mark your time record or writing on your or another employee's time record is prohibited.

You will be paid only for time recorded by the timecard, and for other authorized time off. If you have any questions or problems, please discuss them immediately with your Company point of contact or your worksite supervisor.

Overtime Compensation

Employees may be required to work overtime as necessary. Only actual hours worked in each workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by your Company point of contact manager or by your worksite supervisor. The Company provides compensation for overtime hours worked by non-exempt employees in accordance with the appropriate Federal, State, County and City ordinances and laws.

Meal/Rest Periods

Some states require employers to provide a meal break, rest breaks, or both. The Company believes that employee meal periods are important for Company productivity and employee health.

The Company will pay employees for time they spend working and for short breaks during the day. Short breaks, no more than one per four hours worked, that are usually 15 minutes or less, will be counted as hours worked, as long as they are not excessive. Meal periods of 30 minutes or more are not compensated as work time and the employee must be completely relieved from duty for the purpose of eating regular meals. The Company will adhere to all Federal, State County and City ordinances or laws to be compliant.

Employee Travel, Reimbursement and Liability

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Company. Commute travel is not applicable.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses, and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an expense reimbursement form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Company's travel policies, procedures and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks in which they travel. Non-exempt employees will be paid for travel time in accordance with Federal, State, County and City ordinances wage payment laws.

The Company is held harmless from any and all liability that may arise from either driving a vehicle or traveling via any mode of transportation to and from work assignments.

Policy Against Pay Discrimination

Unlawful pay discrimination is strictly prohibited by law and the Company We will not pay any of our employees wage rates that are less than what we pay employees of the opposite sex, of another race, national origin or ethnicity, or based on any other Protected Characteristic, for substantially similar work involving the same skill, effort, and responsibility, and performed under similar working conditions. Differences in compensation rates will be based upon legitimate business considerations such as education, experience, skill, productivity, and other performance qualities unrelated to the personal characteristics of any employee.

Separation of Employment

Separation is the severance of our employee-employer relationship, whether by resignation, layoff, discharge, retirement or death. As an at-will employee, you have the right to terminate your employment at any time and we have a similar right to terminate your employment at any time.

Separation of employment within an organization can occur for several different reasons, including but not limited to.

- **Contract end:** Employees will be notified ahead of time if or when an assignment or a project is concluding or ending.
- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their manager and Human Resource in writing at least two weeks before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their worksite supervisor or the Company for two consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are often ineligible for rehire.
- **Reduction in Staff:** If it becomes necessary to reduce staff, the Company will select employees for layoff based on job performance levels and qualifications, the requirements of available positions, our need for skills and experience, and any other business needs of the Company.
- **For cause:** Employee has violated specific Company employment policy.

Exit Interview

Human Resources may schedule an exit interview. Exit interviews will usually be scheduled on the employee's last day of work or another day as mutually agreed on.

BENEFITS

Group Health Insurance

The Company provides access to certain health benefits coverage options for all eligible employees. If insurance is elected, coverage is effective on the 1st of the month following your 60th day of employment. Employees can receive details about benefits provided, contribution rates and eligibility from Human Resources. When your employment ends, you may be eligible to continue coverage through COBRA at your own cost.

Our insurance benefits may be changed or eliminated at any time. The details of our insurance benefits are controlled by the terms of the plan. You may obtain further information regarding our insurance benefits from Company Human Resources. Company costs of such benefits may vary from year to year and employees can receive details about benefits provided, contribution rates and eligibility from Company Human Resources.

New full-time employees have up to 30 days from their start date of hire to make healthcare plan elections. Once made, elections are fixed for the remainder of the plan year. During open enrollment, employees may change medical elections for the following calendar year. Changes in family status, as defined in the plan document, allow employees to make changes in coverage consistent with the family status change. Please contact Company Human Resource to determine if a family status change qualifies under the plan document and IRS regulations.

For more information regarding health plans, please refer to the Company summary plan descriptions, which were provided to employees upon hire, or contact Company Human Resources.

The Company reserves the right to change or terminate health plans or other benefits at any time.

Continuation of Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available depending upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for the following respective groups:

Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the primary employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

Holiday Pay

The Company does not provide holiday pay, unless authorized by the client. If authorized, holiday pay will be paid subject to the eligibility terms and agreements of the client.

Jury Duty

You will be permitted to take time off from your assignment to serve on a jury, but you will not receive compensation for work hours missed.

Leaves of Absence

If you have any questions regarding any Leave of Absence particular to the State in which you work, please contact Company Human Resources.

Workers Compensation

Although we take many measures to promote and ensure safety at our client worksites, we provide insurance coverage for employees in the event of a work-related injury in accordance with state law.

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

- Seek medical treatment and follow-up care if required in coordination with the Company.
- Immediately report any work-related injury to your worksite supervisor and Company Human Resources within one hour of the accident.
- The Company Workers Compensation is only in effect while working on a Company assignment. All on-the-job injuries will be thoroughly investigated, and fraudulent claims prosecuted to the fullest extent of the law.
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available, under most circumstances. Please note, an employee returning from a workers' compensation leave has no right to reinstatement. For example, if the employee on workers' compensation leave would have been laid off had he or

she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement. An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires the Company to notify the workers' compensation insurance company of any concerns of false or 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 is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

CONCLUSION AND CONTACT INFORMATION

In this employee handbook, we have supplied you an outline of our major policies, procedures and benefits. If you have questions about the material covered in this handbook or about anything concerning your employment with us, please discuss these questions with your Company Human Resources.

For questions regarding work site issues such as hours of work, schedule, work procedures, or training, contact your worksite supervisor or manager or your Rock point of contact.

For Human Resources

Phone: 737-263-5773

Email: hr@rockstaffing.com

Acknowledgement of Receipt for Employee Handbook

I acknowledge that I have received a copy of the employee handbook. I understand that I am responsible for reading the information contained in the handbook.

I understand that the handbook is intended to provide me with a general overview of the Company policies and procedures.

I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand that the Company may withhold a one time deduction of \$50.00, for the expense of drug test and background check. I authorize this deduction from my first paycheck as permitted by applicable laws.

I understand and accept that my employment with the Company is at-will. I have the right to resign at any time with or without cause, just as the Company may terminate my employment at any time with or without cause or notice, subject to applicable laws.

I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and authorized representatives of the Company.

I acknowledge that the Company, may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the Company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the Company's sole discretion.

Employee Signature

Employee Printed Name

Date