

UNIQUE STAFFING ASSOCIATES, INC

Employee Handbook

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This handbook constitutes a general summary and does not purport to cover all areas of the employment relationship.

Welcome

Thank you for choosing Unique Staffing Associates! We look forward to a mutually gratifying and rewarding working relationship. Our philosophy is simple; we have two clients: our customers and contract employees. Unique Staffing Associates' success and reputation are built around all contract employees. **We consider employees our greatest asset.**

We care greatly about the special concerns of contract employees and have designed our policies and programs to meet those needs. Employees are encouraged to contact a Unique Staffing Associates Manager if guidelines are unclear or if there are questions regarding employment with Unique Staffing Associates.

Unique Staffing Associates, Inc.

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Unique Staffing Associates Employee Handbook

The purpose of the Unique Staffing Associates Employee handbook is to explicitly outline the employee and employer expectations and to familiarize Unique Staffing Associates employees with general employment policies and benefits. This handbook constitutes a general summary and does not purport to cover all areas of the employment relationship.

The contents of this handbook are not intended to create, or shall be construed as creating, an expressed or implied contract or guarantee for employment for any term or duration. By accepting mutual responsibility to comply with Unique Staffing Associates standards, we at Unique Staffing Associates will enhance the professionalism of our company and its employees.

The personnel policies set forth in this handbook are subject to modification. Unique Staffing Associates reserves the right to modify, revise, delete from, add to, or rescind any or all of the provisions of this handbook from time to time as it deems appropriate, in its sole discretion. Employees are welcome to suggest changes to Unique Staffing Associates' policies, but any variations to policies require advance written approval by Unique Staffing Associates. This handbook supersedes all previous handbooks and policies, written or oral.

Unique Staffing Associates, Inc.

General Terms of Employment

At-Will Employment

Employment with Unique Staffing Associates is with the mutual consent of the employee and Unique Staffing Associates. Consequently, both the employee and Unique Staffing Associates have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at-will relationship will remain in effect throughout employment with Unique Staffing Associates unless it is specifically modified by an express written agreement signed by the employee and Unique Staffing Associates Management. This employment at-will relationship may not be modified by any oral or implied agreement.

Employment Classifications

There are different types of employment at Unique Staffing Associates, and you will never pay a fee!

- **Contract Employee**

Unique Staffing Associates hires employees to support or supplement client staffing needs in situations involving employee absences, temporary skill shortages, seasonal workloads, and special projects.

- **Payrolling Employee**

Unique Staffing Associates provides a service called “*payrolling*” which provide longer term contract employees to clients. These employees are recruited and referred by clients and are employed by Unique Staffing Associates on a contract basis.

Equal Employment Opportunity Statement

Unique Staffing Associates believes that every employee has the right to work in surroundings that are free from discrimination. As an employer, Unique Staffing Associates will provide equal employment and advancement opportunities to all persons, regardless of age, sex, religion, marital status, race, creed, color, national origin, sexual orientation, or the presence of any sensory, mental or physical handicap. Unique Staffing Associates will make reasonable accommodations for qualified employees with disabilities, unless doing so will create an undue hardship on Unique Staffing Associates and/or the client, taking into consideration the nature and cost of the accommodation needed, Unique Staffing Associates’ financial resources, and the impact of the needed accommodation on the operation and on other employees and clients. This policy applies to all aspects of the employment relationship from the hiring process through the employment relationship, including promotions, job assignments, compensation, provision or leave, access to benefits, perquisites, discipline, discharge, lay -off, etc.

Job Assignments

Employees of Unique Staffing Associates have the right to turn down any assignment offers. Once an assignment has been accepted, Unique Staffing Associates counts on employees to meet this commitment. Failure to complete a job assignment as agreed upon will be considered a voluntary resignation and may result in ineligibility for future job referrals.

Lunch Hour and Breaks

Employees will generally take a thirty minute to one hour unpaid lunch period, depending on the nature and duration of the assignment. Employees are not to work more than five hours without having taken at least a half hour off for lunch. The specific timing of the lunch break should be coordinated with the client supervisor, depending on the client's business needs. Employees are also entitled to a ten minute paid rest break for each four hours worked. Specific timing of paid rest breaks should also be coordinated with the client supervisor.

Overtime

Overtime is paid to all nonexempt employees at the rate of one and a half times the regular rate of pay for all hours worked over forty hours in one workweek. The employee is permitted to work overtime only if approved by the client supervisor. The client supervisor must also approve the employee's timecard to verify the overtime hours.

Professionalism

Employees are representatives of Unique Staffing Associates and are expected to be professional in both attitude and image at all times. Employees are to follow professional and safety dress codes required by the client.

Commitment to Direct Communication

Unique Staffing Associates is convinced that the best and most rewarding working environment results from a direct relationship between management and employees. Unique Staffing Associates accepts responsibility to provide attractive working conditions and pay. Employees of Unique Staffing Associates have the right to speak for themselves, and Unique Staffing Associates is committed to listen and respond appropriately.

Unique Staffing Associates Company Hours

Business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The 24-hour voicemail system is checked on a daily work day basis.

When to Call Unique Staffing Associates

Employees should call Unique Staffing Associates regarding a question or problem concerning employment. Unique Staffing Associates' job is to address the employees' problems or concerns. The employee is not to contact client supervisors directly with the following concerns, unless instructed to do so by a Unique Staffing Associates Recruiting Manager.

1. In the event that the employee is ill or unable to arrive at an assignment on time, then a Unique Staffing Associates Manager must be contacted by telephone at least one (1) hour prior to the start of the shift. For attendance calls made before or after business hours, Unique Staffing Associates' voicemail service is available to leave a detailed message. Reliable and punctual attendance is an essential function of any position with any client.
2. If the employee is absent for two or more days without contacting Unique Staffing Associates as directed above, then the employee will be considered to have abandoned and voluntarily resigned from the assignment.
3. If a client requests that the employee stay beyond the scheduled work time and the employee is unable to do so, then a Unique Staffing Manager must be notified in order to arrange a replacement with the client.
4. If the employee submits a late timecard, then a Unique Staffing Associates Manager must be notified immediately.
5. If the employee's name, address, phone number or marital and/or dependent status changes for withholding purposes, then Unique Staffing Associates staff must be notified immediately.
6. If a client asks the employee to continue working beyond the original commitment, then a Unique Staffing Associates Recruiting Manager must be notified.
7. If the employee is asked to drive a personal vehicle or a client's vehicle on client business, then the employee must notify Unique Staffing Associates Management immediately. Employees are not to proceed with such tasks without permission from Unique Staffing Associates Management.

8. If the employee is injured while on the job, then the client and a Unique Staffing Associates Recruiting Manager must be notified immediately.
9. If the employee is unable to complete an assignment for any reason, then the client and a Unique Staffing Associates Recruiting Manager must be notified.
10. If the employee has completed the assignment and is available for a new assignment, then the employee should notify Unique Staffing Associates.
11. If the assignment is different from the assignment the employee expected or has changed over time, then the employee should notify a Unique Staffing Associates Manager.
12. If the employee wishes to end the employment relationship with Unique Staffing Associates, then a Unique Staffing Associates Manager must be notified.
13. If the employee is offered permanent employment with the client, then a Unique Staffing Associates Recruiting Manager must be notified.

Payroll

Pay for all assignments is dependent on the employee timecard being accurately completed and turned in on time.

Timecard Submission

If a timecard is submitted late, the employee must notify Unique Staffing Associates immediately.

Paychecks

Paychecks will be sent via US Mail or Direct Deposit.

Lost Paychecks

If the employee has not received a paycheck by mail within five (5) business days after mailing, the employee should contact a Unique Staffing Associates. If the employee loses a paycheck, a stop payment fee will be deducted from the paycheck in order to reissue a new check. The employee may be responsible for any other applicable charges incurred to issue a stop payment order on the lost check.

Deductions

As an employer, Unique Staffing Associates is required to make payroll deductions for social security, federal income taxes, and all other applicable state and federal taxes, including the employee portion of the industrial insurance premium. Unique Staffing Associates will honor administrative and court orders for garnishment or wage withholding pursuant to state and federal law. Any other deductions may require written authorization.

Payroll Concerns

Any payroll questions or potential problems should be directed to Unique Staffing Associates.

Employee Information Changes

Employees need to notify Unique Staffing Associates immediately of any changes regarding personnel information such as changes in address, phone number, marital status, number of exemptions, etc. Please note that new forms may need to be completed to make changes.

Benefits

Insurance

Health Insurance

Unique Staffing Associates will comply with the law, both in letter and in spirit, and are committed to the legal and ethical management of employees to its provisions. We will communicate to our employees both their new opportunities and their new obligations under Unique Staffing Associates and individual mandates.

Unpaid Leaves of Absence

- **Family Medical Leave**

Employees may be eligible for an unpaid leave of absence pursuant to the state and federal Family and Medical Leave Acts. The employee will be covered when: employed in a location with at least fifty (50) employees within seventy-five (75) miles; worked at least twelve hundred and fifty (1,250) hours in the past twelve (12) months of employment; and worked for Unique Staffing Associates for at least (12) twelve months and the health condition must be supported as medically necessary by a doctor's certification. The employee who takes family leave as provided in this policy will not lose any previously accrued employment benefits, but benefits shall not continue to accrue during the leave.

Unique Staffing Associates will make every effort to reinstate the employee who completes a period of leave to the same position or to a position equivalent in pay, benefits, and other terms and conditions of employment. When the employee returns from a leave of absence because of personal disability due to illness, injury or pregnancy, the employee may be required to submit a written release from the attending physician. The release must include the permitted date of return to work, and state any restrictions on work performance. No guarantee of re-employment is implied by the approval of leave of absence.

For certain of the highest paid ten percent (10%) of Unique Staffing Associates' workforce, reinstatement may be denied if returning the employee to work would cause substantial and grievous economic injury to Unique Staffing Associates. If this exception is to be applied, the employee will be notified and will have the opportunity to immediately return to work.

- **Pregnancy Disability Leave**

The employee medically disabled as a result of pregnancy or childbirth is eligible for an unpaid leave of absence for the period of disability, regardless of duration. Unique Staffing Associates may request medical certification to verify that the individual is incapacitated due to pregnancy or childbirth. The employee with any unused paid vacation days may be required to use this time as part of the leave period. The remaining duration of leave will be unpaid. Benefits normally provided during periods of vacation will be available. When no longer disabled, the employee is entitled to return to the same or equivalent position, unless this is no longer possible due to business necessity. Unique Staffing Associates may, at its discretion, request for certification or documentation stating a release to return to work from the employee's health care provider.

Employees who have taken pregnancy disability leave may, additionally, be entitled to leave pursuant to the federal and state Family and Medical Leave Acts once pregnancy disability leave ends. Following pregnancy disability and the additional FMLA/WFMLA leave, the employee is entitled to return to the same or equivalent position as explained above.

- **Spousal Leave in Preparation for Relation to the Deployment of a Military Spouse**

The employee who works twenty (20) or more hours per week and is legally married to or in a registered domestic partnership an individual who is a member of the armed forces, National Guard, or reserves may take up to fifteen (15) days of unpaid leave per deployment in order to prepare for the spouse's deployment or while the spouse is on leave from deployment. In order to take this leave, the employee must notify Unique Staffing Associates of the spouse or registered domestic partner's impending call or order of active duty within five (5) business days of the time the notice was received. During the leave, the employee may utilize any earned and accrued paid leave available. At the end of the leave period, the employee may return to his or her job or an equivalent position.

- **FMLA Leave for Family of a Member of the Military**

The National Defense Authorization Act provides that a qualifying exigency arising out of the active duty, notification of an impending call, or order to active duty in support of a contingency operation of a spouse, child or parent is a triggering event allowing an otherwise eligible employee to utilize the standard twelve (12) week FMLA leave. The employee in need of this kind of leave should refer to the FMLA/WFML leave policy above.

- **Leave for Family of Injured Member of the Military**

Further, the employee may be eligible for up to twenty-six workweeks within a single twelve month period, of job protected leave to care for a member of the armed services who has become seriously injured or ill as a result of that service. In order to be eligible for this type of leave, the employee must otherwise be eligible for FMLA leave and must be a spouse, son, daughter, parent, or next of kin of the seriously injured or ill member of the armed services. This leave may be taken all at once or on an intermittent basis. The employee in need of this kind of leave must provide notice of this fact as soon as practical and reasonable to a Unique Staffing Associates Recruiting Manager and client supervisor. Medical certification of the service member's serious illness or injury within a reasonable period of time may also be requested. While on leave, Unique Staffing Associates may require the employee to take all accrued paid leave benefits.

- **Military Service Leave of Absence**

In general, service members must provide advance written or verbal notice to Unique Staffing Associates for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Leave necessitated by duty in the armed forces is protected by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees requiring leave for military duty, including annual military reserve training or other short-term active military duty may utilize his or her earned vacation benefits while on leave. If the employee has no benefits available or opts not to use those benefits, military leave is considered an unpaid leave of absence. For military service of less than thirty days, health care premium reimbursement coverage continues as if the service member had remained employed. In general, on return from service, health insurance premium reimbursement will be reinstated in accordance with the conditions of this benefit as outlined above.

Once service is completed and where service duration and application for reinstatement are within prescribed timelines, the employee has a right to job restoration and benefits that would have been attained as if the individual had not been absent due to military service or, in some cases, a comparable job. Employees will not be entitled to reinstatement if separation from the service was based on a dishonorable, bad conduct, or other than honorable discharge, a court martial or order of the President, removal from the military rolls because the individual was AWOL for more than three months, or imprisonment by a civilian court. For specific timeliness as they are set by the federal law, please see the organization's USERRA poster. Those who apply for membership in, are or have been members of, or are obligated to serve in the military services are to be free from employment discrimination and retaliation. Therefore, an employer may not deny such an individual initial employment, reemployment, retention, promotion, or any benefit of employment based on this status. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For more information about military leave, benefits while on leave, reinstatement, or the employee's duties regarding these matters, please contact the Office Administrator. For additional information about USERRA and the agency that enforces the Act, please see the USERRA poster on the company's bulletin board.

- **Domestic Violence, Sexual Assault, and Stalking Leave**

The employee may take reasonable leave from work to seek legal or law enforcement assistance, treatment by a health care provider, mental health counseling, services from a shelter or crisis center, or alternative safe living arrangements. The leave may be taken all at once, on an intermittent basis, or on a reduced work schedule. This leave provision applies whether the employee is directly a victim of such violence, or is assisting a spouse, partner, children, parents, grandparents, or parents-in-law having been the victim of these forms of violence. If employees have any questions about this leave or whether it applies to current circumstances, a Unique Staffing Associates Recruiting Manager should be contacted.

Should the employee require such leave, Unique Staffing Associates asks that employees provide advance notice of intent to take leave, up to thirty days, if possible. When advance notice cannot be given because of emergency or unforeseen circumstances related to domestic violence, sexual assault, or stalking, the employee or designated representative should provide notice to Unique Staffing Associates no later than the end of the first day that the employee takes such leave.

Unique Staffing Associates may require the request for leave be supported by verification the employee or a family member is a victim of these crimes and the leave taken was to allow for access to legal or law enforcement assistance, treatment or counseling, or other needed services. The types of information that may provide verification are:

1. a police report;
2. an Order for Protection or other evidence from the court or prosecutor the employee or family member appeared, or is scheduled to appear, in court;
3. documentation from an victim advocate, an attorney, a member of the clergy, or a medical or other professional; or
4. the employee's written statement.

If leave is taken to assist or care for a family member, the familial relationship may be substantiated by a statement from the employee, a birth certificate, a court document, or other similar documentation. Once verification is received, Unique Staffing Associates will seek no further information from the employee. This leave is unpaid. The employee may utilize available paid time off benefits such as vacation and sick leaves during this time. Unique Staffing Associates will continue to provide for the employee's health insurance benefits as if s/he had continued to work while on this type of leave. Thus, if leave is unpaid, the employee will be required to provide for his or her portion of the health and welfare contribution on a monthly basis. In such cases, the employee should contact Unique Staffing Associates Management to determine how and when the employee portion of the contribution may be made.

Generally, once leave is completed, the employee will be restored to prior or equivalent position. An equivalent position is one having equivalent employment benefits, pay, and other terms and conditions. These provisions may not apply if the individual was employed temporarily by a staffing company or hired directly for a specific term or discrete project.

In general, any information provided will be held confidentially by Unique Staffing Associates. This includes the fact that the employee or family member is a victim of these crimes, the employee has requested or obtained leave, and any written or oral statement, documentation, record, or corroborating evidence provided by the employee. Unique Staffing Associates may disclose the information only if:

1. requested or consented to by the employee;
2. ordered to do so by a court or administrative agency; or
3. otherwise required by applicable federal or state law.

No employee will suffer any reprisal or retaliation as a victim of these crimes, or has requested and/or taken leave pursuant to this policy.

- **Other Leave of Absence**

A leave of absence may be granted for sufficient reason by written request and approval by Unique Staffing Associates. Each employee's service is critical to providing effective service and thus, Unique Staffing Associates cannot allow an indiscriminate leave of absence. However, Unique Staffing Associates will consider requests for a leave of absence without pay. Each case is different, thus arrangements should be discussed and approved by the Unique Staffing Associates Management.

Conduct

Keys to Success as a Unique Staffing Associates Employee

The following tips will help one be a successful employee at Unique Staffing Associates:

- **Teamwork:** Be willing to work cooperatively with co-workers.
- **Flexibility:** A helpful, flexible attitude is essential. Keep busy and ask for more work when finished with a project. Be flexible to accept new projects as the need occurs.
- **Professionalism:** Dress as a professional. Always maintain a pleasant, professional demeanor at work.
- **Punctuality:** Be on time for work.
- **Dependability:** Follow through with work assignments.
- **Follow Policies:** Comply with all Unique Staffing Associates work place policies and the policies of the client. Any questions or concerns regarding our policies, or any conflicts between the policies of Unique Staffing Associates and a client should be communicated directly to the Unique Staffing Associates Management.

Non-Disclosure Agreement

During the course of employment with clients of Unique Staffing Associates, employees may encounter proprietary or confidential information regarding the client or Unique Staffing Associates. Throughout employment with Unique Staffing Associates and following termination of this employment relationship, all Unique Staffing Associates employees are prohibited by the Uniform Trade Secret Act from disclosure of any of proprietary or confidential information to third parties, except as required by Unique Staffing Associates or federal or state law enforcement agencies.

Such proprietary and confidential information shall include any trade secrets, proprietary information, business plans, customer information, customer lists, financial data, inventions or technology, policies or procedures, research, reports, software, or other types of information about the clients' or Unique Staffing Associates' business developed by the client or Unique Staffing Associates (or by employee on behalf of the client or Unique Staffing Associates). Upon separation of the employment relationship, each employee will return to Unique Staffing Associates all documents, data, software, and any other materials in possession pertaining to the business of clients or of Unique Staffing Associates, or containing confidential information.

Computer and Telecommunications Usage

Employees of Unique Staffing Associates may be given access to various systems, including but not limited to computer hardware, software, internet and email access, cellular telephones, an office based telephone system, and a facsimile system owned and operated by the client in order to conduct business. Accordingly, employees should be aware of, understand and fully comply with the client's policies regarding use of these facilities. All necessary personal communications should be made during breaks or meal periods whenever possible. No personal long distance or toll telephone calls are to be charged to the client or Unique Staffing Associates.

All information stored on the client's systems, including but not limited to computers, networks, voice mail, email and telephone records, is considered property of that organization. The client may have the right to access and/or monitor employee use of these systems. Based on this fact, employees **have no expectation of privacy in these systems and are urged not to use them for purposes other than the conduct of business.**

Neither client nor Unique Staffing Associates telecommunications systems may be used to solicit or proselytize for commercial ventures, religious, political, or charitable causes, outside organizations, or other non-job related solicitations. These systems may not be used to create, view, access, transmit, download, display, print, or store offensive, threatening, or disruptive messages. Messages that are considered offensive are any messages containing sexually explicit or obscene language or content or those containing language or content prohibited by Unique Staffing Associates' unlawful harassment policy. Similarly, these systems may not be used to threaten harm against any person or property or to criminally harass or stalk any individual. These systems are not to be utilized to generate chain letters, to post messages to multiple list servers, or for recreational game playing. Further at no time may copyrighted materials, trade secrets, confidential information, or other proprietary information be transferred through these systems without prior authorization of the client and Unique Staffing Associates. Any employee in violation of this policy may be subject to disciplinary action, up to and including immediate termination of employment.

Personal Mobile Phone and Other Telecommunications Devices

Employees may carry and use personal mobile phones or other telecommunications devices only to the extent such activity does not interfere with client policies, productivity, safety, or morale. Thus, calls and messages should be placed or received only on breaks and meal periods, absent an emergency. Ring settings should be set to silent or turned off to avoid interfering with the work of others. These devices may not be used to create, view, access, transmit, download, display, print, or store offensive, threatening, or disruptive messages while on company premises or while in the course of employment. These devices may not be used for the transfer of copyrighted materials, trade secrets, confidential information, or other proprietary information of this company or those we serve at any time. Any employee in violation of this policy may be subject to disciplinary action, up to and including immediate termination of employment.

Policy against Unlawful Harassment

Every Unique Staffing Associates employee has the right to work in an environment free from unlawful harassment. Unique Staffing Associates expects employees to act responsibly to maintain a pleasant working environment, free of unlawful discrimination, allowing each employee to perform to maximum potential. Harassment of any employee on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status, veteran status and/or the presence of any physical, mental, or sensory disability is a serious violation of this policy and will not be tolerated. This policy applies whether the offending party is a Unique Staffing Associates employee, a client, a client's employee, or a customer at a client's place of business.

- **Unlawful Harassment Defined**

Unlawful harassment can take many forms and can include inappropriate physical assaults, threats, or verbal abuse, slurs, comments, jokes, innuendos, pictures, symbols, cartoons, messages, objects, pranks, and/or other verbal, graphic, or physical displays or conduct relating to an individual's protected status meant to harm or demean that person.

- **Sexual Harassment Defined**

Sexually harassing conduct may include additional conduct such as sexual advances or requests for sexual activity or dates. This conduct may also include the display, distribution, or telling of sexually oriented jokes, stories, pictures, or other graphic materials and/or suggestive or obscene gestures, including physical posturing or contact.

Harassing activity, especially if severe or repeated and unwelcome, may violate the law and Unique Staffing Associates' policy. Therefore, any of this conduct may result in prompt disciplinary action against the harassing employee, up to and including immediate termination of employment. There are times when this type of conduct may occur off duty and off premises, but may impact the working environment. Therefore, such conduct having a nexus to the workplace will be treated as a violation of this policy with disciplinary consequences. Finally, such prohibited activity includes conduct carried out in person, and via telephones, cellular and mobile phones, computer systems, electronic mail, and any other electronic means. If the employee feels that a violation of this policy has occurred, the matter must be reported to a Unique Staffing Associates Manager. Whatever method the employee chooses, the complaint will be dealt with promptly and impartially with the utmost discretion. Employees will not be penalized or retaliated against for reporting such concerns.

Unlawful harassment by client's employee or customer will have to be dealt with by clients through the company's internal process, following policies and procedures. If the employee does not wish to return to the job, however, the request will not be held against them when placing them in another assignment. An investigation of all complaints made under this policy will be undertaken immediately. Complaints will be kept confidential to the extent possible, while allowing the investigation to proceed. The complaining employee will be kept informed of the progress of any investigation and findings. He or she will be asked to refrain from discussing the complaint with other employees or those outside the investigative process in order to protect the integrity of the investigation process and reduce the risk of release of the identity of the complainant or witnesses.

Unique Staffing Associates will take appropriate corrective action, including disciplinary measures, when justified. Any corrective action taken will be sufficient to immediately stop the conduct and prevent any future harassment.

Any form of retaliation, including but not limited to derogatory comments against individuals making harassment complaints, witnesses or any other involved parties, is against the organization's policy and is strictly prohibited. Retaliatory activities will be treated as a separate violation of this policy and will subject the individual to discipline, up to and including immediate termination of employment. **No employee will suffer retaliation for reporting instances of unlawful harassment.**

Discipline and Discharge

Employees are expected to meet Unique Staffing Associates' standards of work performance, to perform his or her jobs competently, to maintain satisfactory interpersonal relations with clients and co-workers, and to conduct themselves appropriately in the work place. Failure to meet these standards, in the judgment of Management, may result in disciplinary action, up to and including immediate termination of employment.

Although Unique Staffing Associates attempts to work with employees to correct inappropriate behavior, exceptions or deviations from this procedure may occur whenever Unique Staffing Associates deems that circumstances warrant it. Unique Staffing Associates specifically reserves the right to take whatever disciplinary action it deems in its sole discretion to be appropriate, including immediate discharge. It should be remembered that employment with Unique Staffing Associates is at-will. **Accordingly, either the employee or Unique Staffing Associates can terminate the employment relationship at any time, with or without notice or cause.**

An exit interview may be conducted by Unique Staffing Associates with the departing employee. The exit interview may be conducted to clarify the reason for the employee's separation, and to make any necessary arrangements pending the separation from employment.

As noted above, disciplinary concerns arise where performance falls below expected standards.

Additionally, such concerns arise where behavior violates the law or company rules and policies. By way of example and not limitation, the following conduct is strictly prohibited and will result in disciplinary action up to and including immediate discharge:

1. Falsifying hours worked on the payroll attendance sheet.
2. Changing the work schedule or taking time off work without prior approval from Unique Staffing Associates.
3. Absence from work without notifying Unique Staffing Associates by 8:00 a.m. or at least one (1) hour before the shift (whichever is earlier).
4. Refusing to follow work instructions.
5. Disregarding safety instructions.
6. Conducting personal business on Unique Staffing Associates' time or using Unique Staffing Associates' equipment or supplies for personal business.
7. Initiating, distributing, posting literature, posters, handbills, petitions or other notices during work time in work areas without authorization.
8. Violation of policy against harassment or any Unique Staffing Associates policy or policy of a client for whom the employee is working.

9. Possession of intoxicating liquors or drugs including, without limitation, marijuana on Unique Staffing Associates premises or a client's premises or reporting to work at Unique Staffing Associates or a client's place of business in consumption of or under the influence of these substances.
10. Any act of violence on Unique Staffing Associates premises or a client's premises.
11. Willful theft or destruction of Unique Staffing Associates property or a client's property.
12. Disclosure of Unique Staffing Associates proprietary or confidential information or that of a client.
13. Possession of firearms or weapons on Unique Staffing Associates premises or in violation of a client's weapons policy.

Safety and Security

Employees must make themselves aware of any applicable safety policies or practices in any workplace to which they are assigned. The safety policies and procedures established by client organizations must be read and adhered to. If there are any questions about these matters, the employee should contact Unique Staffing Associates as soon as practical. It is Unique Staffing Associates' sincere hope that no employee is ever injured while on assignment. By following these basic safety rules, each employee is taking an active role in ensuring his or her own safety and avoiding injuries. Employees should always:

1. Make sure instructions are received on how to perform duties properly and safely.
2. Follow all safety rules of the client.
3. Know where the first aid station is located and how to evacuate the building in case of an emergency.
4. Report all unsafe conditions or injuries to the on-site supervisor and a Unique Staffing Associates Manager.
5. Use approved lifting techniques.
6. Read any applicable Material Safety Data Sheets (MSDS) before beginning work. If chemicals or solvents are used at an assigned workplace, employees must make sure they know how to handle them properly.
7. Use proper equipment or ask for assistance to reach for objects and avoid standing on office furniture, such as chairs or desks.
8. Keep drawers and cabinets closed to avoid tipping or tripping hazards.
9. Walk, do not run.
10. Always watch your step.
11. Hold any handrails while using steps.
12. Open doors slowly.
13. Avoid obstructing walkways.
14. Use good posture, adjusting chairs and position if necessary.
15. Use breaks as time for proper stretching.

Accidents and Accident Reports

If the employee should sustain an injury while on the job, the client and Unique Staffing Associates must be notified **immediately**, regardless of the severity. The client supervisor will evaluate the injury, arrange for any appropriate first aid, conduct any necessary investigation, and contact any required emergency contacts.

Workplace Violence and Domestic Violence in the Workplace

Unique Staffing Associates has a zero tolerance policy towards acts of workplace violence. Therefore, Unique Staffing Associates will not tolerate threats, threatening behavior, harassment, stalking, or any other acts of violence against any of its employees, or any other person on Unique Staffing Associates and client premises by anyone, including members of the public and an employee's family or household members. Assault, battery, and domestic violence are criminal activities and it is Unique Staffing Associates' policy that arrest is presumed the most appropriate response. Any individual who makes threats, stalks, displays threatening behavior, or commits violent acts on Unique Staffing Associates' property/client's property shall be removed from the premises as quickly as safety permits, and law enforcement will be immediately contacted. Unique Staffing Associates will respond to

the behavior based on the needs of the affected employees and in a manner that protects all employees and eliminates the threat of further such acts, to the extent possible. Response by Unique Staffing Associates may include, but is not limited to: obtaining a restraining order, altering the affected employee's work schedule or providing him or her with needed time off, and providing referrals to local domestic violence services. Additionally, Unique Staffing Associates may suspend and/or terminate any type of business relationship with the person responsible for the behavior or immediately carry out disciplinary action up to and including termination of employment where the responsible individual is an employee of Unique Staffing Associates.

Acts of violence include, but are not limited to, the following:

- Physically harming another;
- Shoving;
- Pushing;
- Harassing;
- Intimidating;
- Coercing;
- Fighting;
- Possession of any weapon on Unique Staffing Associate/Client premises, including parking facilities;
- Unwelcome name-calling and/or obscene language directed at another individual;
- Threats or talk of any such activities.

Employees shall assist Unique Staffing Associates in maintaining a violence-free workplace by reporting warning signs or incidents of violent behavior to Unique Staffing Associates immediately. All reports will be investigated and kept strictly confidential.

Warning signs of violence may include, but are not limited to, the following:

- Verbal, nonverbal or written threats or intimidation;
- Irrational beliefs and ideas;
- Fascination with weaponry and/or acts of violence;
- Expressions of a plan to hurt himself or others;
- Externalization of blame;
- Unreciprocated romantic obsession;
- Taking up too much of supervisor's time with behavior or performance problems;
- Fear reaction among co-workers/clients;
- Drastic change in belief systems; ☐ Displays of unwarranted anger;
- New or increased source of stress at home or work;
- Inability to take criticism;
- Feelings of being victimized;
- Intoxication from alcohol or other substances;
- Expressions of hopelessness or heightened anxiety;
- Productivity and/or attendance problems;
- Violence towards inanimate objects;
- Steals or sabotages projects or equipment;
- Lack of concern for the safety of others.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the behavior and the person(s) who were threatened or were the focus of the threatening behavior. The employee should report the threat to their Client Supervisor and their Unique Staffing Associates Manager.

All employees who apply for or obtain a protective order or restraining order which lists the Client and/or Unique Staffing Associates premises as being a protected area, shall provide his/her supervisor with a copy of the petition and declarations used to seek the order, a copy of the temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Unique Staffing

Associates understands the sensitivity of the information requested and all information will be kept confidential. Failure to report such a protective or restraining order may result in danger to co-workers and those utilizing Unique Staffing Associates' services. Therefore, such failure may result in disciplinary action, up to and including immediate termination of employment.

Drug-Free Workplace Policy

Unique Staffing Associates intends to provide a healthy work environment free of the harmful effects of drugs or substance abuse, through our Drug Free Workplace Policy. This policy requires the compliance of all employees with the following rules:

1. Employees shall not manufacture, distribute, transfer, dispense, purchase, possess, use, be in consumption or under the influence of any illegal drug, including without limitation, marijuana, while working, while on our property or the client's property, or while operating company vehicles or at any event we sponsor or is sponsored by a client.
2. Employees shall not distribute, possess, use, be in consumption or under the influence of alcohol while working, while on our property or a client's property, while operating our vehicles or at any event sponsored by Unique Staffing Associates or a client where alcohol is prohibited.
3. If the employee is convicted of violating a criminal drug law for acts committed while engaged in Unique Staffing Associates' business, this must be reported to a Unique Staffing Associates Manager no later than five (5) days after the conviction.

Violation of these rules will result in disciplinary action up to and including immediate termination of employment and may have additional legal consequences for the individual. Additionally, where the employee is found to be in consumption of or under the influence of alcohol or drugs (including marijuana) at work, we reserve the right to require assessment, testing, and compliance with prescribed treatment and performance standards as a condition of employment or re-employment, in keeping with state and federal law and our Substance Abuse Policy. Voluntary efforts by the employee to seek professional help for a problem are encouraged.

Additionally, clients may require compliance with their own company drug free workplace programs. Employees working on these sites may be required to comply with both sets of policies.

Traveling in Personal or Company Vehicles

Employees are not authorized to perform work for clients that involves travel of any type, including without limitation, the performance of errands, deliveries, or any other travel from worksite to worksite. This includes travel by the employee's own or the client's vehicles, or by any carrier such as vans, busses, airplanes, trains, or boats. Travel by client--sponsored car pool to another worksite, or any other travel, must be pre-approved by the employee's Unique Staffing Associates Manager in writing. If a client require that the employee operate a personal vehicle or the client's vehicle at any time during the work assignment, then the client should immediately be referred to a Unique Staffing Associates Manager. **Do not proceed without permission from a Unique Staffing Associates Manager.**

Conclusion

This handbook, as previously stated, was written to acquaint the employee with Unique Staffing Associates's general policies and work practices. This handbook contains statements of general policy subject to modification at any time; it does not contain promises of specific treatment in specific situations, nor does it change or modify the employee's at-will status. Whenever the employee has a question concerning a policy or work practice, consult with Unique Staffing Associates Management.

Unique Staffing Associates, Inc.

RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of the Unique Staffing Associates employee handbook. This handbook sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with the Company. I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the handbook. I further understand and agree that I am bound by the provisions of the handbook.

I understand the Company has the right to amend, modify, rescind, delete, supplement or add to the provisions of this Handbook, as it deems appropriate from time to time in its sole and absolute discretion. I further understand that my employment is at will and no manager, supervisor, or other employee of the Company, can enter into an agreement for continued or indefinite employment, or employment for a specific term, position, or rate of pay, and that any such agreement must be in writing.

I understand that nothing in this handbook creates or is intended to create a promise or representation of continued employment and that employment at the Company is at will. My signature below certifies that I understand the foregoing agreement on at will status is the sole and entire agreement between the Company and my-self concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the Company.

Date: _____

Signature: _____
(Employee)

Signature: _____
(Hiring Supervisor)