

SearchPros Temporary Employee Manual



Disclaimer:

The contents of this handbook are presented as a matter of information only and are not intended to cover all policies, plans and procedures of SearchPros. The plans, policies and procedures described are not conditions of employment. SearchPros reserves the right to modify, add, evoke, suspend, terminate, or change any or all plans, policies, or procedures of the company, in whole or in part, at any time with or without notice. The language in this booklet is not intended to create, nor is it to be construed, a contract between SearchPros and any one or all of its employees. Your employment with SearchPros is employment-at-will.

That is, your employment can be terminated at any time by you or SearchPros. Unless otherwise stated in this handbook, the contents of this handbook are applicable to temporary employees of SearchPros (also known as contractors, employees, payrolled employees and associates) who are referred to throughout this handbook as “employees.” SearchPros employees are individuals who are eligible for temporary work assignments to support or supplement a client’s or SearchPros workforce during time periods of, including but not limited to, employee absences, temporary skill shortages, seasonal workloads, and special long- and short-term assignments and projects. This handbook does not apply to any other classification of employee at SearchPros including colleagues.

The information contained in this Employee Handbook is confidential and proprietary to SearchPros. The information is for internal use only and may not be distributed outside of SearchPros. Any use of the third party contact information contained herein does not violate your obligation to keep the contents of the Employee Handbook confidential

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General Employment Policies

Introductory Statement

Welcome! As an employee of SearchPros (the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. If assigned to a SearchPros Client there may be additional client specific contract employment agreements requiring your signature (i.e. IT Policy and dress code policies). Any client specific requirements are an extension of this manual and should be adhered to at all times. Your supervisor or manager will be happy to answer any questions you may have. Please note, that throughout this manual, the term Supervisor or Manager refers to SearchPros Representative/Recruiter.

Assignments

SearchPros motto is "Relationships Built on Success" – creating successful relationships through success. As a SearchPros Contractor/Temporary Employee you will be assigned to specific assignments based on your job preferences and skill level with our clients' needs to create successful relationships. You are required to notify your SearchPros Recruiter of your availability if any changes occur and ensure that we have the correct contact information for you at all times.

When you accept an assignment, you will be making a commitment that you will work for the duration of the assignment and will give us your very best effort to complete the assignment and "Do a Good Job".

To prepare you for starting a new assignment, please make sure you have:

- The company's name
- The location, hours and length of assignment
- The specific tasks you will be doing
- The hourly rate
- The name of the person to whom you report
- Any other details that will help you on your assignment
- If you are going to be late for your assignment or have any emergency or illness that prevents you from going to work, you must call SearchPros prior to the start of the assignment. SearchPros will call the client and explain the situation.

Our office has 24-hour answering services and monitors emails constantly, so you can leave a message or email at any time — day or night. Failing to call us or email prior to the start of the

assignment when you are late or when you cannot go to an assignment may result in disciplinary action up to and including termination.

While on Assignment:

- Follow and comply with the rules, policies, procedures and working conditions established by SearchPros clients for their premises.
- Promptly bring any and all complaints to your SearchPros recruiter.
- Behave in a professional manner. This means that your personal conduct, including conversations in the workplace, must not violate SearchPros policies including, but not limited to, SearchPros Anti-harassment Policy contained in this handbook.
- Refrain from threatening action, conduct or language.
- Your employment with SearchPros requires you to comply with our policies and procedures. You may be disciplined up to and including termination if you don't comply with our policies and procedures.
- Arrive on time each day of your assignment.
- Dress appropriately for each assignment. Your SearchPros Recruiter will tell you what to expect, but when in doubt always dress more conservatively.
- Do not be afraid to ask questions on the job about the tasks you are performing. If you are unsure of something, check with the client Representative.
- Do not make personal calls from the job assignment/client site.
- If you must make a personal call, do so during a break. Making long distance calls while on assignment is not permitted and could result in disciplinary action including termination.
- Do not approach the client about full-time employment. If you have an interest in a position, let your SearchPros Recruiter know.

Anti-Harassment, Discrimination & Retaliation Policy

SearchPros Staffing, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, SearchPros Staffing, Inc. expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

SearchPros Staffing, Inc. has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. SearchPros Staffing, Inc. will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the human resources manager or a member of the executive committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of SearchPros Staffing, Inc. prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of SearchPros Staffing, Inc. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. SearchPros Staffing, Inc. prohibits any such discrimination or harassment.

Retaliation

SearchPros Staffing, Inc. encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of SearchPros Staffing, Inc. to promptly and thoroughly investigate such reports. SearchPros Staffing, Inc. prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to SearchPros Staffing, Inc. (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

SearchPros Staffing, Inc. encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the human resources manager, or any member of the executive committee. See the complaint procedure described below.

In addition, SearchPros Staffing, Inc. encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem.

SearchPros Staffing, Inc. recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any member of the executive committee.

SearchPros Staffing, Inc. encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as SearchPros Staffing, Inc. believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to SearchPros Staffing, Inc.'s executive director or the chief operating officer.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

At-Will Employment Status

SearchPros personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance 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 of time or to make an agreement for employment on other than at-will terms. Only the President/CEO of SearchPros has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Equal Employment Opportunity

SearchPros is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

All such discrimination is **unlawful**.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact HR Manager. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a

complaint and will not knowingly permit retaliation by management employees or your coworkers.

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

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

Right to Revise

This employee handbook contains the employment policies and practices of SearchPros in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

SearchPros reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of SearchPros.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and SearchPros as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Hiring

Job Duties

During the introductory period, your supervisor at Client site will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or SearchPros. Your cooperation and assistance in performing such additional work is expected.

SearchPros reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Contract/Temporary Employees

Contract/Temporary employees are those employed and assigned for a limited term assignment at specific client sites. Contract/Temporary employees are not eligible for benefits except those mandated by applicable law.

Leaves of Absence

Jury Duty and Witness Leave

SearchPros understands Civic Duty as it relates to serving Jury Duty or Witness leave. However as a small organization, any absences including Jury Duty causes a hardship to the business since your employment is for a limited term only. Employees are not eligible for Pay while serving Jury Duty or Witness Leave. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Paid Sick Leave—California Employees Only

Beginning on July 1, 2015, all employees who work at least 30 days within a year from the date of hire in California are eligible for paid sick leave under this policy.

Immediately upon hire or July 1, 2015, whichever is later, employees are eligible for three (3) days or 24 hours of sick leave. Thereafter, employees will receive three (3) days or 24 hours of sick leave each year, on July 1 (or their anniversary date, if hired after July 1, 2015).

Unused sick leave does not carry over from year to year.

Employees may begin using sick leave on their 90th day of employment.

Employees must use sick leave in increments of 2 hours.

Sick leave will be paid at the rate required by law.

Sick leave is not hours worked and is not counted in the calculation of overtime.

Employees may use sick leave for the following reasons:

- *The diagnosis, care, treatment of, or preventative care for, the employee's own health condition or that of a qualifying family member. Qualifying family members include an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

- *If the employee is a victim of domestic abuse, sexual assault, or stalking, for certain related absences.

- *As otherwise stated in this Handbook or permitted by law.

Sick leave is intended to be used only when actually required for the reasons described above; it is not to be used for other "personal" absences.

Employees are expected to provide as much advance notice as possible of their need to take time off under this policy, and may be required to provide appropriate medical documentation when permitted by law.

For absences of three or more consecutive days due to the employee's own health condition, a doctor's note may be requested to determine whether the employee is "fit" to return to duty, or to determine if there are any workplace restrictions.

Sick leave has no cash value upon separation of employment or at any other time. If an employee is re-hired within 12 months of separation, any unused sick leave will be reinstated.

Paid Time Off

Employees may be entitled to paid time off based upon their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Employees are awarded a maximum of 40 hours of paid time off after 1 continuous year of service. In the event that an employee works less than 2000 hours during the year, a prorated amount will be awarded.

Paid Time Off may be used or can be defined as any combination of vacation leave, paid sick leave, paid holidays, or any other type of paid time off. Employees will need to schedule time off with their supervisors.

An employee may not use paid time off before it is awarded. Employees will not be paid for any time in excess of booked paid time off.

Required Use of PTO before Unpaid Leave

You are required to take any unused Paid Time Off (PTO) before taking unpaid leave or having unpaid absences.

Family and Medical Leave (under both state and federal law) are included in this requirement, unless you are receiving wage replacement through a disability leave plan, and/or your leave is for a pregnancy-related disability.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for seven calendar days. If you have accrued PTO, PTO will be used for the first 5 days before SDI payments begin unless you are receiving wage replacement through another disability leave plan and the absence is covered by federal family and medical leave (FMLA).

SDI benefits do not replace all of your usual wages. If the absence is also covered by federal Family/Medical Leave (FMLA), you may choose to supplement your SDI benefits with PTO. If you are not eligible for FMLA, you must supplement your SDI benefits with accrued PTO.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you must use PTO during the first week of absence.

PFL benefits do not replace all of your usual wages. Your PFL benefits must be/can be supplemented with any accrued and unused PTO.

Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- SearchPros will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform SearchPros when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide SearchPros with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued

vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and

- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

Benefits

Benefits Overview

SearchPros is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at SearchPros. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact HR Manager.

The Company offers the following employee benefits:

- Health Insurance
- Dental/Vision Insurance
- Life and AD&D Insurance
- Short Term Disability Insurance

Eligible employees must send enrollment forms to SearchPros within 30 days of hire date. Premium deductions begin the month prior to the effective date. Effective date is the 1st of the month following 60 days of employment.

Cancellations must in writing on the proper form and received by SearchPros no later than the 15th of the month prior to the next eligible month. If cancellation is received after the 15th of the month, coverage will continue for an additional month and premium balance will be deducted from the paycheck following the cancellation notice.

If employment ends after the 15th of the month, any remaining premium balance due will be deducted in full from the final paycheck. Coverage will continue through the last day of the month following the month employment ended.

If employment ends prior to the 15th of the month, coverage will end on the 30th of the month employment ended and any premiums collected for the following month will be returned in the final paycheck, unless requested in writing to continue an additional month in which case any remaining premium balance due will be deducted from the final paycheck.

Newborns need to be added for coverage requested within 30 days of birth.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

Workers' Compensation

Always exercise due care while working for SearchPros. Most accidents can be prevented with proper caution. SearchPros Corporate office has Safety and Ergonomics Safety workplace training binders available if you would like more details.

In accordance with state law SearchPros provides insurance coverage for employees in case of work-related injury during the course of their employment. However, if we determine that any employee has provided falsified information to SearchPros, the physician or the claims administrator for the purpose of fraudulently obtaining workers compensation benefits, we will take the strongest possible action to prosecute that employee to the fullest extent of the law and such employee will no longer be eligible for employment within SearchPros for any location or position.

The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

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

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to Operations Manager; and
- 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.
- Drug Testing will be mandatory for all individuals within 48 hours of any workers compensation claim

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. 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 SearchPros to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Company-Provided Physician

SearchPros provides medical treatment for work-related injuries through a medical provider network, which the company has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Workers' Compensation and FMLA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA)), will be placed on FMLA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA for a maximum of 12 weeks in a 12-month period calendar year.

Management Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of SearchPros and/or Client property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Names and Addresses Policy

SearchPros is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Open-Door Policy

Suggestions for improving SearchPros are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Company. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
- If the problem persists, you may present it to the personnel manager, who will investigate and provide a solution or explanation. While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Operations Manager. We encourage you to bring the matter to the personnel manager as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is not resolved, you may present the problem to the president of SearchPros, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, SearchPros values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that SearchPros maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the HR Manager. You can obtain a form for making such a written request from the HR Manager.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. SearchPros may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date SearchPros receives your written request to inspect or copy your personnel records (unless you/your representative and SearchPros mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, SearchPros will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy

Employees may not use any audio or video recording devices in work areas or in the course of conducting business.

The company uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Company Property

Electronic and Social Media

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

SearchPros also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- During the course of your assignment at SearchPros clients, you may have access to our clients' computers and/or other electronic communications systems, including but not limited to voicemail, email, client databases, and internet and intranet systems. Such systems are intended for business use related to client business, not personal use. No users of client systems from any location have any expectation of privacy as between the user and client, and all communications made with or on client systems or equipment are subject to client surveillance, use and disclosure, in client's sole discretion.
- Downloading or introducing any software that could compromise the security of integrity at SearchPros or any client firewalls, networks or systems are strictly prohibited
- Downloading any software or electronic files without prior authorization from SearchPros or client assignment is strictly prohibited.
- All electronic communications remain the sole property of SearchPros and client and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of SearchPros' client and remains the property of SearchPros.
- Violation of any of the provisions of this policy, whether intentional or not, will subject SearchPros employees to disciplinary action, up to and including termination.

Monitoring of Company Property

SearchPros and Client site where you are on assignment reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. SearchPros and client computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company and client

reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by SearchPros management.

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. Internet users are prohibited from sending or posting information that is intended to harass, annoy, threaten, attack or alarm another person, group or business. This includes policies that deal with misuse of Company assets or resources. It is a violation of SearchPros policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against SearchPros policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of SearchPros to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination. This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Employee-owned Devices

SearchPros recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working. The Company allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any Company policy. All other company policies, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace apply. SearchPros reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and Break Room are SearchPros property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. SearchPros and our clients reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. SearchPros reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

SearchPros may periodically need to assign and/or change "passwords" and personal codes for

- Desktop
- Email
- Voicemail
- Cell phone (if applicable)
- Lap top (if applicable)

These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of SearchPros.

SearchPros reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave SearchPros. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Smoking

Smoking is not permitted in any enclosed area of the facility except in the following designated areas:

- Outside areas at least 20 feet away from main entrance and street views
- Cigarette butts, matches and other trash related items should be disposed in the appropriate receptacles

Please refer to the "Meal and Rest Period" Policy section for the permitted break periods.

Employee Conduct **Confidential Information**

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding SearchPros, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging 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 supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Additional details are outlined on the Company Confidentiality, Non-Disclosure, Non Recruiting, and Assignment of Inventions Agreement. Personal or romantic involvement with a competitor, supplier, or subordinate employee of SearchPros, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, SearchPros may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

Because each employee is a representative of SearchPros in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Acceptable clothing for management, sales, or office employees includes suits, sport coats, or dress shirts and slacks with ties, blouses and sweaters with skirts or dress slacks or dresses. Jeans, T-shirts, tank or halter tops, and casual shoes or sneakers are not permitted for any employees. All clothing should be clean and without rips or holes.

Employees who participate in a casual dress day still are expected to report to work properly groomed. Acceptable casual dress excludes ripped or torn clothing, T-shirts with inappropriate message or graphics, flip flops, tank or halter tops, or "short" shorts.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

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

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

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

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

Violation of these rules and standards of conduct will not be tolerated. SearchPros also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, SearchPros reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy such as random drug testing. Drug Testing will be mandatory for all individuals within 48 hours of any workers compensation claim or suspected violation of policy. A local drug testing facility and instructions will be provided.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on SearchPros. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

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

SearchPros will encourage and reasonably accommodate employees with alcohol or drug

dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by SearchPros. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use or misuse of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of 3 days or more;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;

- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the Company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual;
- Personal Phone calls that disrupt work environment or excessive/disruptive cell phone use during work time; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or SearchPros remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

As an employee of SearchPros, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor at least as soon as possible with at least 4 hours prior to beginning of the shift before the time you are scheduled to begin working for that day. If you call less than as soon as possible with at least 4 hours prior to beginning of the shift before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will not be tolerated. SearchPros defines excessive absenteeism and tardiness as more than 5.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, SearchPros will consider that you have voluntarily abandoned or quit your employment. Absences protected by state and federal law do not count as a violation of this policy.

Wages

Wages and Taxes

You will be paid an hourly wage for each assignment, determined by the assignment requirements, your skills, and the wage rate in the local area. For this reason, your hourly wage may vary from job to job and must be kept in strict confidence as proprietary information. Your SearchPros recruiter will tell you how much each assignment will pay before you accept an assignment.

SearchPros will deduct all taxes required by law – Federal, State, City as well as Social Security. SearchPros will pay for Unemployment Insurance Tax, Social Security Tax and you will be covered by Workers compensation Insurance. We will mail a W2 wage and Tax statement to you by January 31st of the year following. Please inform our Payroll Department of any address changes immediately to ensure timely delivery of your W2 form.

Advances

SearchPros does not permit advances against paychecks or against un-accrued vacation.

Expense Accounts

SearchPros will reimburse employees for reasonable and necessary expenses incurred in the performance of work; provided, however, those expenses shall be subject to Supervisor approval in writing and subject to Federal and IRS Guidelines. Air travel shall be at coach fares and lodging shall be at moderately priced hotels, taking advantage of all available corporate discounts. Reimbursement for employees will be paid on the last pay period of the month proceeding. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the Expense Report to HR Manager no later than the 26th of the following month.

If you have any questions about the Company's expense reimbursement policy, contact President.

Makeup Time

SearchPros allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the Company-provided form. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least a minimum of 48 hours before desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 48 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. The Company's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. SearchPros does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four hour work period.

Your rest break will be scheduled by your Direct Supervisor

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by your Direct Supervisor

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by your Department Supervisor.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on

your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify HR Manager.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to HR Manager and document the reason for the missed meal period of time worked.

Please also refer to the SearchPros Timekeeping Policy.

Overtime for Non-exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. SearchPros will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. SearchPros provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- For California Employees: All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
 - Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
 - Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay;
- For all other States: SearchPros complies with all Labor Laws by state of employment as it relates to Overtime and Non Exempt labor regulations. Additional detailed information is available on www.dol.gov
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Payment of Wages

Although you will be doing work for a variety of SearchPros clients, we are your employer. Your timecard and paycheck are processed by SearchPros, and your SearchPros Recruiter is your contact for all work assignments. He or she is there to answer your questions or to help solve any problems that might arise.

All paychecks are ACH/Direct Deposit. If you observe an error on your check, please report it immediately to your supervisor.

All temporary employees of SearchPros are paid on the Friday following the close of the previous pay period. If a regular payday falls on a holiday, employees will be paid the prior business day.

SearchPros offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 3 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 5 days before the pay period for which you would like the service to end. You will receive a SearchPros "Pay Card" on the first pay period after the receipt of the form, provided it is received no later than 5 days before the end of the pay period.

When you are paid:

Payday is Friday following the week that you worked unless otherwise notified in writing. Direct Deposit funds will be available on Friday.

Please note: timecard deadline and payment schedules will sometimes vary by area.

Timekeeping Requirements

You must record your time for all hours worked. All non-exempt employees are required to complete a timecard to record time worked for payroll purposes. All time worked must be accurately reported. Unless otherwise instructed, all time worked must be submitted using the JobDiva Time Keeping portal.

- It is your responsibility to record your time fully and accurately. You should record the in/out time and total time attributed to your meal period.
- If you are not being provided a meal or rest break to which you are entitled, advise your SearchPros Recruiter immediately.
- It is your responsibility to record your time worked.
- Include in your hours worked, travel time required by your assignment (other than commuting time), and time waiting on client security lines, if applicable, to the nearest quarter (1/4) hour. Please notify your SearchPros Recruiter if you have questions regarding what time should be recorded.
- Employees are not allowed to work "off the clock." Working off the clock violates company policy.
- Employees also must record their time whenever they leave the building for any reason other than SearchPros business.
- Employees will be required to certify that their time record is accurate.
- Recording time for another employee, allowing another employee to record your time worked, or altering a time record is not permissible and is subject to disciplinary action.
- Any errors on your time record should be reported immediately to your supervisor.
- Please also refer to SearchPros' Meal and Rest Break Policy.
- In order to ensure that your paycheck is accurate you must record your time completely and without errors.

Recruitment Bonus

SearchPros wants to recruit quality applicants for temporary positions and in order to do so encourage employees to refer qualified candidates to the Company. If your referral is employed by SearchPros, a recruiting bonus of \$300 will be paid to employees under the following terms and schedule:

- Referrals will be paid only if the original employment application completed by the applicant contains the employee's name as the referral source.
- After the applicant has been hired and completed three months of service, the referring employee will be paid \$150.
- After the referral has completed 2000 hours of service, the referring employee will be paid an additional \$150.

If the applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms as above.

Work Schedules

SearchPros is normally open for business between the hours of 8am to 5pm, Monday to Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

Our workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Safety and Health

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, SearchPros maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, SearchPros will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Workplace Violence

SearchPros has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal

Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

The Company's workplace violence program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Termination

Involuntary Termination and Progressive Discipline

Violation of SearchPros policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and SearchPros may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, SearchPros may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, SearchPros will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at SearchPros, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Confirmation of Receipt **Confirmation of Receipt**

I have received my copy of the Company's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

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

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. SearchPros reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the president of SearchPros, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing, signed by the president.

Employee's Signature _____

Employee's Printed Name _____

Date _____