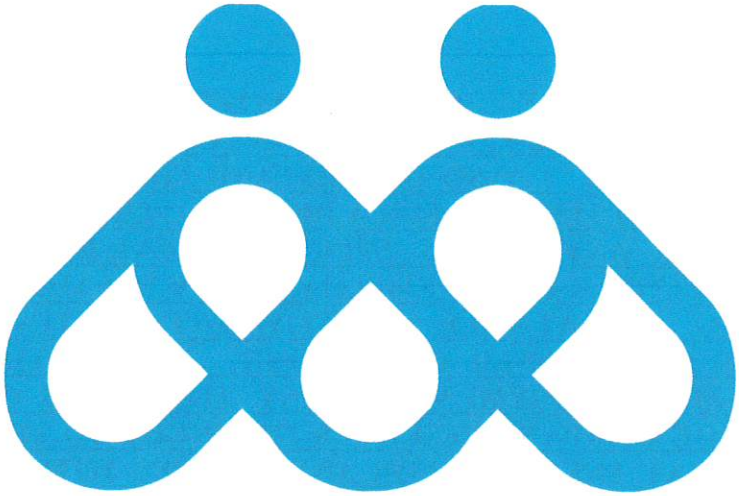
Provenance Recruitment and Staffing



Employee Handbook

ALL EMPLOYEES OF PROVENANCE RECRUITMENT AND STAFFING (HEREINAFTER "THE COMPANY") ARE EMPLOYEES-AT-WILL. NEITHER THIS HANDBOOK NOR ANY OF ITS SPECIFIC PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE COMPANY OR AS ALTERING EMPLOYEE'S AT-WILL EMPLOYMENT STATUS WITH THE COMPANY IN ANY MANNER OR RESPECT. THE COMPANY RESERVES THE RIGHT TO TERMINATE ANY EMPLOYEE'S EMPLOYMENT AT ANY TIME FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE.

NOTHING IN THIS EMPLOYEE HANDBOOK IN ANY WAY CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS EMPLOYEE HANDBOOK MAY BE AMENDED, MODIFIED, OR TERMINATED AT ANY TIME. FURTHER, THE COMPANY RESERVES THE RIGHT TO EXERCISE TOTAL DISCRETION IN THE APPLICATION OF THIS HANDBOOK AND ITS SPECIFIC PROVISIONS.

THIS EMPLOYEE HANDBOOK SUPERSEDES AND REPLACES ALL PREVIOUS EMPLOYEE MANUALS, HANDBOOKS OR PERSONNEL POLICIES, MEMORANDA, ETC.
EFFECTIVE MAY 2017.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK & DISCLAIMER
(EMPLOYEE COPY)

I HAVE RECEIVED A COPY OF PROVENANCE RECRUITMENT AND STAFFING'S EMPLOYEE HANDBOOK AND AGREE TO READ, UNDERSTAND AND ABIDE BY ITS POLICIES AND PROCEDURES.

DISCLAIMER

I UNDERSTAND THAT ALL EMPLOYEES OF PROVENANCE RECRUITMENT AND STAFFING (HEREINAFTER "THE COMPANY") ARE EMPLOYEES-AT-WILL. I ALSO UNDERSTAND THAT MY EMPLOYMENT IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD. NEITHER THIS HANDBOOK NOR ANY OF ITS SPECIFIC PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE COMPANY OR AS ALTERING MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY IN ANY MANNER OR RESPECT. I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND THE COMPANY RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.

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_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT SIGNATURE

PLEASE SIGN, DATE AND RETAIN WITH COPY OF EMPLOYEE HANDBOOK

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INTRODUCTION TO HANDBOOK

Welcome to Provenance Recruitment and Staffing (hereinafter "the Company"). This Employee Handbook is designed to acquaint you with the Company and to provide you with some general information regarding your position of at-will employment with the Company, certain employee benefits, and some of the policies affecting your employment. Though this handbook does not fully address every issue regarding your employment with the Company, you should read, understand, and comply with all provisions in this handbook. It describes many of your responsibilities as an employee and outlines various policies with which the Company expects you to comply.

This handbook summarizes the Company's present employment policies. However, you should be aware that these policies may be amended, supplemented, or deleted at any time, with or without notice, in the Company's sole discretion. Likewise, the Company retains absolute discretion in the application of these policies and, depending upon the given circumstances of a situation, the Company's actions may vary from the written policy. This handbook is not a contract, whether express or implied, and is not intended to constitute a guarantee of employment or to in any way alter the at-will nature of your employment relationship with the Company. If you have any question in regards to this handbook or your employment with the Company, please address such questions to Rhonda Duncan.

YOUR JOB

AT-WILL EMPLOYMENT RELATIONSHIP

All employees of the Company are employees-at-will. This means that no employee's employment with the Company is guaranteed, for a fixed term or for a definite period of time. Employees have the right to terminate their employment with the Company at any time and for any reason. Likewise, the Company has the right to terminate any employee at any time, for any reason, with or without cause, and with or without prior notice. Nothing in this employee handbook in any way creates an express or implied contract of employment or in any way alters an employee's at-will status in any manner or respect.

EQUAL EMPLOYMENT OPPORTUNITY

Since the Company is an equal opportunity employer, employees and prospective employees are recruited, selected and trained without regard to age, sex, race, color, religion, disability, national origin, marital status or veteran status. This policy applies to all phases of the employment relationship, including promotion, compensation, and retention. All employees are responsible for helping to support and uphold this policy, both in their own conduct and by immediately reporting any conduct in violation of this policy. Our service policy for our clients mirrors our equal employment opportunity policy, such that all clients served by the Company are to receive the same level of quality service, regardless of age, sex, race, color, religion, disability, national origin, marital status or veteran status.

IMMIGRATION LAW COMPLIANCE

The Company is committed to complying with all applicable immigration laws by employing only United States citizens and other individuals legally authorized to work in the United States. However, the Company does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Form I-9 and present certain legally recognized forms of documentation establishing identity and employment eligibility.

CONFIDENTIALITY

Employees are required to keep and maintain in strict confidence any and all confidential information they may acquire or be exposed to relating to the policies and/or operations of the Company. Likewise, employees are also required to keep in strictest confidence

and not reveal to anyone any information related to the Company's clients, candidates and/or employees. If an employee has any question at all as to whether or not a piece of information is considered confidential, the employee should address that question directly to Rhonda Duncan, who has the sole authority to approve any information that is to be publicly released. Any violation of this policy may result in disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

PERSONNEL FILES

Any and all records created and maintained by the Company, including any and all personnel files, are and shall at all times remain the sole property of the Company. Additionally, many of the records that the Company maintains, including information about its employees, are considered confidential information and cannot be openly shared. Therefore, employees have no right to request, access and/or copy any such records except as expressly allowed by the Company in its sole discretion.

Employees are responsible for notifying the Office Manager immediately of any change in name, address, telephone number, marital status, number of dependents, or other related information. Falsification or intentional omission of pertinent information for the Company's records, including any such information submitted in connection with an application for employment, is considered a serious matter and may result in disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

CONFLICTS OF INTEREST

It is important that employees avoid any and all conflicts of interest, whether actual or perceived. A conflict of interest is a situation in which an employee's personal, private or economic interest(s) interfere with or in any way influences the employee's duties and responsibilities at the Company. Such a conflict of interest exists even if the conflict has no adverse impact on the employee's job performance. A conflict of interest also includes a situation in which an employee personally benefits financially from using the Company's resources, contacts or property outside of normal duties and responsibilities. If an employee has a question about whether or not a particular situation will create such a conflict of interest, the employee should contact Rhonda Duncan.

GIFTS

No employee may accept or in any way solicit gifts or services of significant value (i.e. with value in excess of $50.00), lavish entertainment or any other benefits from potential

or actual clients, applicants or competitors without prior approval from the Company. This policy is adopted to take special care in avoiding even the impression of a conflict of interest. Additionally, no employee may give any gifts to any clients or applicants, whether existing or potential, without the prior express approval of Rhonda Duncan. Any questions regarding this policy should be addressed to Rhonda Duncan.

WORK PRODUCT

The Company retains sole legal ownership over any and all products of an employee's work or efforts on behalf of the Company. Accordingly, no work product created by an employee for and while employed by the Company may be claimed, construed, or presented as property of the individual employee, even after the individual's employment with the Company has ended for any reason or after the relevant work project is completed. This includes, but is not limited to, all written and electronic documents, audio and video recordings, system code, and any concepts, ideas, or other intellectual property developed for the Company, regardless of whether the intellectual property is actually used by the Company.

INCLEMENT WEATHER

In certain instances, the Company may be forced to close or not open for the day as a result of inclement weather. In those situations, the Company will notify employees accordingly by phone and or television announcements. Regardless, employees should seriously consider dangerous weather conditions and are strongly encouraged to not take unnecessary risks in attempting to report to work. If the Company is open, however, any employee not able to report to work will not be paid for that day unless the employee elects to use a day of PTO.

PAY

Employee pay is considered a confidential matter between individual employees and the Company. Accordingly, pay, wage and/or salary information should not be discussed amongst employees. Likewise, the Company will not provide any employee with any information regarding pay received by another employee. Employees are notified of their pay, timing and method of pay at the time they begin employment with the Company and any employee with a question about pay should direct that question to Rhonda Duncan.

OVERTIME PAY

Employees may be required to work overtime hours as business needs dictate and those certain employees deemed non-exempt from overtime requirements pursuant to the Fair Labor Standards Act (FLSA) may be entitled to additional compensation for overtime they work. However, any employee entitled to overtime pay must receive prior approval from the Company before working any overtime. If an employee has any question as to whether or not they are non-exempt and, therefore, eligible for overtime pay, the employee should direct that question to Rhonda Duncan. Regardless, failure by any such employee to obtain prior approval before working overtime may subject the employee to disciplinary action, up to and including termination, to be determined in the sole discretion of the Company.

Employees entitled to overtime pay as a matter of law shall receive one and one half (1½) times the employee's hourly rate for all hours actually worked over 40 hours in any standard workweek. Only hours actually worked are included in the 40 hour accumulation and hours compensated for benefits such as sick time, holidays, or vacations are **not** considered as actual time worked for purposes of computing overtime.

BULLETIN BOARDS & SOLICITATIONS

Employees may not solicit other employees, clients, vendors or visitors during working time, nor may employees distribute literature in any work areas at any time. Likewise, and under no circumstances shall an employee disturb the work of others to solicit or distribute literature to them during their working time. This includes the selling of any product for fundraisers and also includes asking for donations for fellow employees or for other charitable groups or events. Please handle all such situations after working hours and off the Company's premises. Persons not employed by the Company, other than vendors and/or representatives specifically approved by the Company, may not solicit anyone for any purpose or distribute literature of any kind on the Company's premises.

Any bulletin boards maintained by the Company are only for posting notices concerning the Company's business, any legally required postings, or announcements of a business nature that are equally applicable and of interest to all employees. Excess documents may distract from this important business information. Accordingly, any information and/or documents posted on the Company's bulletin boards or other posting areas must have prior authorization from the Office Manager.

SUPPLIES

The Company provides all equipment and supplies needed for use in the Company's office and employees should not bring personal equipment and/or supplies in for use. If an employee determines that certain needed supplies are not available, the employee shall notify the Office Manager immediately.

EXPECTATIONS

TEAMWORK AND PROFESSIONALISM

Employees of the Company are expected to act in an appropriate and professional manner at all times while at work, while representing the Company at any time or location and while on the premises of the Company or any of Company's clients. Discretion and good judgment must be used to assess appropriate behavior that meets with accepted standards of professionalism. Employees are expected to wear clothing that is both professional and appropriate to the duties of their employment and that is neat and tidy in appearance.

Many working hours a year are spent in association with fellow workers. In order to make those hours pleasant and productive, it is necessary for employees to make every effort to get along with others. It is also expected that all employees, even while assigned specific responsibilities, will assist other employees whenever the need arises, even with tasks outside of the employee's usually assigned task set.

APPROACH TO THE JOB

The success of the Company is dependent upon our staff and we are always striving to provide excellent service to our clients. Accordingly, it is essential that all staff members maintain an appearance and attitude befitting the service ideals of the Company. All employees are expected to have a good attitude and to be kind and respectful at all times to co-workers, clients, vendors and any other party dealing with the Company. While employees are on the clock, they should always be looking for appropriate tasks to complete and/or to help co-workers with tasks.

OFFICE HOURS

Though the Company's office days and hours may vary from time to time, the Company's office will generally be open from 9:00-5:00 Monday through Thursday and from 9:00-2:00 on. Fridays. If, for any reason, an employee cannot report for work on time, the employee is expected to call and speak with the Office Manager personally as far in advance of the employee's starting time as possible to advise of the need to be late. It is not sufficient to leave a voicemail or to send and/or leave a message with another employee.

For those field employees placed with a client, the employee's hours will be determined by the Client and communicated to field employees by the Company.

INTRODUCTORY PERIOD

The first ninety (90) days of employment for all new employees is considered an introductory period, during which time new employees are not eligible for any benefits provided by the Company except as specifically required by law. During this time, new employees will learn about the Company, their specific job responsibilities and those of the rest of the staff. This period provides new employees with time to determine whether the Company is the right workplace for them and also gives the Company time to observe the work habits and performance of new employees. This period may be re-started at any time at the discretion of the Company and, at the end of same, the new employee will be evaluated before the Company decides whether to retain the employee, extend the introductory period or terminate the employee.

It is important to note that continuation of employment after the expiration of the introductory period does not alter an employee's at-will status with the Company and in no way guarantees continued employment with the Company. Both during and after the introductory period, as is true at all times, employment with the Company is strictly at-will, not for a specific or guaranteed period of time, and may be terminated at any time, with or without cause and with or without prior notice by the Company.

ATTENDANCE/PUNCTUALITY

The Company needs the combined effort of all employees to ensure an uninterrupted, efficient operation, both for the Company and its clients. Absenteeism and tardiness disrupt this operation and place burdens on the Company, clients and fellow workers. Accordingly, excessive absenteeism or tardiness, is unacceptable and may result in disciplinary action, up to and including termination of employment in the sole discretion of the Company. Further, any employee who is absent from work without reporting their absence in advance or being on approved leave will be considered to have voluntarily terminated their employment. When an employee determines that he/she will need to be absent from work for any reason, the employee should contact the Office Manager as soon as is possible under the circumstances upon learning of the need for the absence. It is not sufficient to leave a voicemail.

RULES OF CONDUCT

The Company aims to hire people who will become reliable and, hopefully, satisfied employees. Employees are expected at all times to conduct themselves in a positive and professional manner and to meet the Company's standards of care and work performance, which include good attendance, punctuality, job proficiency, confidentiality and compliance with the Company's policies and procedures.

Failure to comply with these rules and standards and/or any employee conduct deemed to be unacceptable for any reason by the Company or any of its clients with whom an employee may be placed may result in disciplinary action ranging from verbal warnings up to and including immediate discharge, with the appropriate action to be determined by the Company in its sole discretion. In no event, however, shall any employee expect they are entitled to receive warnings for any and/or all instances of employee misconduct or failure to meet the Company's expectations. Rather, the Company has absolute discretion in determining whether or not to issue a warning to the employee or whether or not to proceed directly to taking disciplinary action, up to and including immediate termination, even upon a first instance of misconduct.

NOTE: THE COMPANY IS AN AT-WILL EMPLOYER AND RESERVES THE RIGHT TO TAKE ANY FORM OF DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, AT ANY TIME FOR ANY VIOLATION OF ITS POLICIES OR STANDARDS. THIS IS NOT A MANDATORY PROGRESSIVE DISCIPLINARY POLICY AND EMPLOYEES ARE NOT ENTITLED TO RECEIPT OF ANY WARNINGS PRIOR TO ANY FORM OF DISCIPLINARY ACTION BEING TAKEN BY THE COMPANY.

The following are some examples of conduct deemed to be unacceptable:

1. Negligent, careless, unsafe, or inefficient performance of duty.

2. Failure to promptly report an on-the-job injury or accident involving an employee, visitor, vendor or equipment.

3. Intentional falsification of time cards, payroll records or other required records.

4. Misuse of Company property, including equipment, fax machines, copy machines, telephones, computers, automobiles, cameras, email, files, systems etc.

5. Absence without proper notification, excessive absenteeism, or insufficient reasons for absenteeism.

6. Insubordination, including refusal or failure to perform assigned work, as well as any failure of an employee to follow the appropriate chain of command.

7. Reporting to work or being on the job under the influence of alcohol, illegal drugs, or other medications, which could impair judgment.

8. Commission of unlawful or immoral acts either on or off duty, which may, in the sole judgment of the Company, injure the Company's or its clients' reputation, even if such acts do not lead to a criminal conviction.

9. Making malicious, false, or derogatory statements that may damage the integrity or reputation of the Company or its clients and/or employees.

10. Any acts or threats of violence, whether direct or implied.

11. Fighting, either verbally or physically.

12. Intimidation or harassment, whether direct or implied, of other employees, visitors or other individuals in the workplace.

13. Misrepresentation or withholding of pertinent facts for purposes of securing employment and maintaining of facts pertinent to securing or maintaining employment.

14. Poor judgment, improper conduct or conduct unbecoming of a Company employee, including failure to maintain satisfactory or harmonious working relationships with clients and other employees.

15. Lying or stealing.

16. Failure to uphold and abide by the Company's policies and values or those of any of Company's clients.

17. Failure to maintain strict confidentiality regarding all matters considered confidential.

THE LIST ABOVE IS NEITHER EXHAUSTIVE NOR ALL INCLUSIVE AND IS PROVIDED MERELY AS AN EXAMPLE OF CONDUCT THAT CANNOT BE TOLERATED. THIS LIST IN NO WAY LIMITS THE COMPANY'S RIGHT OR ABILITY TO DISCHARGE OR TO DISCIPLINE AN EMPLOYEE FOR WHAT THE COMPANY DEEMS IN ITS SOLE DISCRETION TO BE INAPPROPRIATE CONDUCT AND IN NO WAY CHANGES THE AT-WILL RELATIONSHIP BETWEEN THE COMPANY AND ITS EMPLOYEES.

ANTI-HARASSMENT & ANTI-DISCRIMINATION POLICY

The Company absolutely prohibits and will not tolerate any illegal discrimination or harassment whatsoever in its workplace. This prohibition applies to the conduct of and treatment of all employees and non-employees present on the Company's premises, as well as anyone present on the premises of any Company client. Accordingly, all employees are expected to maintain a productive work environment free from harassing, discriminatory or disruptive activity. Neither harassment nor discrimination will be tolerated, including, but not limited to, harassment or discrimination for the following

reasons: race, color, religion, sex, national origin, age, disability, pregnancy, or military status.

The Company is committed to working to prevent such conduct, to investigate complaints of inappropriate conduct, and to remedy any found violations of this policy. Accordingly, if you reasonably believe that you have been subjected to any form of prohibited conduct, as defined herein, you are required to report the incident immediately to Rhonda Duncan or the Vice President of Operations. Further, if you witness any harassing or discriminatory behavior, you are required to report it immediately to Rhonda Duncan or the Vice President of Operations. Employees should not allow any inappropriate situation to continue by not reporting it, regardless of who is creating that situation, and no employee is exempt from the requirement to report conduct that may be in violation of this policy.

The Company is committed to investigating any complaints of harassment and/or discrimination and will make all attempts at being mindful of an employee's requests for discretion. Notwithstanding, the Company cannot promise complete confidentiality since a thorough investigation may require interviewing relevant parties. Should an investigation disclose a violation of this policy, the Company will undertake any corrective action it deems appropriate in its sole discretion in order to rectify the conduct and prevent any recurrence. Under no circumstances will the Company tolerate any retaliation against an individual for making a complaint, in good faith, under this policy or for participating in the investigation of any such complaint.

Any employee who engages in any prohibited conduct may be subject to disciplinary action, up to and including termination, to be determined in the sole discretion of the Company.

Definitions of Discrimination and Harassment

"Discrimination" is defined as any unwelcome conduct that is based on race, color, sex, religion, national origin, disability and/or age. "Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, pregnancy, or military status and that (1) Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) Has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) Otherwise adversely affects an individual's employment opportunities.

Examples of harassing and/or discriminatory conduct include, but are not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, age, religion, national origin, sex, or disability.

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, religion, national origin, sex, or disability and that is placed on walls, bulletin boards, or elsewhere on our premises or is circulated in the workplace. This is mainly an example of discrimination.
- Unwelcome requests for sexual favors or sexual advances;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.

Because of our strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action or conduct which could be viewed as harassment of any kind.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of law. In discussing what constitutes sexual harassment, the Equal Employment Opportunity Commission has stated that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to, the following:

- Unwanted physical contact or conduct including flirting, touching, brushing the body, sexual advances or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or innuendo, jokes about gender-specific traits, or references to appearances.
- Insulting or sexually suggestive written, recorded or electronically transmitted messages.
- Display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures or photographs.

Application of Policy

Each and every employee, regardless of title or position, has a responsibility to keep the workplace free from any form of discrimination and/or harassment, including sexual harassment. Any such harassment or offensive conduct in the workplace, whether committed by supervisors, non-supervisory employees, or any non-employees, including but not limited to clients, vendors, representatives and any other visitors, is strictly prohibited. The policy shall be deemed to apply to all conduct in the workplace, as well

as to any work-related setting outside of the Company's workplace, including any client workplace to which an employee is assigned, as well as business-related social events and/or trainings. Anyone who is found to have violated this policy may be subject to disciplinary action, up to and including termination, to be determined in the sole discretion of the Company.

Reporting Harassment and/or Discrimination

If at any time you feel that you or any other employee has been subjected to discrimination or harassment of any nature, you are expected to (1) expressly inform the offending party that such conduct is unwelcome and inappropriate; and (2) report the incident immediately to either Rhonda Duncan or the Vice President of Operations. Employees are encouraged, but not required, to make any such complaints in writing. Early reporting has proven to be the most effective method for resolving actual and/or perceived harassment and/or discrimination in the workplace. Therefore, while no specific time period for reporting harassment and/or discrimination has been established, the Company strongly urges all employees to promptly report any and all complaints or concerns immediately or as soon after as possible so that appropriate action can be taken as soon as possible and to prevent unwelcome conduct from becoming pervasive and/or severe.

Retaliation Prohibited

The Company also prohibits any form of retaliation against any employee who reports a suspected incident of discrimination and/or harassment, or who cooperates in an investigation of any such conduct. Any individual who violates this policy or retaliates against an employee in any way may be subject to disciplinary action, up to and including termination, to be determined in the sole discretion of the Company.

False Accusations

Retaliation or discrimination against an employee for reporting or complaining about harassment and/or discrimination is prohibited. False accusations will not be tolerated either as such accusations may have serious effects on innocent individuals. Making false accusations is a form of misconduct and may result in serious impairment of the Company's efforts to administer this policy properly and effectively for the benefit of all employees. Accordingly, such misconduct may result in disciplinary action, up to and including termination, to be determined in the sole discretion of the Company.

Investigations

The Company strives to investigate all claims of discrimination and/or harassment as impartially, confidentially and timely as possible and to communicate its findings to the complaining employee and any others involved. All such complaints will be treated with as much discretion and confidentiality as possible, but complete confidentiality cannot be guaranteed. Refusal to participate in an investigation may lead to disciplinary action up to and including discharge to be determined in the sole discretion of the Company.

Resolution of Complaints of Harassment and/or Discrimination
Misconduct constituting harassment, discrimination, or retaliation may be dealt with promptly and appropriately, with the Company retaining the right to exercise discretion in deciding what, if any, such action is appropriate under the circumstances. Such action may include any warning or disciplinary action, up to and including immediate termination, as the Company may decide upon and deem appropriate in its sole discretion.

IMPORTANT NOTICE TO ALL EMPLOYEES: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of the complaint process described above. An employee's failure to fulfill this obligation and to avail themselves of the protections provided in this policy could affect his or her rights in pursuing future legal action.

OUTSIDE EMPLOYMENT

Outside employment or business commitments must not conflict with an employee's work with the Company and an employee's work with the Company must take priority over other employment commitments. Accordingly, all outside employment needs to be disclosed to Rhonda Duncan in advance to ensure that any such employment does not conflict with or interfere with employment at the Company or the Company's values and/or expectations. However, even if outside employment is approved, if conflicts with the approved outside employment occur and cannot be resolved, the employee may be asked to resign from his/her outside employment or face termination by the Company.

DRESS AND GROOMING

Appropriate standards of cleanliness, grooming, and personal hygiene must be maintained at all times during working hours and while on the premises of the Company or any workplace to which an employee may be assigned. Accordingly, the Company has adopted the following guidelines in regard to personal care, dress and grooming. Hair should be clean, of an appropriate length and well maintained. Personal hygiene is also a priority and every employee is expected to pay careful attention thereto.

If a client requires employees to wear uniform, employees assigned to that client's workplace are expected to wear the appropriate uniform, which shall be maintained in a clean, neat and tidy appearance at all times.

Any questions in regard to the guidelines set forth above should be addressed to the Office Manager.

SAFETY & ACCIDENT PREVENTION

The Company considers safety to be a priority in the workplace and hopes to foster a culture of safety in all areas. Accordingly, the Company is committed to conducting all business operation in compliance with the applicable standards and requirements of OSHA, the EPA, and all other applicable federal, state, and local laws and regulations. However, maintaining a safe work environment requires the continuous cooperation of all employees, who are encouraged to communicate with fellow employees and the Company regarding safety issues. Because safety is a shared responsibility, all employees are accountable and encouraged to report any unsafe work act or workplace hazard without any fear or retaliation or reprisal. Any employee who prevents, or attempts to prevent, another employee from reporting such a concern, or who knowingly allows an unsafe act or circumstance to continue uncorrected may be subject to disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

If an employee is involved in an accident while working, or witnesses an accident by another employee, the employee is required to report the accident immediately, or as soon as practically possible, to Rhonda Duncan or the Vice President of Operations. Under no circumstances are employees to make any promise or statement that would obligate the Company for payment of any medical expenses or damages.

PAY PERIODS AND TIMEKEEPING

All employees shall accurately report all time worked, using any time systems put in place by Company, and shall help to ensure that the Company has an accurate record of all time worked and all services rendered. It shall be a violation of this policy for an employee to fail to follow the requirements contained herein, to falsify theirs or other employees' time records or time sheets, or to fail to report all time actually worked. It shall also be a violation of this policy for any employee to sign in or out for another employee, to submit time sheets for another employee or to allow another employee to do so on their behalf. Any violations of this policy may result in disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

All field employees assigned to work for clients shall clock in and out via client's guidelines and systems as communicated by the Company.

Pay periods begin Monday and end on Sunday, with all time to be turned in no later than Tuesday morning at 9:00 am. All field employees shall be responsible for submitting all time to clients with whom they are assigned.

Employees will be paid on Fridays and all employees will be required to use direct deposit. If an employee does not have an account for direct deposit, one will be set up the Company for the employee using a Global Cash Card.

PERFORMANCE REVIEWS

The Company may choose to provide employees with performance reviews at certain intervals. While wage and salary increases may be awarded at the time of any such performance review, within the Company's sole discretion, a positive performance review does not necessarily guarantee a wage or salary increase and all such decisions rest within the sole discretion of the Company. Any information regarding such reviews, employee pay and/or raises are considered strictly confidential and shall not be discussed by any employee with coworkers.

EQUIPMENT & SYSTEMS USAGE

All computers, software, hardware, and computer-related material made available to employees are and remain at all times the sole property of the Company or Company client, and are provided solely for the purpose of employee use in conducting the Company's or client's business. Employees shall not use them for personal reasons while on the job and have no expectation of privacy in the usage of these equipment or systems. The Company and its clients reserve the right to monitor employee use of their equipment and services, and to take disciplinary action, up to and including termination, against any employee that the Company determines in its sole discretion has misused or abused the Company's or any of its clients' equipment and/or systems.

INTERNET & ELECTRONIC MAIL

Access to the internet and electronic mail may be provided to employees for the benefit of the Company, and said access shall generally be used for professional reasons and to satisfy job requirements. While some personal discrete use of the Company's internet access and/or email may be allowed while an employee is on a break, any such use should be brief and should not interfere with the employee's work or the Company's operations or that of any of its clients. Additionally, all usage by employees shall be effective, ethical, and lawful. All activities performed at an employee's workstation or with an employee's network identification are considered that employee's responsibility. Accordingly, employees shall not share their User IDs with any other employee. Additionally, employees shall "lock out" or turn their computers off when left for any reason to prevent unauthorized access by another employee.

Employees are expected to use the Company or client's email system and any email address provided to them by the Company or a client for any communications regarding or on behalf of the Company or a client.

Inappropriate Use
It shall be considered a violation of this policy for employees to use either internet or electronic mail access granted to them by the Company or a client to conduct excessive personal business, for personal gain or advancement of individual views. Neither may be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Likewise, neither shall be used to access or create any fraudulent, harassing, obscene, offensive, or disruptive information or messages. Examples of items considered offensive are any information or messages which contain sexual content, racial slurs, gender-specific comments, any type of profanity and/or any comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, race, or disability. Employees are responsible for the contents of all messages, whether text, audio or images, they place, send, or receive over electronic media systems and must attach and transmit under their own names.

File downloads and executable software may not be downloaded at any time for any reason unless prior permission is obtained from Rhonda Duncan. Likewise, employees shall not duplicate or download from the Internet or from any e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material.

Social Networking Sites and Media
It shall be considered a violation of this policy for employees to use Company or client-furnished equipment, internet or electronic mail access to access and/or use any social networking sites, including but not limited to Facebook, Twitter, MySpace, etc. Likewise, employees are strictly prohibited from using and/or accessing such social networking sites during work time when they are expected to be devoting their time and efforts to the Company and its clients.

Violations
Any employee who violates this policy or otherwise uses the Company's or client's systems or equipment for improper or unauthorized purposes may be subject to disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

Property & Privacy
All messages created, sent and/or retrieved over the internet using the Company's or a client's equipment, software, and/or services are the sole property of the Company and/or a client and shall be regarded as public information. Accordingly, employees have no

expectation of privacy in any of said communications and the Company and its clients reserve the right to access the records of employees' internet use, as well as the contents of any messages sent using its equipment, software, and/or services, at any time. Additionally, the Company and its clients may access and monitor employee communications and files as it considers appropriate. **There is no right of privacy with respect to the usage, messages, information, and data accessed, composed, sent, or received on any of the Company's property or any property belonging to a Company client.** Likewise, no employee has any property right on any information utilized or contained on any electronic media or communications provided by the Company or a Company client.

SOCIAL NETWORKING POLICY

The Company takes no position in regard to the decision of any employee to participate in social networking activities. However, the Company has the right to protect itself and its clients from unauthorized disclosure of information and this policy applies to all employees of the Company.

General Provisions

Blogging or any other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Company.

Unless specifically instructed otherwise, employees are not authorized to speak and are therefore prohibited from speaking on behalf of the Company or any of its clients in the use of any such social networking activities. Employees may not publicly discuss service, products, procedures, employees, the Company, any clients or any other work-related matters, whether confidential or not, outside of Company-authorized communications. Employees are expected to protect the privacy of the Company, as well as its clients and employees, and are prohibited from disclosing personal employee and nonemployee information, client information of any kind, and any other proprietary and nonpublic information and financial information.

Monitoring

Employees are cautioned that they should have no expectation of privacy while using the internet and that their postings can be viewed by anyone, including the Company or its clients. Accordingly, the Company reserves the right to monitor comments or discussions about the Company, its employees and its clients posted on the internet by anyone, including employees and non-employees. The Company may use blog search tools and other software to monitor forums, blogs and any other types of personal journals, diaries, personal and business discussion forums and social networking sites.

Additionally, employees should be cautioned that they have no right or expectation or privacy while using the Company's facilities, equipment and/or services or that of any of the Company's clients.

Reporting Violations

The Company requests employees to report any violations or perceived violations of this policy to Rhonda Duncan immediately, including any public discussions of the Company, its owner, clients and employees; and any unlawful activity related to blogging or social networking.

Violations

If the Company determines that a violation of this policy has occurred, the Company may take disciplinary action, up to and including immediate termination, to be determined in its sole discretion. The Company also reserves the right to take legal action where necessary against any individual, including employees and non-employees, who engage in prohibited and/or unlawful conduct.

Personal Blogs and Social Networking Sites

The Company respects the right of employees to write blogs and use social networking sites for personal expression and does not discriminate against employees who use these resources for personal interests and affiliations or other lawful purposes. However, employees are expected to follow the guidelines and policies set forth herein.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, including but not limited to the Company.

Employees may not use the Company's facilities, equipment or internet access, or that of any of its clients, to conduct personal blogging or social networking activities. Employees may not use blogs or social networking sites to harass, threaten, discriminate or disparage against employees, clients or anyone associated with or doing business with the Company.

If an employee identifies as an employee of the Company, the Company requests that the employee also state that any views expressed by the employee are theirs alone and not those of the Company, nor of any person or organization affiliated or doing business with the Company.

Employees are prohibited from posting on any blogs or other sites the name of the Company, any of its clients or any other business with a connection to the Company. Employees are also prohibited from posting any confidential or privileged information belonging to the Company or any of its clients, financial information or any documents

issued by the Company. Employees are prohibited from posting photographs of any persons engaged in Company or business with the Company or any of its clients, including any such photographs taken at any event sponsored by the Company or any client. Employees are prohibited from posting any advertisements for the Company or its clients, and are also prohibited from linking from a personal blog or social networking site to the Company's or a client's website.

If contacted by the media or press about any post that relates to the Company or any of its clients, employees should decline to make any comment whatsoever and should forward any and all such inquiries to the Rhonda Duncan, along with any questions related to this policy.

WORKPLACE VIOLENCE

Because the Company believes strongly that all employees are entitled to a workplace that is free from violence of any kind, the Company has zero tolerance for any acts of violence in its workplace, which includes all environments where work-related activities are performed, such as a client's workplace or off-site meeting locations etc. This policy applies to all employees and non-employees, including any and all individuals with whom employees of the Company come into contact with during work duties. "Violence" includes but is not limited to physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. Any instances of violence or threats of violence must be reported immediately to Rhonda Duncan or the Vice President of Operations for prompt investigation. Any violation of this policy in any manner or respect, including the failure to report conduct in violation of this policy, may result in disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

WEAPONS PROHIBITED

Employees working primarily in the Company's office shall not be allowed to bring any weapons onto the Company's premises unless prior express permission has been obtained from the Company's owner.

Otherwise, and except as expressly set forth above, and for all other employees, the Company absolutely prohibits and has zero tolerance for the presence of weapons on its property or that of any of its clients other than as may be properly and lawfully kept locked in an employee's car. For purposes of this policy, a "weapon" is any item or object that is either designed to cause injury, or is carried and intended for use as a weapon. The Company recognizes that certain tools and other objects have legitimate uses and are not considered weapons when used for their intended purpose. However,

when these items are used to threaten or inflict injury against another person, courts have recognized them as weapons and the Company follows a similar standard. Any violations of this policy should be reported to Rhonda Duncan or the Vice President of Operations as soon as possible and any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

This policy applies to employees and all others present on the Company's premises or any premises of a Company client. Non-employees may be notified of this policy through the posting of signs or other means as prescribed by law. The Company reserves the right to conduct searches and inspections of all Company areas, and may request that any person on Company property submit to a search of personal handbags, backpacks, or other items. If the person refuses, he or she will be asked to leave the premises. To the extent that this policy may be deemed to be in conflict with state and/or federal law, the Company will comply fully with the law to the extent required.

DRUG-FREE WORKPLACE

The Company believes that the safety, health and wellbeing of all employees and other individuals in its workplace are a priority and that alcohol abuse and drug use pose a significant threat thereto. Accordingly, the Company has established a drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment, and that also encourages employees to voluntarily seek help with drug and alcohol problems. Any individual who conducts business for the Company, is applying for a position therewith, or is conducting business on the Company's time or premises is subject to this policy.

Prohibited Behavior

It is a direct violation of this policy to use, possess, sell, trade, and/or offer for sale illegal drugs, including legal drugs that are improperly obtained, sold or used, or intoxicants. Employees are also strictly prohibited from reporting to work or being subject to duty while their ability to perform job duties is impaired due to on or off duty use of alcohol or other drugs.

Consequences

Any violation of this policy is considered very serious and may subject the violating employee to disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

Alcohol Policy

Any employee who believes that his/her consumption of an alcoholic beverage may have impaired his or her ability to operate a motor vehicle must take alternative transportation.

Impairment of ability to drive a motor vehicle is not solely dependent on being under the legal alcohol limit for a given state, but also on an individual's ability to drive safely.

DRUG TESTING

The Company reserves the right to request that employees submit to drug-testing, whether randomly or based upon suspicion of improper drug use, to ensure a safe environment. Accordingly, and if requested to submit for such testing, the employee must report for/submit to such testing within 24 hours. Any failure and/or refusal to do so will be considered an admission of improper drug use and the Company may take any disciplinary action, up to and including immediate termination, that the Company determines to be appropriate in its sole discretion.

FRATERNIZATION

Employees must immediately disclose to the Vice President of Operations any romantic relationship with any another Company employee. Additionally, if a supervisor is in a position to influence decisions regarding assignments or other terms of employment of another employee with whom he/she has a romantic relationship, that supervisor must disclose that relationship and decline to participate in any decisions affecting the other employee. Failure to follow this policy may result in disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

PERSONAL PHONE CALLS

While certain personal phone calls may be necessary during the workday, such calls should be limited in regard to frequency and duration. Additionally, any such calls should be made only at a time when they do not interrupt the work of the employee and in a manner that does not cause the employee to fall behind in regard to their work obligations. Employees are encouraged to avoid having others call them while at work.

PERSONAL CELLULAR PHONE USE

The use of personal cellular phones, whether for calls, texting, emails, etc., is not permitted at any time in any work area or when an employee is otherwise expected to be working. Instead, use of personal phones during the workday, except in true emergency situations, is only allowed in designated break areas and during employee break times. At all other times, personal cell phones should be kept turned off and in the employee's

purse or locker. Disciplinary action may be taken with any employee observed to be in violation of this policy.

SMOKING

Smoking is not permitted at any time or anywhere on the Company's property or that of any client. Additionally, employees are responsible for ensuring that their clothing does not smell of smoke or retain such a smell that would or could be considered offensive.

COMPLIANCE WITH CLIENT EXPECTATIONS

Employees assigned to work for a Company client, including any and all such assignments to a client workplace, are expected to abide by all rules, regulations and expectations of the Company client. Any failure to do so may result in disciplinary action, up to and including termination, to be determined by the Company in its sole discretion.

DRIVING RECORDS

Employees understand that if they are expected to drive for Company or a Company client, it is important for Employer to be kept informed as to employees' driving records. In regard thereto, employees shall cooperate fully with the Company in aiding the Company to obtain a copy of an employee's driving record at any time the Company determines that is necessary in the Company's sole discretion.

EMPLOYEE BENEFITS & LEAVE

BENEFITS GENERALLY

The Company may, from time to time, provide certain benefits to full-time employees once they complete their introductory period with the Company or earlier as specifically required by law. However, the Company reserves the right at all times to discontinue or alter the benefits it provides, the levels of those benefits, and/or any conditions related to payment and/or eligibility for same. In the event an employee's employment with the Company is terminated, all benefits and coverage under same end on the last day of employment except as otherwise required by law. Part-time employees are not eligible to receive and/or participate in any benefits provided by the Company.

HOLIDAYS

The Company typically observes the six (6) following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Only full-time employees who have completed the 90-day introductory period will receive pay for these holidays. Holidays and/or holiday schedules may be adjusted from year to year. An employee will not be eligible for holiday pay under this policy if the holiday occurs after the employee submits a resignation to the Company and during any subsequent notice period.

Field employees assigned to work for Company's clients shall not be eligible for holiday pay until said employees have worked for Company for 6 consecutive months.

PAID TIME OFF

No employee will be eligible to receive or take any paid time off (PTO) time during the Introductory Period. However, following successful completion of the Introductory Period, eligible full-time employees who work in the Company's main office only will receive PTO according to the guidelines that follow. Employee must request to use such PTO and have such request approved before using any PTO provided by this policy. All such requests shall be in writing, utilizing the form provided by the Company, and shall be submitted to the Vice President of Operations no less than two (2) weeks prior to the time the requesting employee wishes to take off. The decision of whether to grant the request for time off will be at the sole discretion of the Company taking into account the schedule and needs of the Company and its clients.

Full-time employees who work in the Company's main office have completed their

introductory period are granted paid time off (PTO) as set forth below, with such time being given in reference to each employee's anniversary of employment with the Company:

From end of Introductory Period to end of first year of Employment – 4 days
After completion of 1st year of Employment - 8 days per year
After completion of 2nd year of Employment – 15 days per year
After completion of 5th year of Employment – 20 days per year

PTO must be used in either 4 hour or 8 hour increments. PTO will be paid at the employee's regular rate of pay.

This time must be used within the employment year provided, based on anniversary date of employment, and may not be carried over from one year to the next. Any unused vacation time remaining at the end of the year will not be paid out or rolled over and will, instead, be deemed lost. Any unused vacation time remaining at the time of termination of employment, rather voluntary or involuntary, may be paid out in the sole discretion of the Company. However, no such unused PTO will be paid to an employee whose employment with the Company is terminated for cause.

Field employees who work out of the Company's main office and who are assigned to work for the Company's clients are not eligible for PTO from the Company.

UNPAID LEAVES OF ABSENCE

The Company may, in certain extenuating circumstances and in its sole discretion, grant an employee an unpaid and unprotected leave of absence for personal and/or medical reasons. Only regular, full-time employees are eligible for any such leave of absence and only after they have exhausted all of their available PTO. An employee who desires to request such a leave of absence should direct their request to Rhonda Duncan or the Vice President of Operations, who may ask the employee to provide documentation supporting the need for the requested leave of absence. Employees should be aware, however, that they are in no way guaranteed that such a request will be granted. Rather, the decision of whether or not to grant a requested leave of absence rests in the sole discretion of the Company. Any such requests must be made at least two weeks in advance unless the need is caused by an emergency or unexpected illness.

MILITARY LEAVE

All eligible employees will be granted military leave in accordance with the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA). USERRA

applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services", which include the Army, Navy, Marines, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), and initial active duty training. USERRA requires the Company to reemploy service members returning from a period of service in the uniformed services. The employee must give notice to the Company that he/she is leaving his or her job for service in the uniformed services, unless providing such notice is precluded by military necessity or is otherwise impossible or unreasonable. The cumulative period of an employee's service in the uniformed services must not exceed five (5) years.

An employee requesting military leave should notify the Office Manager as soon as possible, and is also required to submit a copy of his/her orders to the Office Manager not less than one week before leave begins, except for military emergencies where such notice is not possible.

During a military leave of thirty (30) days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves greater than thirty (30) days, an employee may elect to continue his/her health coverage for up to twenty-four (24) months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage, as well as any administrative fees related thereto.

Upon return from military leave, employees must provide notice to the Company or submit an application for reemployment in accordance with applicable law and the following guidelines.

- If an employee's service is for a period of thirty (30) days or less, the employee must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight (8) hours after the employee has returned from the location of service.
- If an employee's service is for more than thirty (30) days but less than one hundred eighty (180) days, the employee must submit an application for reemployment no later than fourteen (14) days after completing his/her service, or, if this deadline is not practicable through no fault of the employee, as soon as possible.
- If an employee's service is for longer than one hundred eighty (180) days, the employee must submit an application for reemployment no later than ninety (90) days after the completion of the service.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated in the course of military service must report to the Office Manager (if the service was 30 days or less) or submit an application for reemployment (if the

service was greater than 30 days) at the end of the recovery period, which may not exceed two (2) years.

Non-exempt employees will not be paid for time missed from work due to temporary military duty. Exempt employees will be paid for time missed from work during any work week in which they have reported to work due to temporary military duty but must submit copies of check stubs received for such service in order that the Company may deduct that amount from the exempt employee's pay, and must also provide written confirmation from the commanding officer as to the actual days in service. Exempt employees who do not report to work for an entire week due to military duty will not receive pay for that week.

BEREAVEMENT LEAVE

Bereavement leave of up to three (3) days will be provided in the case of a death of an employee's immediate family member, which is defined as including a spouse, a child, a sibling or a parent of the employee or of the employee's spouse. Bereavement leave of up to one (1) day will be given in the case of the death of an employee's non-immediate family member, which is defined as including a grandparent, a grandchild or other close relative (cousin, etc.) of the employee or of the employee's spouse. Any employee wishing to receive bereavement leave shall provide documentation to Company documenting the needed leave, which may include an obituary or funeral program.

JURY DUTY

The Company will grant employees leave to serve jury duty. However, employees are expected to provide the Company with a copy of the jury duty notice as soon as possible. Employees are also expected to call in daily to report their status while on jury duty, and should report to work on non-jury days or on days when the jury is dismissed early.

REQUESTING TIME OFF

Any and all general questions related to work schedules and/or requests for time off of shall be directed to the Vice President of Operations. Employees are required to complete and submit written time off forms to the Vice President of Operation. Such requests may be granted in the sole discretion of the Company based on the needs of the Company and its clients.

MICELLANEOUS

GRIEVANCE PROCEDURE

In any organization, problems or differences of opinion regarding work matters will occasionally arise. Accordingly, we encourage employees to bring their ideas, suggestions, and any problems to the Vice President of Operations. This open-door policy is designed to help resolve issues effectively, efficiently, and as confidentially as possible. Employees are encouraged to make use of this open-door policy to air any problems or grievances regarding their job with the Company.

USE OF THE COMPANY'S AND/OR CLIENT'S FACILITIES

The Company and its clients maintain facilities for the purpose of conducting their businesses and these facilities are to be used solely for business of Company or client and for functions sponsored by Company or its clients only. The Company's facilities and that of its clients are not available for personal use by employees at any time for any reason.

TERMINATION OF EMPLOYMENT

At any time, either the Company or an employee may decide to terminate the employment relationship between them, and said termination will either be voluntary or involuntary.

If the termination is voluntary, the employee is asked to provide the Company with as much advanced notice as possible, preferably at least two (2) weeks, and may be asked to work a corresponding notice period. However, the Company may, in its sole discretion, decline to have the employee work a notice period. If the termination is involuntary, i.e. at the direction of the Company, the employee may or may not be asked to work a notice period prior to departure from employment with the decision on same resting within the sole discretion of the Company. Whenever an employee is in such a notice period, whether by way of voluntary or involuntary termination, the employee may not use PTO or any other type leave in lieu of notice. Employees are also expected to take proper care of any Company-provided equipment, tools, uniforms, or other property, which must be returned to the Company in good repair at the time of termination.

All terminating employees must return all Company property to the Office Manager and any monies due to the Company must be paid in full. If such debts are not paid directly, the employee acknowledges and agrees that the amount(s) due may be deducted from the

terminating employee's final paycheck to the fullest extent allowed by law. If damage has occurred to Company property through no fault or negligence of the employee, the Company may choose to bear the cost of repair or replacement. However, if loss or damage was due to fault or negligence of the employee, the employee will be required to reimburse the Company for the cost of repair or replacement, either through payroll deduction or by any other means, according to applicable state laws.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK & DISCLAIMER
(EMPLOYER COPY)

I HAVE RECEIVED A COPY OF PROVENANCE RECRUITMENT AND STAFFING'S EMPLOYEE HANDBOOK AND AGREE TO READ, UNDERSTAND AND ABIDE BY ITS POLICIES AND PROCEDURES.

DISCLAIMER

I UNDERSTAND THAT ALL EMPLOYEES OF PROVENANCE RECRUITMENT AND STAFFING (HEREINAFTER "THE COMPANY") ARE EMPLOYEES-AT-WILL. I ALSO UNDERSTAND THAT MY EMPLOYMENT IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD. NEITHER THIS HANDBOOK NOR ANY OF ITS SPECIFIC PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE COMPANY OR AS ALTERING MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY IN ANY MANNER OR RESPECT. I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND THE COMPANY RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.

NOTHING IN THIS EMPLOYEE HANDBOOK, INCLUDING ANY MANDATORY LANGUAGE, IN ANY WAY CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS EMPLOYEE HANDBOOK MAY BE AMENDED, MODIFIED, OR TERMINATED AT ANY TIME. FURTHER, THE COMPANY ABSOLUTELY RESERVES THE RIGHT TO EXERCISE TOTAL DISCRETION IN THE APPLICATION OF THIS HANDBOOK AND ITS SPECIFIC PROVISIONS.

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT SIGNATURE

PLEASE SIGN, DATE AND RETURN TO PROVENANCE RECRUITMENT AND STAFFING

Provenance Recruitment & Staffing

Safety Policy

ALL EMPLOYEES OF PROVENANCE RECRUITMENT & STAFFING ("THE COMPANY") ARE EMPLOYEES-AT-WILL AND NOTING IN THIS POLICY OR ANY OF ITS PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE COMPANY OR AS ALTERING EMPLOYEE'S AT-WILL EMPLOYMENT STATUS IN ANY MANNER. LIKEWISE, NOTHING IN THIS POLICY CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT.

THIS POLICY MAY BE AMENDED, MODIFIED, OR TERMINATED BY THE COMPANY AT ANY TIME. FURTHER, THE COMPANY RESERVES THE RIGHT TO EXERCISE TOTAL DISCRETION IN THE APPLICATION OF THIS POLICY, WHICH MAY BE IN ADDITION TO ANY ADDITIONAL RULE THE COMPANY MAY ADOPT.

THE PROVISIONS OF THIS POLICY SHALL BE IN ADDITION TO ANY SPECIFIC RULES THAT MAY BE PROVIDED TO AN EMPLOYEE BY A CLIENT TO WHOM A CLIENT IS ASSIGNED TO WORK AND EMPLOYEE IS EXPECTED TO ABIDE BY

ALL SUCH ADDITIONAL RULES.

I. OBJECTIVE

The Company's Safety Policy is designed to provide basic guidelines and the Company's expectations regarding workplace conduct that are aimed at maintaining a safe and injury/illness free workplace. A copy of this Safety Policy shall be available in the home office at all times for employee review and will also be sent by the Company to an employee's jobsite upon request.

Compliance with the Company's Safety Policy and all provisions contained therein is mandatory for all employees of the Company. Any questions regarding the Safety Policy, the provisions contained therein, and/or compliance should be directed to either Rhonda Duncan or Kevin Porter.

The Company's Safety Policy is intended to be in supplement to and in addition to any specific safety handbooks, rules, policies and/or guidelines observed by any Client to whom a Company employee is assigned to work. Employees are expected to follow any and all such Client-specific safety handbooks, rules, policies and/or guidelines in place with any Client to whom the employees are assigned. Any questions related to any such rules, policies or guidelines of a Client should be directed to the Client.

II. GENERAL POLICY

Workplace safety and accident prevention is a priority for the Company and is also expected to be a priority of all employees. This includes taking all reasonable efforts to ensure the safety and well being of our employees and clients, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

This Safety Policy applies to all employees of the Company regardless of an employee's position, duties and/or responsibilities with.

IV. MEANS AND IMPLEMENTATION

This Safety Policy supports three fundamental means of maximum employee involvement:

A. The Company's commitment to safety.
B. Effective job safety training for all categories of employees.
C. Job hazard analysis provided to all employees.

Inside office staff will meet at least once a month to evaluate all areas of safety and make recommendations to Rhonda Duncan. Any and all such meetings are considered mandatory and should be considered a priority by employees.

V. ADMINISTRATION

The Company's Safety Policy and its provisions will be carried out according to guidelines established and published in this and all client-provided safety handbooks, rules, guidelines and/or policies. Client-specific instructions and assistance will be provided to employees any Client to whom an employee is assigned.

Each employee is responsible for meeting all of the requirements of the Safety Policy and for maintaining an effective accident prevention effort within his or her area of responsibility.

The Company further expects that each Recruiter will ensure that all workplace accidents are thoroughly investigated and reported to Rhonda Duncan on the same day of the occurrence and/or the date the Company is notified of the accident.

VI. REPORTING OF ACCIDENTS AND INJURIES

Employees should fill out a "Notice of Injury Form" immediately after an accident and/or injury of any type occurs while the Employee is working for the Company or a Client, even if medical treatment is not required or sought. Employees must also report any workplace accident and/or injury to their supervisor/leadman/foreman/superintendent/project manager, as well as to Rhonda Duncan, providing all of the following information:

A. Type an extent of the injury.
B How the injury occurred.
B. What the employee was doing at the time of the injury.
C. Who the employee was working with at the time of the injury.
D. When and where the injury occurred happened.
E. Any other pertinent information that will aid in the investigation of the incident.

Except where impracticable, the Notice Form and other notice required under this provision should be provided to the Company and the employee's supervisor as soon as possible following the accident and/or injury and on the same day as the accident and/or injury. Failure to timely report an accident and/or injury as provided for herein shall be considered a violation of the Safety Policy and they may result in disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

VII. ACCIDENTS OR INJURIES INVOLVING SERIOUS INJURY OR DEATH

In all situations involving a serious injury or death, and immediately after the injured party has been taken to receive appropriate medical care, depending on the level of medical assistance being needed, the lead Recruiter shall notify Rhonda Duncan. Statements from witnesses, which are to be signed, dated and include the time, shall be taken. Additionally, photographs of the area where the accident or injury occurred and any other relevant items are to be taken. The completed accident report form and all other information collected should then be sent to the main office. Kevin Porter will assist in the investigation and can answer any questions related to any statements, photographs and other information needing to be collected as part of the investigation.

VIII. POST-ACCIDENT TESTING

In the event of an accident or incident involving personal injury or damage to property, all employees involved in any way will be required to submit to drug and/or alcohol testing. Any refusal and/or failure of an employee to submit and/or timely report for such requested testing will be considered a violation of the Safety Policy and may result in disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

IX. BASIC SAFETY RULES

The Company expects all employees to fully comply with any and all applicable federal, state, and local laws, regulations and standards regarding workplace safety, as well as any and all Client and Company safety rules and regulations.

The following Safety Rules will not apply to all job locations or all Clients, but are the generally expected expectations of the Company where appropriate:

A. Hard hats will be worn by all employees on project site at all times. Alterations or modifications of hats or liners is prohibited

B. Safety glasses will be worn as the minimum-required eye protection. Burning goggles for cutting, and welding hoods for welding, etc., are required.

C. Employees are not allowed to perform work on roofs or scaffolding for any reason.

D. Clothing must provide adequate protection to the body.

E. All hospitality staff must wear slip-resistant shoes at all times.

F. Employees must attend safety meetings as stipulated by Client requirements.

G. Firearms, alcoholic beverages or illegal drugs are not allowed on Company property or Client job sites and the use or possession of illegal drugs or alcoholic beverages on Company property or a job site will result in immediate termination.

H. Cleaning and sanitizing shall be an integral part of every job.

I. Burning and cutting equipment shall be checked daily before being used.

J. Drinking water containers are to be used by one employee only.

K. All tools, whether Company or personal, must be in good working condition. Defective tools will not be used.

L. All extension cords, drop cords, and electrical tools shall be checked and properly grounded.

M. All forms of “Horseplay" on the jobsite are strictly prohibited.

N. Glass containers of any kind are prohibited on jobsites and in Company vehicles.

O. No employee is permitted to ride in the bed of a truck. Likewise, riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

P. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning.

Q. All ladders must be in safe condition without broken rungs or split side rails. Employees must inform Rhonda Duncan of size of ladder used, reasoning and frequency of use before using for first time.

R. Compressed air shall not be used to dust off hands, face or clothing.

S. Report all unsafe conditions, conduct and near accidents to On Site Supervisor for Client and also Rhonda Duncan so corrective action can be taken.

T. All trip hazards or slip hazards shall be barricaded on all sides to ensure employees are aware of the hazards and cleaned or repaired immediately.

U. All necessary OSHA certifications will be obtained by employees at Client's guidance.

V. All Company employees shall immediately inform Rhonda Duncan of any unsafe work conditions, individual conduct and/or unsafe job duties.

The foregoing rules and expectations are in addition to any specific safety rules that may be required by a Client.

X. VIOLATIONS

Any violation of the Safety Policy or any of the specific provisions contained herein may result in disciplinary action, up to and including immediate termination, to be determined by the Company in its sole discretion.

EMPLOYEE SAFETY MANUAL ACKNOWLEDGMENT

By signing below, employee hereby acknowledges that employee has been provided with and has full read same. Employee, by signing below, further understands and acknowledges that compliance with the Company's Safety Policy, as well as all Client-provided safety rules and regulations, is an express condition of employment. Employees further understand and

acknowledges that any violation of the Company's Safety Policy or any Client-provided safety rules and/or regulations may result in disciplinary action, up to and including immediate termination of employment, and that the Company shall have sole discretion to determine the correct level of disciplinary.

_____

EMPLOYEE SIGNATURE

_____

DATE

_____

PROVENANCE RECRUITMENT & STAFFING EMPLOYEE SIGNATURE

_____

DATE

Provenance Recruitment and Staffing Handbook Acknowledgement

I HAVE RECEIVED A COPY OF PROVENANCE RECRUITMENT AND STAFFING'S EMPLOYEE HANDBOOK AND AGREE TO READ, UNDERSTAND AND ABIDE BY ITS POLICIES AND PROCEDURES.

DISCLAIMER

I UNDERSTAND THAT ALL EMPLOYEES OF PROVENANCE RECRUITMENT AND STAFFING (HEREINAFTER "THE COMPANY") ARE EMPLOYEES-AT-WILL. I ALSO UNDERSTAND THAT MY EMPLOYMENT IS NOT FOR A FIXED TERM OR FOR A DEFINITE PERIOD. NEITHER THIS HANDBOOK NOR ANY OF ITS SPECIFIC PROVISIONS ARE TO BE CONSIDERED A CONTRACT OF EMPLOYMENT WITH THE COMPANY OR AS ALTERING MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY IN ANY MANNER OR RESPECT. I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND THE COMPANY RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.

NOTHING IN THIS EMPLOYEE HANDBOOK, INCLUDING ANY MANDATORY LANGUAGE, IN ANY WAY CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS EMPLOYEE HANDBOOK MAY BE AMENDED, MODIFIED, OR TERMINATED AT ANY TIME. FURTHER, THE COMPANY ABSOLUTELY RESERVES THE RIGHT TO EXERCISE TOTAL DISCRETION IN THE APPLICATION OF THIS HANDBOOK AND ITS SPECIFIC PROVISIONS.

EMPLOYEE SIGNATURE _____ DATE _____

PRINT NAME _____

PLEASE SIGN, DATE AND RETURN TO PROVENANCE RECRUITMENT AND STAFFING

EMPLOYEE ACKNOWLEDGEMENT OF POLICIES

As an employee of Provenance Recruitment and Staffing I hereby acknowledge the existence and receipt, as well as my reading and understanding, of the following policies by initialing in the spaces below:

At-will Employment Relationship
Equal Employment Opportunity
Immigration Law Compliance
Confidentiality
Personnel Files
Conflicts of Interest
Gifts
Work Product
Inclement Weather
Pay
Overtime Pay
Bulletin Boards & Solicitations
Supplies
Teamwork and Professionalism
Approach to the Job
Office Hours
Introductory Period
Attendance/Punctuality
Rules of Conduct
Anti-harassment & Anti-discrimination policy
Outside Employment
Dress and Grooming
Safety & Accident prevention
Pay Periods and Time Sheets
Performance Reviews
Equipment & Systems Usage
Internet & Electronic Mail
Social Networking Policy
Workplace Violence
Weapons Prohibited
Drug-free Workplace
Drug Testing
Anti-nepotism
Personal Phone Calls
Personal Cellular Phone Use
Smoking
Compliance with Client Expectations
Driving Records
Benefits Generally
Holidays
Paid Time Off
Sick Leave
Unpaid Leaves of Absence

Military Leave
Bereavement Leave
Jury Duty
Requesting Time Off
Grievance Procedure
Use of the Company's Facilities
Termination of Employment

Employee Name Signature Date

(Employee shall initial all, sign, date and return to Employer)

EMPLOYEE SAFETY MANUAL ACKNOWLEDGMENT

By signing below, employee hereby acknowledges that employee has been provided with and has full read same. Employee, by signing below, further understands and acknowledges that compliance with the Company's Safety Policy, as well as all Client-provided safety rules and regulations, is an express condition of employment. Employees further understand and acknowledges that any violation of the Company's Safety Policy or any Client-provided safety rules and/or regulations may result in disciplinary action, up to and including immediate termination of employment, and that the Company shall have sole discretion to determine the correct level of disciplinary.

_____

EMPLOYEE SIGNATURE

_____

DATE

_____

PROVENANCE RECRUITMENT & STAFFING EMPLOYEE SIGNATURE

_____

DATE