This Handbook is the property of Workforce Strategies, Inc. and must be returned to WSI upon termination of employment.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>A. Welcome to WSI</td>
<td>1</td>
</tr>
<tr>
<td>B. Employee Handbook</td>
<td>1</td>
</tr>
<tr>
<td>II. GENERAL EMPLOYMENT POLICIES</td>
<td>1</td>
</tr>
<tr>
<td>A. At-Will Employment Relationship</td>
<td>1</td>
</tr>
<tr>
<td>B. Assignments</td>
<td>2</td>
</tr>
<tr>
<td>C. Whistleblower Policy</td>
<td>3</td>
</tr>
<tr>
<td>D. Open Door Policy</td>
<td>3</td>
</tr>
<tr>
<td>III. DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY.</td>
<td>4</td>
</tr>
<tr>
<td>A. Introduction and Overview</td>
<td>4</td>
</tr>
<tr>
<td>B. Equal Employment Opportunity Commitment</td>
<td>5</td>
</tr>
<tr>
<td>C. Harassment-Free Workplace</td>
<td>5</td>
</tr>
<tr>
<td>1. Prohibited Harassment</td>
<td>5</td>
</tr>
<tr>
<td>2. Sexual Harassment</td>
<td>6</td>
</tr>
<tr>
<td>D. Complaint and Reporting Process</td>
<td>6</td>
</tr>
<tr>
<td>E. Investigating and Resolving Complaints</td>
<td>7</td>
</tr>
<tr>
<td>IV. COMPENSATION AND WORK HOURS</td>
<td>8</td>
</tr>
<tr>
<td>A. Payroll and Paydays</td>
<td>8</td>
</tr>
<tr>
<td>B. Attendance and Punctuality</td>
<td>8</td>
</tr>
<tr>
<td>C. Timekeeping</td>
<td>8</td>
</tr>
<tr>
<td>D. Rest Breaks and Meal Periods</td>
<td>9</td>
</tr>
<tr>
<td>E. Accommodation for Nursing Mothers</td>
<td>9</td>
</tr>
<tr>
<td>F. Overtime Procedure</td>
<td>10</td>
</tr>
<tr>
<td>1. Overtime Pay</td>
<td>10</td>
</tr>
<tr>
<td>2. Overtime Authorization</td>
<td>10</td>
</tr>
<tr>
<td>V. EMPLOYEE BENEFITS</td>
<td>10</td>
</tr>
<tr>
<td>A. Referral Bonus</td>
<td>10</td>
</tr>
<tr>
<td>B. Sick Leave</td>
<td>10</td>
</tr>
<tr>
<td>1. Use of Sick Leave</td>
<td>11</td>
</tr>
<tr>
<td>C. Medical and Dental Insurance</td>
<td>11</td>
</tr>
<tr>
<td>D. State-Mandated Benefits</td>
<td>11</td>
</tr>
<tr>
<td>1. California State Disability Insurance Benefits</td>
<td>11</td>
</tr>
<tr>
<td>2. Workers’ Compensation Insurance</td>
<td>11</td>
</tr>
<tr>
<td>3. Paid Family Leave Benefits</td>
<td>12</td>
</tr>
<tr>
<td>E. Consolidated Omnibus Budget Reconciliation Act (“COBRA”)</td>
<td>12</td>
</tr>
<tr>
<td>VI. LEAVES OF ABSENCE</td>
<td>12</td>
</tr>
<tr>
<td>A. Family, Medical, and Pregnancy Disability Leaves</td>
<td>12</td>
</tr>
<tr>
<td>1. Family Care Leave</td>
<td>13</td>
</tr>
</tbody>
</table>

Revised 2017
2. Medical Leave ........................................................................................................... 13
3. Pregnancy Disability Leave, Accommodations and Transfers............................... 13
4. Military Exigency Leave ........................................................................................ 14
5. Military Caregiver Leave ......................................................................................... 14
6. How To Request Leave ........................................................................................... 15
5. Compensation and Benefits During Leave......................................................... 15
6. Return to Work ........................................................................................................ 16
7. Termination .............................................................................................................. 16
B. Organ and Bone Marrow Donor Leave ................................................................. 17
C. Leave for Military Spouses and Domestic Partners .............................................. 17
D. Leave for Court Proceedings .................................................................................. 18
1. Jury Duty or Appearance as Witness .................................................................. 18
2. Leave for Victims of Serious Crime ...................................................................... 18
E. Bereavement Leave ................................................................................................. 18
F. Leave and Reasonable Accommodation for Victims of Domestic Violence, Sexual
   Assault and Stalking ............................................................................................... 19
G. Time Off for School and Childcare Purposes ..................................................... 19
VII. WORK ENVIRONMENT ......................................................................................... 20
    A. Safety .................................................................................................................. 20
    B. Violence-Free Workplace ................................................................................... 20
    C. Smoking ............................................................................................................. 21
    D. Use of Social Media .......................................................................................... 21
VIII. EMPLOYEE CONDUCT .................................................................................... 23
    A. Personal Conduct and Appearance .................................................................. 23
    B. Drugs and Alcohol ............................................................................................. 23
    C. Standards of Conduct ....................................................................................... 24
IX. PERSONNEL POLICY CHANGES ....................................................................... 25
I. INTRODUCTION

A. Welcome to WSI

We are happy that you have decided to join the staff of professionals at Workforce Strategies Inc. (hereinafter, “WSI” or the “Company”). We select only the most qualified personnel to represent WSI. As a member of the WSI team, you will be representing WSI at the companies we place you with, and it is our responsibility to find the right assignment for you. Your success depends on your best efforts and ours. The following information will assist you in working with WSI. Please review the information. You can access a copy of the Employee Handbook at your local WSI office or online at www.workforwsi.com.

B. Employee Handbook

This Employee Handbook is designed to acquaint you with the employee benefits and personnel policies and procedures of WSI. It outlines the programs we have developed to benefit our employees and describes some of the responsibilities you have as an employee. The Handbook applies to all employees, though some benefits apply only to specific categories of employees as indicated.

This Handbook is intended only to summarize and highlight WSI’s benefits and policies. No employee handbook can anticipate every circumstance or question about personnel policy. We will address situations as we become aware of them, and we expect and encourage you to bring to our attention any employment issues that need to be addressed. Also, as circumstances change, the benefits, policies and practices described in the Handbook may also change from time to time. WSI reserves the right to change, add to or discontinue any of the policies in this Handbook, other than the Employment At-Will policy, as it deems appropriate.

WSI does not intend the policies in this Employee Handbook to unlawfully restrict an employee’s right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act. These rights include but are not limited to employees’ right to communicate with each other about the terms and conditions of employment at WSI and to otherwise engage in concerted protected activity for the purposes of their mutual aid and/or protection. WSI will not interpret, apply or enforce its policies in any way that interferes with, restrains or coerces employees in the exercise of their Section 7 rights.

It is your responsibility to read and understand this Handbook. Please feel free to speak to Management at your local WSI Office about any questions, comments, or concerns you have about any of the policies described in this Handbook or about your employment in general.

II. GENERAL EMPLOYMENT POLICIES

A. At-Will Employment Relationship

Employment at WSI is “at will.” This means that employees are free to resign at any time. Similarly, WSI may terminate the employment relationship at any time, with or without cause or prior notice, as it deems appropriate. Employees who have decided to resign from the
WSI are requested to provide two weeks' notice as a courtesy. This will enable WSI to arrange for a replacement and assist in the smooth transition of responsibilities. WSI retains discretion to take other actions affecting employment, such as transfer, reassignment or disciplinary action. In addition, because the employment relationship is at will, WSI may change its employment policies from time to time in its discretion. The only policy not subject to change is this At-Will Employment Relationship policy, which can be changed only in a written agreement with an individual employee that is signed by WSI's President/Chief Executive Officer.

B. Assignments

As assignments become available, WSI will contact those persons whose skills and availability match our clients’ needs. A WSI Account Coordinator will call you and provide you with the job description and skills needed, location, pay, start date and hours required for the position. If you choose to accept the position, you will be asked to come to the WSI office for an orientation. At the orientation you will be provided with all the necessary information to fill the position including dress code, directions and any additional information that you will need to succeed in your assignment.

It is your choice to accept or refuse the assignment. If you accept the assignment, WSI expects you to complete the entire assignment. Failure to do so will impact your future opportunities with WSI.

WSI expects you to treat your assignment as you would a regular full-time position. WSI may decide to hire you for a full-time position based upon your performance during your assignment.

Be courteous and friendly. You represent WSI to our clients, and therefore, you are our best “salesperson.” Our clients’ satisfaction means that we may have more assignments to offer in the future.

Your supervisor at your assignment will provide you with further details. If you do not understand how to do something, please ask. Your supervisor will be much happier with you if you ask instead of guessing.

WSI expects you to follow the clients’ rules, procedures, and regulations on their premises including returning from lunch and breaks on time. Personal use of company equipment (i.e. phones, computers, and any other piece of equipment designated by your supervisor) is prohibited.

REMEMBER, WSI is your employer. If you have a question or concern, call your Account Coordinator.

WSI is not responsible for any personal items left at our clients’ facilities. WSI requests that you DO NOT take any valuable personal items to your assignment, including cell phones.
C. Whistleblower Policy

It is WSI’s intent to protect its integrity, ensure the highest standards of conduct among its employees, and adhere to all applicable laws and regulations. WSI therefore encourages employees to report any reasonable belief that a legal violation has potentially occurred due to any policy, practice or activity by WSI or its employees, customers, or vendors. Reports of any such potentially improper activity may be submitted on a confidential basis to any member of the Executive team or Management at the local WSI Office. Alternatively, the employee may provide an anonymous report, but anonymous reports must include sufficient specific facts to enable WSI to investigate the matter. Reports of discrimination, harassment or associated retaliation should be made under the Discrimination, Harassment, and Retaliation Prevention Policy, below.

WSI will not retaliate against an employee who, in good faith, reports any potentially improper activity, whether to WSI or to a government enforcement agency. Nor will WSI tolerate any other employee retaliating against or attempting to influence the employee for such reports. Any employee who engages in retaliation will be subject to discipline up to and including termination of employment. WSI will conduct a prompt and appropriate investigation into all reports of potentially improper activity. All employees are required to cooperate with WSI’s internal investigations by providing any requested information and truthfully and fully answering questions. Failure to cooperate with or impeding an investigation, or knowingly providing false information, will result in disciplinary action. Reports of potentially improper activity and related investigations will be kept confidential to the extent possible, consistent with the need to conduct an appropriate investigation.

Anyone found to have engaged in improper activity will be subject to disciplinary action up to and including termination of employment. Civil liability or criminal prosecution of the wrongdoer may also result.

D. Open Door Policy

WSI strives for an open environment that encourages employees to participate in decisions affecting them and their daily responsibilities. We believe that open and direct communication will produce a productive workplace, enhance the quality of decisions, and ultimately improve the quality and value of our products and services.

Employees who have job related concerns or complaints are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The discussion should occur as soon as possible after the events causing the employee’s concern. We cannot guarantee that WSI will make the changes you suggest or resolve your concern in the way you would prefer, but your voicing your concerns will give us the opportunity to address them and provide important feedback for us in our efforts to improve WSI and our work environment. No employee will be disciplined or otherwise penalized for raising a good faith concern.
This open door policy is an important tool for maintaining WSI’s environment of mutual respect and for resolving individual or group differences informally without fear of retaliation.

III. DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

A. Introduction and Overview

This Discrimination, Harassment and Retaliation Prevention Policy reflects WSI’s commitment to equal employment opportunity and a respectful workplace. It details WSI’s program for carrying out that commitment by preventing unlawful discrimination, harassment and retaliation from occurring in the work environment. This policy protects individuals who perform services for WSI in the workplace, including Company employees, contractors, interns, and volunteers. This policy refers to this broad category of protected persons as “individuals.”

State and federal law protect individuals from workplace discrimination and harassment based on certain legally protected characteristics. This policy uses the term “Legally Protected Characteristics” to encompass all legally protected categories, including:

- Race
- Sex (including pregnancy, childbirth and related medical conditions, breastfeeding, and conditions related to breastfeeding)
- Gender
- Religion (including religious dress and grooming practices)
- Color
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Marital status
- Registered domestic partner status
- Sexual orientation
- Gender identity and gender expression
- Age (age 40 and over)
- Genetic information
- Military and/or veteran status
- Lawful change of name
- Social Security Number or federal employment authorization document
- Receipt of Medi-Cal coverage
- California driver’s license with a “federal limits apply” notation; and
- Any other basis prohibited by state or federal law.

WSI’s Discrimination, Harassment and Retaliation Prevention Policy prohibits all employees, including supervisors and managers, from engaging in unlawful discrimination and harassment of any individual based on any Legally Protected Characteristic. We also prohibit retaliation
against any individual who makes a complaint or who participates in an investigation under this policy. This policy also applies to conduct by third parties with whom individuals may come into contact in the workplace such as clients, customers, vendors and suppliers. Finally, this policy details WSI’s complaint process that provides individuals to make reports of prohibited conduct, and the process we use for investigating and resolving those complaints.

B. Equal Employment Opportunity Commitment

WSI is committed to equal employment opportunity. We do not discriminate on any basis protected by state and federal law, meaning that we do not base employment decisions on any Legally Protected Characteristic possessed by the employee or any person with whom the employee is associated.

WSI’s Equal Employment Opportunity policy governs all aspects of employment, including hiring, assignments, training, promotions, compensation, employee benefits, employee discipline and discharge, and all other terms and conditions of employment. It prohibits supervisors and managers from making such decisions based in any way on any Legally Protected Characteristic. Coworkers and third parties are also prohibited from discriminating against Company employees based on any Legally Protected Characteristic.

WSI offers reasonable accommodations to qualified employees with physical or mental disabilities to the extent the accommodation will enable them to perform the essential functions of the job and will not create an undue hardship. WSI also offers reasonable accommodation for an employee’s religious beliefs or observance. Further information relating to reasonable accommodations is available from the WSI Account Coordinator. If you believe that you need reasonable accommodation because of a disability or for religious practices or observance, please speak with your supervisor and Management at your local WSI Office.

C. Harassment-Free Workplace

1. Prohibited Harassment

WSI strives to provide a work environment where all individuals can work together comfortably and productively. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including sexual and other forms of prohibited harassment. Accordingly, WSI prohibits workplace harassment based on the individual’s Legally Protected Characteristic(s). Harassment prohibited by this policy is unacceptable and will not be tolerated. This policy applies to all individuals in the workplace, both protecting them and governing their conduct while engaged in Company business and interacting with others in the workplace. Our workplace is not limited to WSI’s facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place.

Prohibited harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the worker’s normal work or movement. Harassment may also include written or graphic material
placed on walls, bulletin boards or elsewhere on WSI’s premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of any Legally Protected Characteristic.

Whether or not the person meant to give offense or believed his or her comments or conduct were welcome is not significant. Rather, WSI’s policy is violated when other individuals, whether recipients or mere observers, are actually offended by comments or conduct based on any Legally Protected Characteristic.

2. Sexual Harassment

Both sex and gender are Legally Protected Characteristics, and sexual harassment is a type of harassment prohibited by this policy. Sexual harassment is defined as unwelcome sexual or gender-based conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at WSI. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., touching, kissing) and;
- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature.)

Sexual harassment is not limited to conduct motivated by sexual attraction or desire. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also may be in the form of non-sexual, offensive conduct that is directed at an individual because of his or her gender. This would include, for example, conduct based on the individual’s (i) gender identity or gender expression; (ii) pregnancy, childbirth or related medical conditions; and/or (iii) breastfeeding and related medical conditions.

D. Complaint and Reporting Process

Any individual with questions, concerns or complaints about discrimination, harassment, or retaliation is encouraged to report them through the complaint procedure outlined below. You can raise concerns and make reports without fear of retaliation.

WSI encourages any individual who believes he or she has been discriminated against, harassed or retaliated against in violation of this policy, or who has witnessed such conduct toward others, to report that conduct regardless of the identity of the offender. (For example, it does not matter if the offender is a coworker, or a vendor, client, or other business contact of WSI.) Reports may be made either orally or in writing, and should be directed to Management at the local WSI Office. If the Management at your local WSI Office is involved in the conduct or if for some other reason the individual feels uncomfortable making the report to that person, the individual should report directly to WSI’s Corporate Human Resources Department. WSI encourages prompt reporting of complaints so that we can take appropriate action. Late reporting by itself, however, will not preclude WSI from taking remedial action. In addition, any individual may

Because harassment can often be dealt with informally we encourage individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. Because this may be difficult, however, such direct communication is not required before making a complaint.

Any manager or supervisor who witnesses or hears about conduct that may constitute discrimination, harassment, or retaliation prohibited by this policy must immediately report the conduct to Management at the local WSI Office.

WSI will not retaliate, nor will it tolerate retaliation, against workers who make good faith reports about discrimination, harassment or retaliation in the workplace, whether internally or to an outside agency, or who participate in any workplace investigation under this policy.

E. Investigating and Resolving Complaints

WSI will promptly investigate all reports of prohibited discrimination, harassment or retaliation, that are brought to its attention. The investigation will be conducted by qualified personnel in as confidential manner as is practical and appropriate under the circumstances, recognizing that some disclosure will be necessary to effectively investigate the complaint. The investigation process will give persons accused of prohibited conduct notice of the nature of the allegations and a meaningful opportunity to respond. All individuals, including managers and supervisors, have a duty to cooperate in WSI’s investigation of workplace misconduct. Investigations will be documented and tracked to ensure that reasonable progress is made and timely closure achieved.

Upon completing its investigation, WSI will make findings and conclusions based on the evidence. If it determines that misconduct has occurred, WSI will take appropriate remedial action. Individuals found to have violated this policy will be appropriately disciplined. Discipline may range from a verbal or written warning, to suspension or demotion, up to and including termination of employment. WSI will communicate its findings and intended actions to the individual complainant and to the person accused of misconduct.

Failing to cooperate or providing false information during an investigation, or retaliating against any individual who has made a report or otherwise participated in an investigation under this policy, will result in disciplinary action, including termination. Although WSI has limited authority to discipline non-employees found to have violated this policy (such as a client, customer, contractor, vendor or supplier), it will take remedial action aimed at ensuring that the conduct stops.
IV. COMPENSATION AND WORK HOURS

A. Payroll and Paydays

Employees are paid every Friday. If the normal payday falls on a company-recognized holiday or a bank-recognized holiday, paychecks will be distributed one workday before the normal payday. The pay covers the work performed in the previous weeks. Employees have the option of requesting their paychecks in the form of live checks, direct deposit in their bank account, or a paycard.

B. Attendance and Punctuality

WSI understands that absences occur. Excessive absences, however, interfere with the operation of our clients’ businesses. Our clients depend upon our associates being on time and showing up every day for work.

To maintain a productive work environment, WSI expects employees to be reliable and punctual in reporting for work at their regularly scheduled start time. If you know you are going to arrive after your designated starting time, you must inform your WSI Account Coordinator by telephone at least two (2) hours before your scheduled start time on the day of the absence or tardiness and on each additional day of absence. Tardiness will not be tolerated. You are also expected to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves. You are expected to return from lunch on time as well. Employees who must leave work early are required to notify their on-site supervisor and WSI Account Coordinator before leaving the office.

Excessive absenteeism and/or tardiness or an inappropriate pattern of absences and/or tardiness can lead to disciplinary action, up to and including immediate termination. Absences during an approved leave or for other legally protected purposes are not considered for disciplinary purposes.

C. Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require WSI to keep an accurate record of time worked to calculate employee pay and benefits.

Employees are required to record their work hours daily with the time they begin and end each work period: at the beginning and end of the work day and the beginning and end of the meal period. For employees who manually submit time sheets in paper form, employees must turn their weekly time sheets into their supervisors by noon Monday for the preceding week.

Failure to comply with WSI’s timekeeping rules may lead to disciplinary action, including immediate dismissal of your assignment.
D. Rest Breaks and Meal Periods

WSI provide rest breaks and meal periods to non-exempt employees in accordance with California legal requirements.

Rest breaks: Non-exempt employees are entitled to take paid rest breaks on days they work more than 3.5 hours total at the rate of a ten-minute paid rest break for every four-hour work period (or work period of more than 2 hours). Rest periods should be taken to the extent practicable in approximately the middle of the work period. Full-time employees are entitled to two ten-minute break periods, in approximately the middle of the morning and the afternoon. Rest breaks should be arranged with your supervisor to accommodate the work flow. Employees who choose to smoke during a rest break are not entitled to additional break time. Employees who find that the work is preventing them from taking a rest break they want to take must notify their supervisor so that arrangements can be made. Unless the employee provides this notification, WSI will assume the employee is taking or voluntarily foregoing the rest breaks to which the employee is entitled.

Meal Periods: Non-exempt employees who work more than a five-hour shift are provided with a 30-minute unpaid meal period each workday, which must be taken before the employee works more than five hours. Employees will be relieved of all duties during the meal period. Taking a timely half-hour duty-free meal period is mandatory, except that employees who work a shift of six hours or less may voluntarily waive the meal period. A second unpaid meal period is provided on days the employee works more than 10 hours, which must be started before work time exceeds 10 hours. The second meal period is also mandatory, except that employees who work 12 hours or less and took the first meal period may voluntarily waive the second meal period.

An employee who believes that work responsibilities are preventing the employee from taking a timely meal period to which the employee is entitled must notify the supervisor so that arrangements can be made. Non-exempt employees must record the time they leave for and return from the meal period on their time sheets. Employees who fail to comply with this policy will be subject to disciplinary action.

Employees may not forego rest breaks or mandatory meal periods in order to leave work earlier. If for any reason you were unable to take the applicable rest breaks and/or meal periods, you must notify your WSI Account Coordinator or Management at the local WSI Office immediately.

E. Accommodation for Nursing Mothers

WSI will accommodate nursing mothers who wish to express breast milk while at work. It will provide a private area (other than a restroom) for expressing breast milk. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time will be accommodated and should make arrangements with their supervisor. Regular rest break time used for expressing breast milk will be paid, but additional break time may be unpaid.
For more information on this policy, including where nursing mothers may take their break to express breast milk, please contact the WSI Account Coordinator.

F. Overtime Procedure

Overtime work is an inevitable fact of life in the business world. The nature of overtime is that it sometimes is needed with little or no advance notice. Accordingly, employees must be flexible in being available for overtime assignments.

1. Overtime Pay

WSI pays overtime compensation to non-exempt employees in accordance with state and federal wage and hour requirements. Unless an alternative workweek schedule has been adopted, overtime is paid as follows: (1) One and one-half times the employee’s regular rate of pay for hours worked over 8 in a day, over 40 in a workweek, and up to 8 hours on the seventh consecutive day of work in the workweek; and (2) twice the employee’s regular rate of pay for hours worked over 12 in a day and over 8 on the seventh consecutive day of work in a workweek.

For purposes of computing overtime, WSI’s workweek runs from Monday at 12:01 a.m. through Sunday at midnight, and the workday runs from 12:01 a.m. through midnight. Only hours actually worked are considered in calculating overtime. Paid time off such as sick leave does not count toward hours worked, nor are lunch periods considered hours worked. In accordance with California law, daily overtime hours do not count toward the 40-hour weekly overtime threshold.

2. Overtime Authorization

ALL OVERTIME MUST BE APPROVED BY AN EMPLOYEE’S SUPERVISOR BEFORE THE OVERTIME IS WORKED. FAILURE TO COMPLY WITH THIS POLICY WILL LEAD TO DISCIPLINARY ACTION.

V. EMPLOYEE BENEFITS

A. Referral Bonus

WSI provides a Referral Bonus of $100 per referral, to be paid to the individual making the referral (“referring employee”) when both the referred employee and referring employee successfully complete 200 hours of continuous employment through WSI. In addition, the referring employee and the referred employee both must be in good standing with WSI both at the time the referral is made and the time both employees complete 200 hours of continuous employment before the bonus check is issued to the referring employee.

B. Sick Leave

WSI will grant 40 hours of paid sick leave to employees, accrued at the rate of 1 hour of leave for every 30 hours worked beginning on the date of hire. Employees can use up to 40 hours of accrued sick leave per year. Sick leave may be accrued up to a maximum of 80 hours of
sick leave, at which time accruals cease. Employees may not use paid sick leave until 90 days after hire.

1. Use of Sick Leave

Sick leave may be used for absences when the employee or the employee’s family member is ill, and for medical appointments for diagnosis, treatment and/or preventive care. Sick leave is also available for employees who are absent from work because they are or a family member is the victim of domestic violence, sexual assault, or stalking. For purposes of this policy, “family member” includes the employee’s child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling.

Sick leave will be paid at the employee’s base rate of pay.

Employees who are absent and using sick leave for more than three days are required to provide a doctor’s statement certifying the reason for the absence. Employees who are medically unable to work for eight or more consecutive calendar days may be eligible to receive State Disability benefits.

C. Medical and Dental Insurance

WSI offers group health and dental insurance to eligible employees. Booklets describing the medical plans, including eligibility rules and benefits, will be distributed to all eligible employees. If an employee needs additional information or claim forms, he or she should speak with management at your local WSI Office.

D. State-Mandated Benefits

1. California State Disability Insurance Benefits

Employees on medical disability leave for eight or more consecutive calendar days may be eligible for California State Disability Insurance (SDI) benefits. Employees are responsible for applying these benefits themselves, and can obtain forms from their health care provider. SDI does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. You must apply separately for a medical leave of absence under our Family/Medical Leave, Pregnancy Disability or Personal Leave policies.

2. Workers’ Compensation Insurance

WSI provides a comprehensive workers’ compensation insurance program to all employees. This program covers injuries and illnesses that are sustained in the course of employment and that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or immediately in the event of hospitalization.
Any employee who sustains a work-related injury or illness should immediately inform the WSI Account Coordinator. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible.

3. **Paid Family Leave Benefits**

Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for “Paid Family Leave” benefits from the State of California. The state’s Paid Family Leave (PFL) program provides partial wage replacement benefits during an absence for these purposes. The PFL program does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. You apply directly to the state for PFL benefits, and application forms are available from our WSI Account Coordinator. You must apply separately for a leave of absence under our Family/Medical Leave or Personal Leave policies.

All California employees contribute to a pool of funds which has been set aside to pay for Paid Family Leave Benefits. The funds are collected every payroll period by an increase in the State Disability Insurance (SDI) rate. Paid Family Leave is funded entirely by employee contributions. The program is administered by the State, not by WSI.

E. **Consolidated Omnibus Budget Reconciliation Act (“COBRA”)**

Pursuant to COBRA, eligible employees and their dependents may in most instances continue group health insurance coverage at their own expense after they leave employment with WSI or otherwise become ineligible for Company-provided health benefits. Additional information about COBRA will be furnished to an employee in the event he or she should leave WSI or otherwise become ineligible for group health insurance coverage. Employees whose dependents lose their eligibility for group health insurance coverage should contact the WSI Account Coordinator for further information.

VI. **LEAVES OF ABSENCE**

A. **Family, Medical, and Pregnancy Disability Leaves**

WSI provides several kinds of leaves of absence to meet the individual needs of employees and their families, and as required by various state and federal laws. Eligibility, benefits, length of leave and job protection vary, depending on the reason for leave and the length of time the employee has worked for WSI.

An “FMLA Eligible” employee, as used in this leave policy, means an employee who (1) has been employed by WSI for at least one year; (2) has actually worked at least 1,250 hours in the previous 12-month period (inclusive of time the employee has spent in military service during that period); and (3) works in a location within 75 miles of at least 50 Company employees. Employees who do not meet these specific requirements may still be eligible for some types of leave depending on the reason and length of leave.
Additionally, for purposes of measuring the maximum amount of leave available to an employee, WSI generally uses a rolling 12-month period, measured backward from the date the employee takes leave.

1. **Family Care Leave**

   Family care leave is available only to FMLA-eligible employees in order to care for a newborn, newly adopted or newly placed foster child, or to care for a child, parent, spouse or registered domestic partner with a serious health condition. The maximum amount of leave under this policy is 12 weeks in a 12-month period, offset by any family care, medical, military exigency, or military caregiver leave the employee has taken during that period. The 12-month period is a rolling period, measured backward from the date any employee takes leave.

   Leave to care for a newborn, newly adopted or newly placed foster child must be taken within 12 months of the birth or placement. When leave is taken for this reason, it must generally be taken in periods of at least two weeks. Where both spouses work for WSI, they have one shared 12-week leave entitlement to care for a new child. Leave taken for pregnancy disability does not count toward the 12-week family care leave entitlement. Family care leave to care for the newborn begins for a new mother when her pregnancy disability leave ends, that is when she is no longer disabled or after four months of leave, whichever occurs first.

   Leave to care for an ill family member may be taken intermittently depending on the opinion of the family member’s health care provider.

2. **Medical Leave**

   Medical leave is available to employees who are unable to work due to a serious health condition, as certified by their health care provider. Generally, this type of leave is available only for medical conditions that result in a period of prolonged incapacity (more than three days), but is also available for chronic health conditions for which the employee is being medically supervised. All employees are eligible for this type of leave, but reinstatement rights vary depending on whether an employee is FMLA Eligible and on the reason for leave. The maximum amount of leave under this policy is generally 12 weeks in a 12-month period, offset by any family, military exigency, or military caregiver leave the employee has taken during that period. The 12-month period is a rolling period, measured backward from the date any employee takes leave. The leave may be taken intermittently or on a reduced work schedule, based on the health care provider’s recommendation. Where required by law, additional leave beyond the 12-week period is available. See Management at your local WSI Office for further information.

3. **Pregnancy Disability Leave, Accommodations and Transfers**

   Any employee who is disabled by pregnancy, childbirth or a related medical condition may take an unpaid pregnancy disability leave. Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bedrest, childbirth and recovery from childbirth. Pregnancy disability leave is available for the actual period of disability as certified by the employee’s health care provider, up to a maximum of four (4) months per pregnancy. If the employee is FMLA Eligible, pregnancy disability leave does not count against the employee’s
12-week entitlement to family care or medical leave under this policy, but rather is in addition to those leave entitlements.

Pregnancy disability leave may be taken intermittently or on a reduced work schedule, depending on the nature of the employee’s pregnancy disability and the recommendation of her health care provider.

In addition, an employee who is affected by pregnancy or a related medical condition is eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide WSI with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed.

4. **Military Exigency Leave**

FMLA-eligible employees may take a Military Exigency Leave to deal with a qualifying exigency related to or affected by the active military duty or call to active military duty in the Armed Forces, National Guard or military reserves of the employee’s spouse, child or parent. Qualifying exigencies include (1) the deployment on short notice of the family member; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) other post-deployment activities; and (8) miscellaneous activities on agreed to by WSI and the employee in terms of timing and duration of leave. The maximum period of leave is up to 12 weeks in a 12-month period, offset by any family care, military caregiver, or medical leave taken in that period.

In addition, all eligible employees (including employees who are not necessarily FMLA-eligible), are also entitled to “Leave for Military Spouses,” which is described in the policy below.

5. **Military Caregiver Leave**

FMLA-eligible employees may take a Military Caregiver Leave to care for a spouse, son, daughter, parent or next of kin who is a member or former member of the Armed Forces and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or on the temporary disability retired list, for a serious illness or injury that was incurred in the line of duty while on active duty and incurred within five years prior to the treatment, recuperation or therapy or that was aggravated by service in the line of duty while on active duty. The maximum period of leave is up to 26 weeks of leave in a 12-month period. Military Caregiver Leave is generally a one-time entitlement, and has a special 12-month leave period which begins on the first day the employee takes Military Caregiver Leave. Additional Military Caregiver Leave is available, however, if the military family member sustains a later injury or illness or for the injury or illness of a different military family member. When both spouses work for WSI, they are limited to a combined total of 26 weeks for Military Caregiver Leave.
6. How To Request Leave

Requests for family care, military family, medical, or pregnancy disability leave must be approved in advance by your Manager and the WSI Account Coordinator. Employees must provide WSI with at least 30 days advance notice before the leave is to begin. If the need for leave is not foreseeable, and 30 days notice is not possible, notice must be given on the same day that the employee learns of the need for leave, or the next business day, unless circumstances make this impracticable. Leave requests should be made in writing and must set forth the reasons for the requested leave, and the anticipated start date of the leave, and the anticipated duration of the leave.

Employees who request a leave because of their own or a family member’s health condition (including pregnancy and military caregiver leave) must submit written medical certification from a health care provider to support the leave request. If an employee fails to provide the required medical certification within 15 days of requesting leave, WSI may deny or delay the leave. Medical certification forms are available from the WSI Account Coordinator.

Subject to the approval of the health care provider, employees are expected to consult with their Manager prior to the scheduling of medical treatment for themselves or a family member in order to work out a schedule which best suits the needs of both the employee and WSI.

Leave extension requests should be made two weeks before the end of the scheduled leave, if possible. Where the leave extension is for the employee’s or a family member’s serious health condition, the request must include medical certification of the need for continued leave.

Failure to comply with these notice requirements may result in denial or deferral of the requested leave.

5. Compensation and Benefits During Leave

Generally, leaves under this policy are unpaid. Employees may choose to use accrued paid leave during leave, and in some circumstances must use accrued paid leave, as follows:

- Sick leave must be used during medical leave, military caregiver, or pregnancy disability leave, or family care leave to care for an ill family member.

- Use of sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers’ compensation, state disability or paid family leave benefits.

Using paid sick leave will not extend the maximum amount of leave available. When paid sick leave is exhausted, the remaining leave is unpaid. Sick leave will continue to accrue only during the portion of leave during which an employee is receiving sick leave.

WSI maintains group health insurance coverage during approved leaves as follows:
• for up to four months of pregnancy disability leave;
• for up to a combined total of 12 weeks of family care and medical leave (FMLA-eligible employees only); and
• for up to 26 weeks of military caregiver leave (FMLA-eligible employees only).

The employee will continue to be responsible for paying the employee’s portion of applicable group health insurance premiums. Premiums for all benefits other than group health benefits must be paid in full by the employee during the period of leave if the employee wishes such benefits to continue. Employees who have exhausted or are ineligible for these benefit entitlements may continue coverage at their own expense under COBRA.

6. Return to Work

All employees returning from medical or pregnancy disability leave must provide medical certification of their fitness to return to work.

Although WSI is unable to guarantee reinstatement in all cases, in general an employee who returns to work at the end of his or her leave will be returned to his or her former position or to an equivalent position, subject to certain limitations. FMLA-eligible employees who return to work within the 12-week period (or within the 26-week period from military caregiver leave), and any employee returning from pregnancy disability leave within the four-month period, will be reinstated to the same or equivalent position, unless the employee’s assignment would have ended for reasons unrelated to the leave (for example, position elimination, end of service contract with client), or if the employee can no longer perform the essential functions of the job. Employees returning from leave after more than 12 weeks due to a work-related injury will be reinstated except where reinstatement is unavailable due to business necessity.

WSI reserves the right not to reinstate FMLA-eligible employees who are considered “key” employees, unless the employee has been on leave for a work-related injury and/or and pregnancy disability leave. WSI will notify such employees of their “key employee” status and the conditions under which they may be denied reinstatement, if applicable.

7. Termination

If the employee’s prior position or an equivalent position is not available at the end of the approved leave, employment will be terminated.

In addition, an employee is considered to have resigned voluntarily if:

• The employee does not return to work on the next regularly scheduled workday after the end of the approved leave period;
• The employee does not return to his or her original position or an equivalent one as soon as he or she is able; or
The employee has accepted other employment during the leave period.

B. Organ and Bone Marrow Donor Leave

Employees who have been employed by WSI for at least 90 days may take paid leave for up to 30 business days for the purpose of organ donation and up to five business days for bone marrow donation during a one-year period. To do so, the employee must provide written verification to WSI that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. Employees taking this type of leave are first required to exhaust their paid sick leave benefits.

Leave taken under this policy does not run concurrently with leave under the FMLA or CFRA, but rather is in addition to it. The leave will not be considered a break in continuous service for purposes of the employee’s rights to salary adjustments, sick leave, annual leave or seniority. Employees returning from leave within the timelines above will be restored to the same or an equivalent position.

C. Military Leave

Employees who are absent from work for duty in the uniformed services will be granted an unpaid military leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. WSI will continue group health benefits during leaves of up to 30 days, and thereafter the employee may continue coverage at the employee’s expense for up to 24 months under the provisions of USERRA. The maximum cumulative period of military leave during an employee’s employment with WSI is five years, subject to certain exemptions. Employees who have annual military obligations are required to schedule their leave with the WSI Account Coordinator as far in advance as possible.

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, an employee’s compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

Please contact the WSI Account Coordinator for additional details regarding military leave.

C. Leave for Military Spouses and Domestic Partners

Eligible employees may take up to 10 days of unpaid leave during the period the employee’s spouse or registered domestic partner is home on leave from deployment during a period of military conflict.

Eligibility requirements for this type of leave are as follows:

- The employee must be regularly scheduled for work at least 20 hours per week;
The employee’s spouse or registered domestic partner must (a) be a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, must have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give WSI advance notice of the leave, within two business days of receiving notice that the spouse or domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or domestic partner will be on leave from military deployment.

D. Leave for Court Proceedings

1. Jury Duty or Appearance as Witness

Employees who are called for jury duty or subpoenaed to testify as a witness will be given leave to fulfill their civic obligations. Upon receipt of a proposed jury summons, juror questionnaire or subpoena to testify, employees should notify the WSI Account Coordinator. If you are called as a juror during a particularly busy time in the office, we may ask you to request the court to postpone your jury duty to a more convenient time.

Jury and witness duty leave is unpaid.

Employees who are released from jury or witness duty before the end of their regular workday must report to work for the remainder of the workday, if practicable.

2. Leave for Victims of Serious Crime

An employee who is the victim of a serious crime, or whose immediate family member (including registered domestic partner) is the victim of a serious crime, may take time off to attend judicial proceedings relating to the crime or any proceeding in which the victim’s rights are at issue. Advance notice is required, unless this is not feasible. WSI also requires documentation concerning the judicial proceedings. The time off is unpaid. WSI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

E. Bereavement Leave

In the event of death in the immediate family, up to three days of unpaid leave will be granted. Immediate family is defined as an employee’s spouse, child, domestic partner, mother, father, brother, sister, grandmother or grandfather, or the immediate family of the employee’s spouse or registered domestic partner.
F. Leave and Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault and Stalking

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave for the following purposes: attending court hearings, seeking medical, legal or psychological assistance, or for otherwise protecting their own or their child’s health, safety, or welfare. Accrued sick leave may be used for such absences. The maximum length of unpaid leave an employee may take under this policy is limited to 12 weeks, offset by any Family and Medical Leave taken in the same 12-month period.

Employees who seek to take time off for these reasons must give WSI reasonable notice. However, if an unscheduled or emergency court appearance is required for the health, safety or welfare of the victim or his/her child, the employee need not provide advance notice, but in this situation we require employees to provide evidence from the court or the prosecuting attorney that s/he has appeared in court. WSI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

WSI also provides reasonable accommodations to victims of domestic violence, sexual assault or stalking, provided the accommodation does not pose an undue hardship or pose a safety risk. Accommodations may include implementation of safety measures or procedures in the workplace or adjustments to job duties or the work facility in response to domestic violence, sexual assault or stalking. Any employee wishing to request such an accommodation should speak with his or her manager or the WSI Account Coordinator.

Because domestic violence, sexual assault and stalking may find their way into the workplace, we encourage any employee who has safety concerns to alert WSI. This will assist us in maintaining a safe workplace. Please see WSI’s Workplace Violence Policy for more information.

G. Time Off for School and Childcare Purposes

School Conferences Involving Suspension -- An employee who is the parent or guardian of a child is permitted to take time off without pay to appear at the child’s school to discuss possible suspension. The employee must give his or her supervisor and Management at the local WSI Office reasonable notice that he or she has been requested to appear.

Enrollment, Activities & Emergencies For Child’s School or Childcare – Any employee who is a parent, guardian or grandparent having custody of any child in kindergarten or grades 1-12, or of the age to attend a licensed child care provider, is permitted to take forty (40) hours of unpaid leave time per calendar year for the following purposes: (i) to find, enroll or reenroll his or her child in a school or licensed child care provider; (ii) to participate in activities of the school or licensed child care provider of any child; and (iii) to address a child care provider or school emergency. The employee must give WSI reasonable written notice prior to taking the time off. The employee must also provide written documentation from the child’s school or licensed child care provider to substantiate the employee’s participation in child-related activities covered by this policy.
VII. WORK ENVIRONMENT

A. Safety

WSI is committed to providing a safe workplace. You are encouraged to raise your ideas, concerns, or suggestions for improved safety at WSI with your supervisor or the WSI Account Coordinator. If you wish, you may make reports or raise concerns about workplace safety issues anonymously. All reports can be made without fear of reprisal.

Every employee must immediately report any unsafe condition to the appropriate supervisor or Management at the local WSI Office. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their WSI Account Coordinator or their supervisor. Such reports are necessary to comply with applicable law and to initiate workers’ compensation benefits procedures.

WSI has established an Injury and Illness Prevention Plan, which is managed by Management at your local WSI Office.

B. Violence-Free Workplace

As part of its commitment to workplace safety, WSI is committed to providing a workplace that is free of threats or acts of violence and to protecting its employees from such conduct on its premises. In keeping with this commitment, we have established a strict policy that prohibits any employee from engaging in behavior that is violent, threatening or intimidating, while on duty or on Company business. This policy applies to all employees, including management and non-supervisory staff. WSI will not tolerate those who make threats, engage in threatening behavior, or commit acts of violence against others. In addition, WSI is committed to preventing violent or threatening behavior on its premises by non-employees, such as visitors, guests, customers, or family members of its employees.

This policy prohibits not only physically violent behavior, but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Possession of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on any employer property or at any organization function, whether on or off premises. Additionally, use of any item as a weapon is prohibited.
- Disorderly conduct on organization property, including fighting, inciting/provoking another to fight, battery, attempted bodily injury, or physically abusing any employee or visitor.
- Using abusive or threatening language, coercing, threatening or otherwise harassing any employee or visitor.
- Actual or threatened physical violence towards another employee or visitor.
All employees are responsible for being aware of and reporting potentially violent behavior, including any incident involving threats or acts of violence. Reports should be made immediately to the employee’s supervisor, the WSI Account Coordinator, or to any manager. The matter will be investigated and any appropriate corrective action taken. Violations of this policy will lead to disciplinary action, up to and including immediate dismissal.

To assist WSI in its efforts to maintain a violence-free workplace, employees are strongly encouraged to notify the WSI Account Coordinator about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace, should also speak with the WSI Account Coordinator. Employees making reports as encouraged by this policy will not be retaliated against, and WSI will not tolerate any such retaliation.

C. Smoking

In accordance with California law and WSI’s commitment to providing a safe and healthful work environment, smoking is prohibited in WSI offices. Prohibited smoking includes e-cigarettes and other electronic nicotine delivery systems, as well as other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

D. Use of Social Media

The Internet has become an accessible and powerful means of public communication, including through Social Media. Social Media as used in this policy includes e-mail, chat rooms, websites, blogs, and wikis (whether maintained by the employee or by a third party), and social networking sites like Facebook, Twitter, LinkedIn and others. WSI respects the right of employees to use these vehicles of self-expression and communication.

We expect and insist, however, that our employees’ use of Social Media be confined to non-work time and to employees’ own electronic equipment. We do not permit employees to use Social Media during work time or on Company equipment. We also expect and insist that employees’ use of Social Media does not damage WSI, its customers or our working environment. Employees should observe the following guidelines to ensure that their public activities on Social Media do not conflict with their responsibilities to WSI and its customers, including their duties of loyalty and confidentiality.

First and foremost, be thoughtful and exercise good judgment in how you present yourself online. If you identify yourself as a WSI employee or your affiliation with WSI is well known, what you say will have an impact WSI, our employees and customers. Be aware that posting inappropriate information or content on Social Media potentially brings disrepute either to WSI or to you in your capacity as a WSI employee. Because Social Media typically is public space, we request that you be respectful to WSI, our employees, our customers, our partners and affiliates, and others (including our competitors) as WSI itself endeavors to be.
Our strong preference is that you not discuss WSI or WSI-related matters in any Social Media. However, if you choose to do so, note the following:

- If you choose to identify yourself as a WSI employee in Social Media, you are expected to also make clear to your readers that the views you express do not necessarily reflect the views of WSI, by posting a disclaimer in a prominent place (e.g., “The views expressed are mine alone and do not necessarily reflect the views of my employer.”)

- If you post any comment that promotes or endorses WSI products or services in any way on any Social Media, the law requires that you disclose that you are employed by WSI. Again, we require the use of a disclaimer in that circumstance.

- You may not disparage WSI products or services. To do so would violate your duty of loyalty as a WSI employee.

- Respect your audience and your coworkers. If you have disagreements or problems with WSI, your fellow employees, or our customers, partners, or vendors, we request that you not engage in personal attacks but instead respectfully disagree with them. Obviously, when referring to WSI employees or our affiliates you may not post statements that are obscene, defamatory, profane, libelous, threatening, harassing, or abusive. Also prohibited are comments about your fellow employees that are derogatory with respect to race, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), sexual orientation, color, disability, or any other legally protected characteristic, or that are sexually suggestive, humiliating or demeaning. Such statements may not only expose you to liability, but violate WSI’s Anti-Harassment policy.

- Protect WSI’s confidential, proprietary and trade secret information, and that of its customers, partners, and vendors. You have an obligation to maintain the confidentiality of this information under the Confidential and Proprietary Information Agreement you signed when you were hired, as well as under WSI policy. Such information includes, but is not limited to, product, financial, marketing, performance and other business information. If you are unsure whether it is appropriate to post certain information, please check with Management at your local WSI Office.

- Be aware of and follow copyright and fair use laws. For your protection as well as WSI’s, you must comply with all laws governing copyright and fair use of copyrighted material owned by others. This means, for example, that you may not publish copyrighted material without the permission of the copyright owner, whether that is WSI or a third party.

This policy is not intended to infringe in any way on WSI employees’ legal rights to discuss the terms and conditions of their employment with other WSI employees for their mutual
aid and benefit. Instead, it seeks to balance WSI’s legal duties and legitimate business objectives with employees’ protected rights in this regard.

To summarize, when you use Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including dismissal if the conduct violates WSI policy or if WSI determines that your posting or publication is not legally protected and harms (or has the potential to harm) WSI’s legitimate business interests and obligations toward its employees and affiliates.

VIII. EMPLOYEE CONDUCT

A. Personal Conduct and Appearance

Employees are at all times expected to conduct themselves with professionalism, courtesy, and respect in their dealings with each other and with other business contacts, such as clients, customers and vendors. In addition, dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image we present to [clients/customers]. Employees are expected to present a businesslike appearance consistent with the nature of their job. This policy may be subject to certain exceptions related to an employee’s religion and/or disability. If you want to request a reasonable accommodation, please contact the WSI Account Coordinator. Employees who have specific questions about appearance and dress should contact the WSI Account Coordinator.

B. Drugs and Alcohol

WSI is committed to maintaining a workplace free from the effects of alcohol and illegal drugs. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, drugs that are legally obtainable but used for illegal or unauthorized purposes. Illegal drugs also include marijuana, which remains illegal under federal law and which, like alcohol, can impair judgment and work performance. We expect all employees to report for work free from these effects and to be able to fully perform their job duties.

While on Company premises and while conducting business-related activities off Company premises, you may not be under the influence of illegal drugs or alcohol. Nor may you be in any condition that impairs your work performance due to drug or alcohol use or abuse. You may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your WSI Account Coordinator of this fact so modifications to job duties can be made if appropriate.

If WSI has a reasonable suspicion that an employee has violated this policy, it will conduct an investigation, which may include an unannounced search of Company premises or
property and/or the employee’s personal property. WSI may also order any employee reasonably suspected of having used or being under the influence of alcohol or illegal drugs while on duty to take a test for the presence of drugs or alcohol. Such a test will be conducted by an independent laboratory at WSI’s expense. Any employee asked to undergo a test will be suspended from work until further notice.

Failure to abide by this policy or refusal to consent to testing when requested will result in disciplinary action, up to and including immediate termination, even for a first offense.

If you have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Employees who are eligible for FMLA/CFRA leave will be granted such leave. Leave for employees not eligible for FMLA/CFRA leave may be granted if you agree to abstain from use of the problem substance, you abide by all Company policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause WSI undue hardship. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with Management at their local WSI Office to receive assistance or referrals to appropriate resources in the community.

If you have questions on this policy or issues related to drug or alcohol use in the workplace you may discuss them with Management at your local WSI Office without fear of reprisal.

C. Standards of Conduct

WSI prides itself on our friendly and flexible environment. As in other organizations, however, order and discipline are essential to WSI’s ability to provide excellent service to our clients and to achieve success. Employees are expected to comply with basic standards of conduct and professionalism in the workplace and while conducting Company business. Although it is impossible to provide a complete list of conduct that is not tolerated at WSI, the following are examples:

- Unsatisfactory job performance.
- Poor attitude (for example, rudeness or lack of cooperation)
- Excessive absenteeism or tardiness, or an unacceptable pattern of absences
- Insubordination
- Dishonesty
- Unauthorized use of WSI’s name or letterhead for personal business
- Harassing, including sexually harassing, employees, customers, clients or other persons with whom WSI has a business relationship
• Theft, unauthorized possession or removal of property belonging to WSI, fellow employees, customers, clients or other persons with whom WSI has a business relationship

• Engaging in behavior that is threatening, physically aggressive or violent

• Failure or refusal to cooperate in or interference with an internal Company investigation

• Possession, distribution, sale, use, or being under the influence of, illegal drugs while on Company property or Company business

• Unauthorized use of alcohol or being under the influence of alcohol while on Company business or on Company property

• Violation of Company policy

Employees who engage in such conduct may be disciplined, up to and including termination. Nevertheless, nothing in this policy changes the at-will nature of employment at WSI. WSI reserves the right to discipline employees, up to and including termination, with or without cause or prior notice.

IX. PERSONNEL POLICY CHANGES

It is inevitable that new personnel policies will need to be written from time to time, and old policies will need to be revised. WSI reserves the right to make these changes and will strive to advise employees on a timely basis of any changes affecting the terms of their employment at WSI. The only policy not subject to change is our at will employment policy, which can be changed only in a written agreement signed by WSI’s President.

We have attempted to be as comprehensive as possible in preparing this Handbook. However, the Handbook cannot possibly cover all situations that may arise. If you need further information, or if you would like to discuss any policies in the Handbook, please speak to Management at your local WSI Office.
STAFFING EMPLOYEE HANDBOOK

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge that I have received a copy of Workforce Strategies Inc.’s Staffing Employee Handbook, 2017 Edition. I understand that the Handbook contains important information on WSI’s policies and on my obligations as an employee. Among the important policies included in the Handbook is WSI’s Discrimination, Harassment and Retaliation Prevention Policy, which reflects important legal rights and obligations with respect to conduct in the workplace and in all work-related settings. I agree to read the entire Employee Handbook and to abide by the policies and procedures it describes. If I have any questions about the Employee Handbook or other personnel policy matters, I will consult with Management at my local WSI Office.

I understand and agree that I am employed “at will.” Either WSI or I may terminate my employment at any time, with or without cause or notice. I understand that although other personnel policies, procedures, and employee benefits may change from time to time in WSI’s discretion, this at-will employment relationship can be changed only by a written agreement signed by WSI’s President/CEO.

____________________________  ______________________________
Employee’s Signature                Date

____________________________
Employee’s Printed Name