

CORPORATE TEMPS
PROFESSIONAL TEMPORARY SERVICE

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EMPLOYEE HANDBOOK

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About This Handbook

The following pages contain information regarding many of the policies and procedures of Corporate Temps, Inc. This is not an employment contract and is not intended to create contractual obligations of any kind. The policies and procedures may be updated at any time, within reason, of the best concerns to all employees and the company.

The policies and procedures outlined in this handbook will be applied at the discretion of Corporate Temps and Corporate Temps reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

Corporate Temps values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the Director.

Mission Statement

To provide each client with insurmountable staffing service that will be professional, remunerative, and of the highest quality in the industry. The firm is committed to a 100% satisfaction goal in the service delivery process as well as its operational objectives. Integrity is never compromised, without exception, with an astonishing commitment to employees and clients.

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Standard Employment Practices

At Will Employment

Corporate Temps does not offer tenured or guaranteed employment. Unless Corporate Temps has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by Corporate Temps at any time, including after the evaluation period.

Equal Employment Opportunity

Corporate Temps is an Equal Opportunity/Affirmative Action employer. Corporate Temps will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions, or disability.

Corporate Temps is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. For further information about the applicability of Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, the Age Discrimination in Employment Act, see Exhibit D in the Appendices.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of a Human Resources Manager. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

Sexual and Other Unlawful Harassment

Corporate Temps will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of Corporate Temps for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of Corporate Temps for an employee to sexually harass another person. 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 either 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 the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact Corporate Temps. Sexual Harassment is illegal and is prohibited by Title VII of the

Civil Rights Act of 1964.

Immigration Law Compliance

As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States. Corporate Temps does not hire anyone that is not a citizen of the United States, nor is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986.

Criminal Convictions

Corporate Temps reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Evaluation Period

During the first three months of your employment with Corporate Temps, you will be in an "evaluation period." During this time, your supervisor will continually evaluate your performance and compatibility with Corporate Temps. Should your performance not meet the standards set forth by Corporate Temps or your supervisor, your employment will be terminated, Upon completion of the evaluation period, you will be eligible for additional benefits, as set forth in the benefits information you received upon employment.

Standards of Conduct

Corporate Temps expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the Corporate Temps work environment, you should discuss such behavior or actions with the appropriate management personnel.

Personnel File

Corporate Temps keeps personnel files on each of its employees. These files are confidential in nature. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting a Manager during normal business hours. No employee may alter or remove any document in his or her personnel file.

General Policies and Procedures

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. The 1-9 form will be used for this purpose.

New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions; the signed copy of the "Acknowledgement & Receipt of Understanding" will be placed in the employee's electronic personnel file.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

- (1) Exempt employees are generally salaried and fall into one or more of the following four classifications: executive, professional, administrative, or sales. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
- (2) Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

Employees are also classified within one of the following three statuses:

- (1) Full-time: any employee that is regularly scheduled to work 35 hours a week or more, Fulltime employees are eligible for standard company benefits.
- (2) Part-time: any employee that is regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible for standard company benefits.
- (3) Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

Pay Periods

All employees are paid every Friday, after the first week of work.

Hours of Work

Corporate Temps' **standard** work week for temporary employees will begin on Mondays and will vary based on the needs of our clients. Employees may not deviate from the company's hours of work, unless a manager or supervisor specifically approves a request.

Corporate Temps office is open from 8:00 a.m. to 5:00 p.m., Mondays through Fridays. This is in order to facilitate consistent and reliable times to meet deadlines, be available for meetings and other interactions, which are elemental to the smooth operation of this business.

Breaks

Corporate Temps managers determine appropriate lunch and dinner breaks per their needs. Typically, employees working for more than four consecutive hours are provided with a meal break of between 30 and 60 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the business processes of Corporate Temps and its clients.

Time Keeping

Employees are required to use timesheets and or electronic timesheets (ADP portal) to record time worked. In cases where the time sheet and online portal is unavailable, employees will submit a manual timecard with a manager or supervisor approval. It is strictly forbidden for an employee to sign another employee in or out. Anyone found to be engaging in theft of company time will be subject to disciplinary action, including discharge.

Overtime

Nonexempt employees are to be paid time and one-half (1.5) for work time that exceeds 40 hours during a scheduled workweek. Employees asked to work overtime are expected to do so.

The calculation of overtime hours will not include holiday, sick leave or vacation days during a given scheduled workweek.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of an employee's supervisor and/or a Manager.

Payroll

All employees will need to submit their time on Mondays by noon. We strongly suggest entering time in the system and getting it approved by the end of work day on Friday or beginning of work day on Monday. ADP portal is web-based and you can access from any computer with internet access at www.portal.adp.com .

Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee, unless arrangements made with Payroll Manager.

You are responsible for promptly notifying Corporate Temps of any change in your name, address, telephone number, marital status, and citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files.

Performance Reviews

Every Corporate Temps employee will be subject to a performance appraisal at least once a year. The employee's supervisor or a Human Resources Manager will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Attendance & Punctuality

Punctuality and regular attendance are important to the operation of Corporate Temps. If your availability to perform work is affected and an unfair burden is placed on your co-workers, you may need to adjust your schedule to take vacations at more convenient time. Therefore, unless your absence is permitted or excused under Corporate Temps' holiday, vacation, sick or other policies, you are responsible for being at work and your arrival as scheduled. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. If you are absent for several days, you must notify your supervisor each day.

An employee who is absent for reasons other than those permitted or excused by Corporate Temps' holiday, vacation, or leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including discharge.

Holidays

The below holidays are paid for eligible employees, based on the client. Please contact Payroll to verify YOUR eligible holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve
- Christmas Day

Note: Corporate Temps will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their supervisors to obtain approval for taking time off to observe such holidays.

Vacations

Employee vacation will be based on the client. Please speak with payroll in regards to vacation eligibility.

Drugs and Alcohol

Corporate Temps will not tolerate the use or possession of alcohol or illegal drugs on the job or on company property.

Employees using or possessing alcohol or illegal drugs on company property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including discharge.

Violence & Weapons

Corporate Temps takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Any use or possession of weapons, whether illegal or not, is prohibited on company property, or while on company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

Smoking

Smoking is not allowed in Corporate Temps offices as well as client environments that designate 'no smoking'.

Workplace Attire

Employees are expected to use good judgment and taste and to show courtesy to their co-workers and associates by dressing in a fashion that is presentable and appropriate.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at Corporate Temps' client's expense.

Use of Company Property

No company property may be used to house personal files or items. No company equipment, including computers, photocopiers or printers may be used for personal business. Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

Corporate Temps does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to Corporate Temps. Corporate Temps is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a human resource representative if they believe there is a safety issue that should be addressed. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

Confidential Information

Corporate Temps requires that employees do not disclose information held to be confidential by Corporate Temps and also requires new employees to sign a non-disclosure agreement. Any questions about this policy should be addressed to a Human Resources Manager.

General Leave Policies

Corporate Temps provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes Corporate Temps' leave policies in a way that Corporate Temps hopes will be generally helpful. Corporate Temps abides by the provisions of the Family and Medical Leave Act, as appropriate. An overview of the Act is set out in Exhibit C in the Appendices.

As with all policies, Corporate Temps reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between Corporate Temps and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact a Human Resources Manager. An employee applying for leave will be asked to state why he/she wants the leave, when he/she wants the leave to begin and when he/she wants the leave to end. A Human Resources Manager will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. Corporate Temps reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

Sick Leave

Eligible Employees earn one day of paid sick leave every six months, based on the client. Please speak with payroll in regards to eligibility.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of management. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a calendar year.

Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law,

Forced Closings and Severe Weather

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you are unable to report to work due to weather conditions, you must notify your supervisor as soon as possible.

In the event that the company closes due to severe weather conditions or another reason, you will not be required to report to work.

Employee Benefits,

The following is a list of benefits that Corporate Temps makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by Corporate Temps, at its discretion.

- **Premium Pay** - The market is regularly surveyed and competition checks are conducted to ensure that employees are being paid at a competitive rate.
- **Merit Increases** - When there is an exceptional quality of work (those maintaining time and attendance policies and exceeding performance standards) we compensate it with pay increases per hour. These increases are also for employees working 40 hours/week, weekends, holidays, and/or overtime.
- **Holiday Pay** - All employees are paid for holidays after 1000 reported clock hours.
- **Vacation Pay** - Employees can earn \$400 vacation pay after one year of employment.
- **Insurance** - A comprehensive medical plan is offered to all employees after 1000 hours of employment.
- **Referral Bonuses** - A bonus of \$50.00 is offered for a candidate referred to the agency that completes at least 160 hours of employment.
- **Tutorials & Training** - This training is available to all candidates and is to ensure that

they have an opportunity to migrate to the latest versions of software and hardware. It includes tutorials and testing.

Worker's Compensation

Corporate Temps requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off company premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers' compensation claims will be paid directly to employees and employees are expected to return to work immediately upon release by their doctor.

Disciplinary Policies

Problem Resolution

Corporate Temps seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems. Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Discipline

Discipline may be applied in oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. Corporate Temps considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, drug or alcohol abuse, and or threats of violence.

Employees charged with some infraction and subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to a Human Resources Manager or the Company President. If the supervisor has failed to follow company policy, the action may be reversed. The decision of the HR Manager or President is final.

Separation Policies

Job Abandonment

Employees of Corporate Temps that are absent for more than two consecutive days without notifying a direct supervisor are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to accrued vacation days, unless required by law, and any unpaid work time will be paid at the current minimum wage rate.

Termination

You or Corporate Temps may terminate your employment at any time for any reason. Termination may result from any of the following: (i) Corrective action measures, which include infractions for violation of company policies, (ii) layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction and (iii) involuntary dismissal, which may include poor performance reviews or failure to demonstrate an acceptable attitude in the workplace.

Termination Process

Corporate Temps requires that employees return all documents, computer equipment, uniforms, company tools, keys and other company owned property on or before the last day of work. When all company matters are resolved, the employee will also be entitled to receive his or her final paycheck and any accrued vacation pay.

Employees leaving the company will have the option of having an exit interview with a Human Resources Manager, in the event Corporate Temps closes a facility or facilities, you are entitled to 60 days advance notice if such a closing will result in employment loss (as defined later) for 50 or more employees during any 30-day period. This does not count employees who have worked less than 6 months in the last 12 months or employees who work an average of less than 20 hours a week for that employer. If you are in one of the latter groups, you are still entitled to notice (discussed later). In the event Corporate Temps must undertake a layoff which will result in an employment loss at the employment site during any 30-day period for 500 or more employees, or for 50-499 employees if they make up at least 33% of the employer's active workforce, you are also entitled to 60 days advance notice event if such a layoff is not the result of a plant closing. Again, this does not count employees who have worked less than 6 months in the last 12 months or employees who work an average of less than 20 hours a week for that employer, these latter groups, however, are entitled to notice (discussed later).

Corporate Temps will give 60 days advance notice if the number of Corporate Temps losses which occur during a 30-day period fails to meet the threshold requirements of a plant closing or mass layoff, but the number of employment losses for 2 or more groups of workers, each of which is less than the minimum number needed to trigger notice, reaches the threshold level, during any 90-day period, of either a plant closing or mass layoff.

In a situation involving the sale of part or all of Corporate Temps, the following will apply. (1) Corporate Temps will give you advance notice, as provided by law. If the sale by Corporate Temps results in a covered plant closing or mass layoff, you will receive at least 60 days notice.

For purposes of this section of your Employee Manual, the term "employment loss" means:

(1) An employment termination, other than a discharge for cause, voluntary departure, or retirement;

(2) A layoff exceeding 6 months; or

(3) A reduction in an employee's hours of work of more than 50% in each month of any 6-month period.

There are exceptions. An employee who refuses a transfer to a different Corporate Temps employment site within reasonable commuting distance does not experience an employment loss. An employee, who accepts a transfer outside this distance within 30 days after it is offered or within 30 days after the plant closing or mass layoff, whichever is later, does not experience an employment loss.

Employment References

Human Resources/Payroll will provide dates of employment and positions held only.

Acknowledgement of Receipt & Understanding

I understand that from time to time this manual will be updated with information regarding changes to Corporate Temps policy. Notification of any change, addition or deletion of our policy will be posted on the ADP portal. It will be your responsibility to review these changes to policy.

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance with Corporate Temps' rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the company's policies, rules and regulations.

I acknowledge that the company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this company and its employees.

Signature _____ Date _____