



EMPLOYEE GUIDE

Contents

A MESSAGE FROM OUR CEO – GENO CUTOLO.....	6
WELCOME	7
ASSIGNMENT SPECIFICS	7
CONTACTING YOUR BRANCH.....	7
GETTING PAID.....	9
TIME SUBMISSION METHODS	9
TIME SUBMISSION TIPS	9
PAYMENT METHODS.....	10
CLIENT SERVICES	10
CHANGE IN DRIVER STATUS.....	11
AN EQUAL OPPORTUNITY EMPLOYER.....	12
LEGAL REQUIREMENTS.....	12
SEXUAL AND OTHER PROHIBITED FORMS OF HARASSMENT	13
DIVERSITY AND INCLUSION	13
NEW YORK EMPLOYEES ONLY – REPRODUCTIVE HEALTH ACT	13
A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT	15
LEAVE OF ABSENCE	18
FAMILY MEDICAL LEAVE.....	18
EMPLOYEE NOTICE.....	18
COMPANY NOTICE.....	18
SERIOUS HEALTH CONDITION.....	19
CERTIFICATION OF NEED FOR MEDICAL OR FAMILY CARE LEAVE OF ABSENCE.....	19
MILITARY QUALIFYING EXIGENCY LEAVE.....	19
MILITARY CAREGIVER LEAVE.....	19
DURING MEDICAL OR FAMILY CARE LEAVE OF ABSENCE.....	20
RETURNING TO WORK FROM MEDICAL OR FAMILY CARE LEAVE OF ABSENCE	20
FMLA PROTECTIONS	20
MILITARY LEAVE.....	21
MILITARY SPOUSE/REGISTERED DOMESTIC PARTNER LEAVE.....	21
ORGAN/MARROW DONATION LEAVE.....	21
STATE AND FAMILY LEAVE LAWS.....	22
PRIVACY POLICY.....	23
1. SCOPE.....	23
2. TYPES OF INFORMATION WE COLLECT	23
3. HOW WE COLLECT DATA.....	24

4. USE OF PERSONAL INFORMATION AND DATA	25
5. SHARING YOUR PERSONAL INFORMATION WITH OTHERS.....	25
6. DATA SECURITY	25
7. COOKIES AND ANALYTICAL TOOLS.....	25
8. SHARING YOUR INFORMATION WITH OTHERS	26
9. RETENTION OF PERSONAL INFORMATION	26
10. CALIFORNIA RESIDENTS’ RIGHTS	26
11. CHANGES TO THIS PRIVACY POLICY.....	26
12. CONTACT US.....	26
INTERNAL POLICY REGARDING DATA SECURITY AND PROTECTION OF PERSONAL INFORMATION.....	27
HIPPA PRIVACY INFORMATION FOR EMPLOYEES	28
NON-REGULATED SUBSTANCE ABUSE POLICY.....	30
REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM	31
COVERAGE.....	31
DEFINITIONS.....	31
PROHIBITIONS.....	32
ACTIONS FOR VIOLATIONS OF THIS CDL POLICY.....	34
SPECIMEN COLLECTION AND LABORATORY REQUIREMENTS.....	34
FMCSA DRUG AND ALCOHOL CLEARINGHOUSE NOTICE.....	35
DRUG-FREE WORKPLACE POLICY.....	36
CIRCUMSTANCES THAT REQUIRE SCREENING.....	36
TERMINATION AND REHIRE POLICY	37
STANDARDS OF CONDUCT POLICY.....	38
EMPLOYMENT GUIDELINES AND COMPANY POLICIES.....	38
CODE OF BUSINESS STANDARDS.....	40
BUSINESS ETHICS AND INTEGRITY.....	40
DRESS CODE	42
PERSONAL GROOMING AND HYGIENE	42
TATTOOS AND JEWELRY	42
REASONABLE ACCOMMODATION.....	42
ANTI-HARASSMENT/NON-DISCRIMINATION POLICY.....	43
DISCRIMINATION	43
HARASSMENT	43
INVESTIGATION OF COMPLAINTS.....	44
EMPLOYEE COMPLAINT PROCEDURES & PROTECTION.....	46

COMPLAINT PROCEDURES 46

WHISTLEBLOWER POLICY..... 46

COMPANY PROPERTY & CONFIDENTIALITY POLICIES 48

 COMPANY PROPERTY POLICY 48

 CONFIDENTIAL POLICY 48

EMPLOYEE ACCESS & BIOMETRIC-RELATED INFORMATION POLICIES 49

 EMPLOYEE ACCESS POLICY 49

 BIOMETRIC-RELATED INFORMATION POLICY 50

ANTI-DISABILITY DISCRIMINATION POLICY 52

BUSINESS CONDUCT POLICY & SOCIAL MEDIA POLICY SUMMARY 53

 BUSINESS CONDUCT 53

 SOCIAL MEDIA POLICY SUMMARY 53

 YOUR RESPONSIBILITY 53

 RESPECTING YOUR AUDIENCE AND COWORKERS 54

 PROTECT THE COMPANY’S CUSTOMERS, BUSINESS PARTNERS, AND VENDORS..... 54

 NO EXPECTATION OF PRIVACY 54

 COMPLAINTS OR TO REPORT ABUSE..... 54

MEAL PERIOD AND REST BREAK OBLIGATION ACKNOWLEDGEMENT (California Locations Only)
..... 55

CALIFORNIA LACTATION ACCOMODATION POLICY 57

WORKPLACE VIOLENCE POLICY 58

TEMPORARY EMPLOYEE BENEFITS – Standard & Variable..... 60

SAFETY 63

 SAFETY POLICY 63

 GENERAL SAFETY RULES 63

 SAFE LIFTING PRACTICES..... 63

 SAFE WORK PRACTICES FOR DRIVERS 64

 MOTOR VEHICLE RECORD..... 65

 HOURS OF SERVICE (HOS) 65

 FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION LINK 66

 RESTRICTED ASSIGNMENTS 66

 ACCIDENT PROCEDURES WHILE ON THE ROAD..... 67

 DRIVER ACCIDENT PROGRAM..... 67

 SAFETY POLICY 68

 CHEMICAL HAZARD COMMUNICATION 68

 FIRE PREVENTION AND EMERGENCY ACTION 69

BLOODBORNE PATHOGENS 69

CONFINED SPACES..... 70

PERSONAL PROTECTIVE EQUIPMENT 70

MACHINE OPERATION AND GUARDING 70

LOCKOUT/TAGOUT, THE CONTROL OF HAZARDOUS ENERGY & ELECTRICAL SAFETY..... 70

LIFTING SAFELY AND ERGONOMICS 71

FALL PROTECTION..... 71

HEAT STRESS..... 71

FORKLIFTS, CRANES, AND HOISTS..... 72

WELDING, HOT WORKS, AND GRINDING..... 72

HANDHELD POWER TOOLS 72

SUMMARY 72

INJURY REPORTING PROCEDURES 72

WORKERS’ COMPENSATION FRAUD POLICY 73

CORONAVIRUS (COVID-19) AWARENESS..... 73

A MESSAGE FROM OUR CEO – GENO CUTOLO

Welcome to our company!

We're excited you chose us as your job search partner, and we're looking forward to working with you to find a job that meets your needs. Whether you're looking for a short-term temporary position or a long-term position, we are committed to doing everything we can to make that happen.

In addition to the great team at your local office, we also have a number of resources available to you 24/7 on our company website. You can use these resources to update your application, express interest in posted jobs, review your electronic pay stub once you're working, download your W2, and more, and our Facebook, Twitter, Instagram, and LinkedIn pages have great information. Many of our offices also have local social media pages with jobs specific to that area so ask your representative for the name of their local page.

Once again, welcome aboard and thank you for choosing us to be your job search partner.

Best,

A handwritten signature in black ink that reads 'Geno A. Cutolo'.

Geno A. Cutolo
President and CEO

WELCOME

Welcome and thank you for choosing us to be your job search partner. We are committed to working with you to identify employment opportunities that fit into your lifestyle, offer you excellent earning potential, and increase your marketability.

Staffmark Group LLC and all its related entities: Staffmark Investment LLC DBA “Pro Staff”, “Digital People”, “Hunter Hamilton”, “Ware Technology”, “Advantage Resourcing”, “Columbia Healthcare Services” and “Staffmark”; Hire Thinking Inc. DBA Advantage xPO; Technical Aid Corporation, Advantage Technical Resourcing Inc., Advantage Technical Services, Inc. Advantage Resourcing International, Inc. DBA “Advantage Resourcing” (all collectively “the company”)

ASSIGNMENT SPECIFICS

- Please allow plenty of time on the first day to find your way around. Punctuality is very important. It makes both of us look professional in the eyes of the customer.
- It is the Company’s policy that employees take meal and rest periods in accordance with state law.
- Do not read books, magazines or utilize personal electronic devices during work hours.
- When you have completed your assigned work, do not sit idle. Ask your customer site supervisor for more work or take it upon yourself to find additional work.
- Your branch representative will recommend the appropriate attire for each assignment. Appropriate clothing and protective shoes are required for light industrial job sites to ensure your safety.
- Please schedule personal appointments outside of your assignment work hours.

CONTACTING YOUR BRANCH

We strongly encourage you to contact the Company or your branch representative directly with any issues or concerns that may arise during your employment. If you should contact the branch after-hours, our representatives monitor our 24-hour answering service. Please contact your branch representative if any of the following scenarios apply to you:

1. If you are unable to report to your assignment at the scheduled time, please call us at least two (2) hours prior to your scheduled report time. Providing ample notice will allow us to find a replacement. Please do not use our website or company social media pages to communicate absences or tardiness, contact your branch representative.
2. If you need to cancel or change your assignment, please call us 24 hours before your reporting time.
3. If you find another position.

WELCOME

4. If the customer you are on assignment with discusses the possibility of hiring you directly with their company or if the customer hires you directly.
5. When your assignment ends, call us within the first 48 hours after your assignment ends so we can arrange your next assignment.
6. If you need to report a change of name, address, phone number, or tax withholding status.
7. If your job duties should change at any time during your assignment, contact your branch representative immediately as this may affect your pay rate.
8. If you know anyone wishing to use our services. We love referrals!
9. If you are injured on the job or if you witness any injury at your assigned workplace.
10. If you are returning from a work-related injury, please call us as soon as your doctor releases you so we can arrange for a new assignment or we can place you back on your previous assignment, if applicable.
11. If you are interested in an advertised position at another Company location, please contact your current branch representative to discuss the openings.

In any situation, including those listed above, we encourage you to contact your local branch to inform us of your issue or situation.

Please take a moment to review the contents of this Employee Guide. The policies and procedures apply to all individuals who enter into an employment agreement with the Company for any length of time.

We wish you much success and extend a warm welcome to the Company and our entire community!

GETTING PAID

You will be paid on a weekly basis (unless otherwise specified at time of orientation for a specific assignment) as an employee of the Company. It is your responsibility to accurately and completely document your time worked each week. Your wages are based on an hourly rate for the time that you actually work unless otherwise indicated by your branch representative for your assignment; some assignments may be classified differently. If you have a question on the classification, please contact your branch representative. Lunch periods are not included. To receive your pay, your time worked must be submitted by **9:00 a.m. Local Time each Monday**, following the Sunday of the week you worked. It is imperative that time records be submitted on time. Submitting your timesheet by the deadline will ensure you receive your paycheck on the scheduled payday.

TIME SUBMISSION METHODS

- **Individual Timesheet** – You are responsible for completing your timesheet accurately and in full; as well as having your customer supervisor sign the timesheet. You are also responsible for submitting your timesheet to the Company.
- **Group Timesheet** – You are responsible for completing your portion of the group timesheet accurately and in full. Unless instructed otherwise, the customer supervisor will be responsible for signing the group timesheet and submitting to the Company.
- **Electronic Time Keeping System** – You are responsible for using the time keeping system to record your start, stop and lunch breaks accurately. You will not share your timekeeping access information with another individual, nor ask another individual to record your time. You are also responsible for reporting any inaccurate or missed time entries. It is the responsibility of the time keeping system's owner to download and submit the time to the Company.

TIME SUBMISSION TIPS

- Use an ink pen, press firmly, and print legibly.
- Enter your complete name and the last 4 digits of your Social Security Number.
- Record the date(s) that you reported to work and the name of the client company where work was performed.
- If you have worked for multiple clients in one week, record only one client company's time on a timesheet. Contact your local branch office for an additional timesheet.
- Record Shift Start, Meal Period Start, Meal Period End, and Shift End.
- Record the total hours worked for the day and total hours worked for the week.
- Sign the timesheet.

GETTING PAID

- Obtain your supervisor's signature.
- Keep a copy of your timesheet for your records.
- Please do not submit holiday pay benefit hours on your timesheet. Your timesheet should only reflect actual hours worked.
- Submitting your timesheet accurately and by the deadline listed above will ensure timely payment. For example, submitting a timesheet without a signature or not reporting total hours worked may cause delays in getting paid on time.

PAYMENT METHODS

The Company's preferred method of payment is direct deposit or electronic paycard. If you decline direct deposit or electronic paycard, your payroll check will be mailed to the address on record provided on your application for employment. For employees without traditional banking relationships, we offer the option of the Skylight Pay Card. For more information on this product, please refer to your branch representative or our Client Services Team.

CLIENT SERVICES

Telephone: 877-656-3020

Fax: 877-302-6708

CHANGE IN DRIVER STATUS

The Company will do our very best to provide you with opportunities that align with your skill sets. It is your responsibility to notify The Company immediately if you should experience a change in your work status such as:

- No longer qualifying as a commercial driver
- Invalid or revoked drivers license
- Exceeding moving violations limit/accident limit
- Having an expired or revoked medical card

Failure to do so may be cause for disciplinary action, up to and including termination without prior warning.

AN EQUAL OPPORTUNITY EMPLOYER

The Company is committed to providing equal employment opportunity for all persons regardless of race, color, religion (including religious dress and grooming practices), sex, sexual orientation, gender, gender identity, gender expression, age, marital status, national origin, ancestry, citizenship status, pregnancy, medical condition, genetic information, mental and physical disability or military and veteran status. This policy is applicable to all phases of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

All employees are directed to familiarize themselves with this policy and to act in accordance with it. All decisions with respect to employment matters and other phases of employer-temporary employee relationships will be in keeping with this policy and in accordance with all applicable laws and regulations.

The Company will:

Recruit, hire, train, and promote individuals without regard to race, color, religion (including religious dress and grooming practices), sex, sexual orientation, gender, gender identity, gender expression, age, marital status, national origin, ancestry, citizenship status, medical condition, genetic information, pregnancy, mental and physical disability or military and veteran status. Base all employment decisions so as to further the principle of equal employment opportunity.

Ensure that promotional decisions are in accordance with principles of equal employment opportunity by imposing only legitimate job-related requirements for promotional opportunities.

Ensure that all other terms and conditions of employment such as compensation, benefits, transfers, layoffs, returns from layoffs, leaves of absence, company-sponsored training, social and recreation programs, and the like, will be administered in an equitable and nondiscriminatory manner.

LEGAL REQUIREMENTS

Although there are several legal requirements that, as an equal opportunity employer, the Company must meet (such as those listed below), our conviction and commitments are not predicated on these requirements alone.

- Civil Rights Act of 1964 (as amended)
- Presidential Executive Order 11246 and 11375
- The Age Discrimination in Employment Act of 1967 (as amended in 1978)
- State and Local Laws
- Rehabilitation Act of 1973
- Vietnam Era Veterans Readjustment Assistance Act of 1974
- Americans with Disabilities Act of 1990 (as amended)

AN EQUAL OPPORTUNITY EMPLOYER

SEXUAL AND OTHER PROHIBITED FORMS OF HARASSMENT

The Company is committed to maintaining a strict policy prohibiting harassment, including verbal, visual or physical conduct of a sexual or discriminatory nature. If you believe you are being harassed, you must promptly report the facts of the incident or incidents to your branch representative, HR Representative or our Corporate Human Resources Department at 866-765-7544. All reported incidents will be handled to the best of our ability. The Company will investigate the claim and take appropriate action. Employees shall not be subjected to retaliation for reporting incidents of harassment. Employees who take part in any form of harassment may be subjected to disciplinary action, up to and including termination.

DIVERSITY AND INCLUSION

The Company regards diversity and inclusion as fundamental to our business success and the achievement of our strategic goals. Our goal is to promote an inclusive high-performing culture that emphasizes our commitment to taking 100% responsibility for treating each other with respect and dignity by embracing and leveraging each other's talents and backgrounds to achieve our full potential and contribute to the Company's success.

Our employees are individuals and the Company is committed to resolving employee issues and concerns in an equitable, timely and open manner. We firmly believe our relationships at work are the key to great leadership and continued success.

If a union organizer or business agent asks you to join a union or to sign any kind of union card, petition or mailing list (whether it is to join the union, get more information about the union, or for some other purpose) you have the right to refuse. We ask that you carefully examine any literature or "authorization card" which you may be given before you sign. Feel free to get information from your branch representative or contact our HR Hotline via phone at 866-765-7544 or email at AskHR@StaffmarkGroup.com for any questions you may have so that you are completely informed about your obligations before signing the union card. Our goal is to ensure that you can make the best choice for you and your family.

NEW YORK EMPLOYEES ONLY – REPRODUCTIVE HEALTH ACT

Employees working in New York State are protected from employment discrimination based on their, or a dependent's reproductive health decision making, including, but not limited to, the decision to use or access a particular drug, device, or medical service.

Under [Section 203-e of the New York State Labor Law](#) employers are prohibited from:

1. Accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making without the employee's prior informed affirmative written consent;

AN EQUAL OPPORTUNITY EMPLOYER

2. Discriminating against or taking any retaliatory personnel action against an employee with respect to “compensation, terms, conditions, or privileges of employment” because of or on the basis of the employee’s or dependent’s reproductive health decision making; or
3. Requiring an employee “to sign a waiver or other document” that denies the employee the “right to make their own reproductive health care decisions.”

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus, and specialty agencies (agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

1. You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
2. You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security Number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person takes adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, as of September 2005, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

3. You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
4. You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
5. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer-reporting agency may continue to report information it has verified as accurate.
6. Consumer reporting agencies may not report outdated negative information. In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

7. Access to your file is limited. A consumer-reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
8. You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
9. You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5- OPTOUT (888-567-8688).
10. You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports, or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
11. Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS	CONTACT
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600

TYPE OF BUSINESS	CONTACT
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	1306 Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corp. Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 877-275-3342

For more information, including information about additional rights, visit www.ftc.gov/credit.

LEAVE OF ABSENCE

FAMILY MEDICAL LEAVE

Under the federal Family Medical Leave Act (“FMLA”) an unpaid leave of absence may be granted to employees who have worked for the Company for at least one (1) year, a minimum of 1,250 hours in the 12 months preceding the leave, and who are employed at a work site where 50 or more employees are employed by the Company within 75 miles of that work site. Such employees may be eligible for a leave where they have a bona fide need to care for a seriously ill parent, spouse or child, or for the birth or adoption of a child, or the placement of a foster child. In addition, eligible employees may be granted an unpaid leave of absence caused by their own serious health condition which prevents them from working. Eligible employees may qualify for Military Caregiver Leave or Military Qualifying Exigency Leave under the FMLA, as defined below. All leaves under this policy are referred to as “Medical or Family Care LOA.” Unless stated otherwise, the maximum allowable time for any Medical or Family Care LOA under this policy is 12 weeks per a rolling 12 month period.

EMPLOYEE NOTICE

Employees must provide sufficient information for the Company to determine if the leave may qualify as a Medical or Family Care Leave of Absence (LOA), as well as the expected timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances that support the need for Military Caregiver Leave or Military Qualifying Exigency Leave as indicated below. Employees also must inform the Company if the requested leave is for a reason for which Medical and Family Care LOA was previously taken or certified. When possible, the Company requests 30 days’ notice of the need for leave in order to plan for work coverage. If 30 days’ notice is not possible, then employees must provide as much notice as practicable under the circumstances and must follow the Company’s call-in and/or attendance policies.

COMPANY NOTICE

Once an employee provides sufficient information, the Company will notify the employee (a) whether the employee is eligible for Medical and Family Care LOA and, if so, (b) whether any additional information is required, and (c) the employee’s rights and responsibilities regarding such a leave. The Company will also notify an eligible employee who has requested Medical or Family Care LOA if the requested leave will be designated as FMLA protected leave and counted against the employee’s leave entitlement.

If the Company determines an employee is not eligible for Medical or Family Care LOA, the Company will provide at least one reason for ineligibility. The Company will also inform the employee if it determines that the requested leave does not qualify for FMLA protection. Employees not eligible for a Medical or Family Care LOA may be eligible for an unpaid leave of absence due to their own disability or medical condition, which will be assessed by the Company on a case-by-case basis. The Company cannot guarantee reinstatement to employment at the conclusion of such a leave.

LEAVE OF ABSENCE

SERIOUS HEALTH CONDITION

To qualify for a Medical or Family Care LOA, an employee must have a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy (under FMLA only), or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

CERTIFICATION OF NEED FOR MEDICAL OR FAMILY CARE LEAVE OF ABSENCE

The Company may require an attending health care provider's certification of the employee or family member's serious health condition. The Company may also require periodic recertification supporting the need for leave. In any case, in which the Company has reason to doubt the validity of any medical certification provided to support an employee's request to take Medical or Family Care LOA because of the employee's own serious health condition, the Company may require the opinion of a second and third health care provider consistent with state and federal law.

MILITARY QUALIFYING EXIGENCY LEAVE

Eligible employees under FMLA may be provided up to twelve (12) weeks of leave in a rolling 12 month period when the employee has a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on covered active duty or has been called to covered active duty in the National Guard or Reserves or is a member of the Armed Forces who has been deployed to a foreign country. "Qualifying exigency" is defined by law as: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment reintegration briefings, and (8) additional activities where the Company and employee agree to the leave. Time off for Military Qualifying Exigency Leave counts towards the 12-week maximum allowable time for Medical or Family Care LOA under FMLA.

MILITARY CAREGIVER LEAVE

Eligible employees under FMLA may be provided up to 26 weeks (one-half year) of leave during a single 12-month period to care for a covered service member. A covered service member is the employee's spouse, son, daughter, parent, or next of kin (meaning "nearest blood relative" or person "specially designated") who is recovering from a serious injury or illness which occurred or was aggravated in the line of duty on active duty in the Armed Forces, National Guard, or

LEAVE OF ABSENCE

Reserves, and which may render the service member medically unfit to perform the employee's military duties; or for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list, and includes veterans who were members of the Armed Forces any time during the past five (5) years, who develop an illness or injury or who aggravated an existing injury during active duty. An employee may take a maximum combined total of 26 weeks of leave for Military Caregiver Leave and Medical or Family Care LOA or Military Qualifying Exigency Leave in a single 12-month period.

DURING MEDICAL OR FAMILY CARE LEAVE OF ABSENCE

Employees need not use their Medical or Family Care LOA entitlement in one block. Such a leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the Company's operations.

If you miss a payroll deduction for benefits, to avoid a break in coverage you must make direct payments to our benefits provider or to the Company benefits department, for certain medical plans. Instructions for doing so may be found in your benefits application and summary plan description that was provided to you at the time of enrollment. In cases where you will need to pay the Company benefits department directly, you will receive a letter via email and to your home address, with payment instructions. For the fixed indemnity plan, after six consecutive weeks without a payroll deduction or a direct premium payment, coverage will be terminated and COBRA information will be sent to your attention.

RETURNING TO WORK FROM MEDICAL OR FAMILY CARE LEAVE OF ABSENCE

Employees returning to work upon conclusion of the Medical or Family Care LOA will be returned to their original position or to an equivalent position with equivalent pay and benefits, provided such job would have been available had the employee not taken the leave. Prior to returning to work, where the leave of absence is for the employee's own serious health condition, the employee must provide the Company with certification from the attending health care provider indicating the employee is able to resume the employee's work.

Failure to return to work from a Medical or Family Care LOA on the designated date may be interpreted as the employee's voluntary resignation. If the employee returns to work outside of the legally allotted time for such a leave, the employee will only be reinstated if there is an available open position which they are qualified to fill.

FMLA PROTECTIONS

Use of any of the leaves permitted by the FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under the FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by either law or for involvement in any proceeding under or relating to the FMLA. The FMLA does not affect any

LEAVE OF ABSENCE

federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides for greater family or medical leave rights.

If employees believe that they have been aggrieved, they may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

MILITARY LEAVE

Military leave shall be granted in accordance with federal and state regulations concerning re-employability/leaves of absence for veterans. A copy of the employee's official military orders must accompany the leave without pay request.

MILITARY SPOUSE/REGISTERED DOMESTIC PARTNER LEAVE

The spouse or registered domestic partner of a "qualified member" of the Armed Forces, who works an average of twenty (20) hours per week, may be eligible to take up to ten (10) days of unpaid leave during the time in which the employee's spouse or registered domestic partner is on leave from deployment during a period of military conflict.

To be eligible for the leave, the employee must provide notice within two business days of receiving official notice that the employee's spouse or registered domestic partner will be on leave from deployment and that the employee intends to take leave. Additionally, the employee may be required to submit written documentation to the Company certifying that the employee's spouse or registered domestic partner will be on leave from deployment.

ORGAN/MARROW DONATION LEAVE

Employees may be eligible for a paid leave of absence for up to 30 business days in a one-year period for the purpose of donating the employee's organ to another person, and up to five (5) business days in a one-year period for the purpose of donating bone marrow to another person. The Company will grant an additional unpaid leave of 30 business days for the purpose of organ donation. The one-year period is measured from the date the employee's leave begins and consists of 12 consecutive months. The Company may require written verification that the employee is an organ or bone marrow donor and there is a medical necessity for the donation. The Company may require the employee to take up to five (5) days of leave in cases of bone marrow donation, and up to two (2) weeks of leave in cases of organ donation. Organ/Marrow Donation Leave will not be counted against an employee's time off under the FMLA or CFRA, and does not count as a break in the employee's continuous service for the purpose of the employee's right to leave.

STATE AND FAMILY LEAVE LAWS

State and Family Leave laws may vary by state and/or county. To learn more about State and Family Leave laws that may be in place in your state, county, and/or municipality, please contact your local company representative.

PRIVACY POLICY

Staffmark Group, LLC and its subsidiaries Staffmark Investment LLC (also doing business as Advantage Resourcing, Atterro Workforce Solutions, Digital People, Employee Management Services, Hunter Hamilton, Pro Staff, and Ware Technology Services), Hire Thinking, Inc. dba Advantage XPO, Advantage Technical Resourcing, Inc., Advantage Technical Services, Inc. and Technical Aid Corporation (collectively “Staffmark,” “we,” or “us”) is committed to protecting the privacy and security of personal information. Staffmark is an employment and staffing company that, in the course of its business, asks job applicants, prospective employees, and employees to provide personal information necessary relating to their employment or prospective employment. This Privacy Policy describes how Staffmark collects and uses information.

1. SCOPE

This Privacy Policy describes the treatment of information provided or collected on the Staffmark website and applications where this Privacy Policy is posted. Staffmark follows this Privacy Policy in accordance with applicable law in the places where we operate. In some cases, we may provide additional data privacy notices specific to certain regions. Those terms are to be read in conjunction with this policy.

Please keep in mind that when you provide information to us on a third-party site or platform (for example, via separate job application websites), the information you provide may be separately collected by the third-party site or platform. Only the information we collect is covered by this Privacy Policy, and the information the third-party site or platform collects is subject to the third-party site or platform’s privacy practices. Privacy choices you have made on the third-party site or platform will not apply to our use of the information we have collected directly. Please also keep in mind that our website and applications may contain links to other sites not owned or controlled by us and we are not responsible for the privacy practices of those sites. We encourage you to be aware when you leave our website or applications and to read the privacy policies of other sites that may collect your personal information

Staffmark is an employment and staffing company that, in the course of its business, asks job applicants, prospective employees, and employees to provide personal information necessary relating to their employment or prospective employment. This Privacy Policy describes how Staffmark collects and uses information.

2. TYPES OF INFORMATION WE COLLECT

We collect two basic types of information: personal information and anonymous information. We collect all personal information and identifiers that is relevant relating to and needed for your job application and employment with us. Personal information means information that identifies (whether directly or indirectly) a particular individual, including:

- Personal identifiers you provide when you apply for a job, supply information for your benefits, or in context of your employment with us, such as your first and last name, address, email address, unique personal identifiers, nickname, telephone number, date of birth, social security number, driver license number and expiration date, passport number, and/or other government identification numbers, immigration and work authorization status, signature, family name, including your mother’s maiden name, and online identifiers, username and/or account name;

PRIVACY POLICY

- Demographic information such as age, color, ancestry, national origin, citizenship, marital status, physical or mental disability, medical condition, sex (including gender, gender identity, gender expression), and veteran or military status;
- Financial information such as banking information for direct deposit, debit card number, credit card number, tax selections, pay rate, PayCard information, payroll deduction information, medical information, and health insurance information;
- Professional and employment-related information such as current or past employment history, salary information, employee status and title, job evaluations, employment status, work schedule, job assignments, hours worked, training and development information, performance evaluation information, disciplinary and counseling information, and termination information;
- Biometric information such as facial recognition, fingerprints, retina scans, and hair follicle, urine, and saliva used for drug testing;
- Sensory data such as your audio and visual information when conducting interview through voice and video calls;
- Internet or other similar network connectivity, such as IP address, browsing history, search history, cookies, applications, email use, and interaction with Staffmark’s website;
- Geolocation data that can be used to identify your physical location or movements through the use of our website, by clocking in and out, or location of job assignments;
- Education information such as education history, grades, transcripts, and disciplinary history;
- Health and Safety Information such as health conditions, if relevant to your employment, job restrictions, workplace accident and illness information, and health insurance policy information;
- Inferences drawn from personal preferences you provide to us, such as characteristics, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes for a job or task;
- Information obtained during credit, background, or employment verification checks;
- Beneficiary Information of your beneficiaries and dependents and Emergency Contact Information of person(s) you designate as your emergency contact(s).

Anonymous information means information that does not identify an individual applicant. We may also use anonymous information to create aggregate information. Aggregate information means information about groups or categories of applicants and/or visitors to our website, which does not identify and cannot reasonably be used to identify an individual job applicant, employee, or website visitor.

3. HOW WE COLLECT DATA

We collect personal information you provide directly to us when you apply for a job, supply information for your benefits, or in context of your employment with us. We also acquire your personal information from other sources including through running background, consumer, and employment eligibility checks.

PRIVACY POLICY

We collect information passively from you provided by your website browser when you visit our website and applications through the use of cookies such as, but not limited to, your IP address, geolocation data, page(s) visited, and frequency of visits.

4. USE OF PERSONAL INFORMATION AND DATA

Staffmark collects and processes personal information from you primarily to make employment decisions that involve you and determine your eligibility for employment, fulfill human resource, employment, and benefit administration purposes, where necessary to comply with any local, state, and federal legal obligations and laws, and maintain your online account with us and personalize your preferences. Staffmark may also use the personal information collected to maintain your employee account with us or provide you with employment with another entity.

Staffmark uses anonymous data to maintain, operate, and improve our website, including to analyze website traffic and run analytics, remember your preferences, and optimize your experience by personalizing content. Staffmark may also use anonymous and aggregated information to analyze its business performance, including for pay equity reports.

5. SHARING YOUR PERSONAL INFORMATION WITH OTHERS

Staffmark does not sell or otherwise disclose for monetary consideration your personal information to other parties. Staffmark only discloses your personal information to others to the extent necessary for its human resource functions, to provide you with employment or secure your employment with another entity working with Staffmark, to service providers to administer and provide you with employee benefits, process any benefit and employment claims, and administer checks, tests, and evaluations, and to determine your employment eligibility and verification. Staffmark will disclose your personal information to the extent necessary to comply with any legal obligations and laws. Staffmark may also share your Staffmark employee email to provide you with perks and benefits relating to your employment.

Staffmark may share anonymous data to analyze our website traffic and improve its performance. Staffmark may also share anonymous and/or aggregated data to analyze its performance as a company, including for pay equity reports and for job satisfaction analysis.

6. DATA SECURITY

The security, integrity, and confidentiality of your personal information are extremely important to us. Staffmark has implemented technical and administrative security measures that are designed to protect personal information from unauthorized access, disclosure, use, and modification. Please be aware that, despite our best efforts, no security measures are perfect or impenetrable.

7. COOKIES AND ANALYTICAL TOOLS

When accessing and visiting our website, data may be collected from you through the use of cookies, which are sent to your computer and saved automatically. We use cookies primarily to maintain, operate, and improve your experience on our website, including to analyze website traffic and run analytics, remember your preferences, and optimize your experience by personalizing content.

Most browsers support cookies and allow visitors to disable or block them. You can set your browser so that all cookies will be rejected or that you will receive a message when a cookie is being sent. However, some functions or services on our website may not work properly without cookies. Unless you disable

PRIVACY POLICY

cookies or do not accept our cookies, by using our website and online services, you agree that you accept these types of cookies and related technologies on your device. Some browsers have a “do not track” feature. It lets you tell websites you visit that you do not want them to track your online activity. These features are not yet uniform across browsers. Our website is not currently set up to respond to these signals.

Analytic tools, such as Google Analytics, may also be used to help make our website work better and help us understand how you use our website and what parts of our website are being utilized.

8. SHARING YOUR INFORMATION WITH OTHERS

Staffmark never sells your personal information to other parties. Staffmark only discloses your personal information to the extent necessary for its human resource functions, to provide you with employment or secure your employment with another entity working with Staffmark, to service providers to administer and provide you with employee benefits, to process any benefit and employment claims.

9. RETENTION OF PERSONAL INFORMATION

Staffmark processes and stores your personal information based on its business needs, to the extent needed to maintain our relationship with you, and to comply with legal obligations.

10. CALIFORNIA RESIDENTS' RIGHTS

California job applicants and employees have additional rights under the California Consumer Privacy Act (“CCPA”). For the CCPA Notice please click <http://www.staffmark.com/privacyPolicy/>.

11. CHANGES TO THIS PRIVACY POLICY

Please note that we may update or change this Privacy Policy from time to time. When updated, we will revise the last updated notice with the policy date. The most current version of this Privacy Policy will govern the use of your information.

This Privacy Policy was last updated on January 7, 2020.

12. CONTACT US

If you have questions or concerns about Staffmark’s Privacy Policy please contact us by email at askhr@staffmarkgroup.com.

INTERNAL POLICY REGARDING DATA SECURITY AND PROTECTION OF PERSONAL INFORMATION

Staffmark Group, LLC and its subsidiaries Staffmark Investment LLC (also doing business as Advantage Resourcing, Atterro Workforce Solutions, Digital People, Employee Management Services, Hunter Hamilton, Pro Staff, and Ware Technology Services), Hire Thinking, Inc. dba Advantage XPO, Advantage Technical Resourcing, Inc., Advantage Technical Services, Inc. and Technical Aid Corporation (collectively “Staffmark,” “we,” or “us”) is committed to protecting and safeguarding all Personal Information it collects or otherwise possesses and to maintain reasonable security procedures and practices to protect the Personal Information from any unauthorized access and exfiltration, theft, or disclosure. To this end, Staffmark has implemented and maintains reasonable security procedures and practices appropriate to the nature of the information to protect such Personal Information. Personal information is any information that identifies (whether directly or indirectly) a particular individual, and as defined in our Privacy Policy and Notices.

Employees shall use their best efforts to protect and safeguard Personal Information in accordance with Staffmark’s security procedures and practices. Accordingly, employees shall (i) not use any Personal Information for their own use or for any purpose other than for providing services to Staffmark as specifically authorized by Staffmark; (ii) not disclose any Personal Information to any person or entity except as approved in advance in writing by Staffmark, which approval will be subject to Staffmark’s sole and absolute discretion; (iii) use their best efforts to protect the security of Personal Information in order to prevent unauthorized access and exfiltration, theft, or disclosure of Personal Information, which efforts shall at a minimum include no less than a reasonable degree of care; (iv) not sell, transfer, or in any manner disclose or give access to, Personal Information, in whole or in part, to any third party without the prior written approval of Staffmark, which approval will be subject to Staffmark’s sole and absolute discretion; and (v) notify Staffmark in writing of any misuse or any unauthorized access and exfiltration, theft, or disclosure of Personal Information which may come to their attention.

Staffmark prohibits the unauthorized use, access and exfiltration, theft, or disclosure of Personal Information and, therefore, any unauthorized use, access, disclosure, or inducement of Staffmark to disclose any Personal Information by employees without authorization is conduct outside the scope and course of their employment with Staffmark and is contrary to their duties and obligations to Staffmark. Violations of this policy may lead to disciplinary action up to and including termination.

HIPAA PRIVACY INFORMATION FOR EMPLOYEES

Please be aware:

1. HIPAA (Health Insurance Portability and Accountability Act) requires all employers to protect the privacy of personal health information that it maintains about its employees.

Your responsibilities under HIPAA:

2. In your role as a Work Site Employee for Staffmark your position may require you to access personal health information or have discussions with the customer's employees regarding their health status. If so, you also need to follow the customer's company's procedures for protecting the privacy of this information. If this applies to you or you have any questions, ask your immediate supervisor for guidance and a copy of the customer's company privacy policy.

Important information about the HIPAA privacy rule:

1. The HIPAA Privacy Rule applies to employers sponsoring the following employee benefit plans: Medical, dental, vision, prescription drug, flexible spending accounts, employee assistance programs, and health maintenance organizations (HMO's).
2. The Privacy Rule is designed to protect plan participants from misuse of their personal health information. This includes:
 - Insurance companies or other 'Covered Entities' using the data for other than plan administrations without the employee's authorization.
 - The Plan Sponsor (Company) from using PHI to make employment decisions (hiring, terminating, promoting).
3. PHI is Protected Health Information. It is:
 - Any information that describes the past, present, or future physical or mental health or the condition of an employee.
 - The provision of health care to an individual or the payment of a past, present or future health care claim – any records from the above employee benefit plans.
 - PHI includes:
 - Individual medical, mental health, dental, EAP, or vision records.
 - E-mails that include discussions about an employee's health or medical condition.
 - Electronic files containing information about employees that may include individually identifiable health information (i.e., claims utilization data, stop-loss coverage reports, etc.).
 - Personal written notes or files from conversations with employees or others about an employee's health or medical condition or those of other plan participants (i.e., employee's covered dependents).
3. More specifically, PHI is any health information that can identify a person. For example, it's PHI if the health information also shows:
 - Date of birth, gender, medical records number, health plan beneficiary numbers, address, zip code, phone number, e-mail address, fax number, IP address, license numbers, full-face photographic images, or social security number.
4. PHI does not apply to employment records held by an entity in its role as an employer.

HIPPA PRIVACY INFORMATION FOR EMPLOYEES

5. To comply with the privacy laws, Companies have established policies and procedures for all management and supervisory staff to follow. Companies must train its staff and communicate the Privacy Rule to managers and supervisors or anyone who potentially could use or disclose an employee's PHI. If you have questions about the HIPAA policies and procedures at the customer where you are working, please contact your immediate supervisor to ask for more information or a copy of the privacy policy.

NON-REGULATED SUBSTANCE ABUSE POLICY

Effective August 1, 1989, The Company implemented a Substance Abuse Policy. This policy is necessary for the safety, security, and well-being of all employees and customers. The Substance Abuse Policy includes temporary, leased, and internal employees.

The Company is committed to honoring and enforcing our customers' drug free workplace policies, as well as our own.

Applicants and employees of The Company may be required to submit to drug and alcohol screening for the following reasons. You may be required to submit to a pre-employment or pre-assignment drug/alcohol screening. You may be required to drug test immediately (within 24 hours) after an on-the-job injury and where a reasonable basis exists that drug or alcohol use may have contributed to the injury or as required to comply with state law. You may be required to test for drug or alcohol when requested for reasonable suspicion. Reasonable suspicion can be found based on observed symptoms or other creditable evidence. You may be required to participate in a group (company-wide, shift, etc.) drug screen if requested by The Company's customer. If you are requested to screen by The Company or treatment facility, you must do so immediately or it will be considered a refused test (DOT requirements are in addition to The Company's internal requirements).

Any employee who is injured on the job must drug test immediately (within 24 hours) and may also be required to take an alcohol test at The Company's sole discretion. Refusal to take a drug or alcohol test, a positive test result, an unacceptable specimen, or two invalid drug tests will be grounds for disciplinary action, up to and including immediate termination and may jeopardize your workers' compensation benefits. In some states, you may be required to pay for your drug test.

Employees having valid physician's orders and prescriptions for controlled substances should be able to provide proof of same to The Company upon request as allowed by law. Any employee who is taking medication prescribed by a physician should notify The Company immediately if safety of the employee or others could be impaired. The Company reserves the right to remove from assignment, any employee consuming prescribed medication that may jeopardize the employee's or other employees' safety.

Although marijuana may be obtained under some state laws, marijuana is still illegal under federal law. As such, use, sale, possession, or being under the influence of marijuana, where prescribed or recreation, during the working time, while on Company property, or while performing Company business, violates the Company's Substance Abuse Policy, unless otherwise provided by local or state law.

Employees who voluntarily come forward to management, prior to a situation requiring testing and who cooperate with The Company with regard to treatment, may not be subject to discipline. An employee who requests a leave of absence to enter a drug or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave of absence, as required by law, to enroll in such a program if such an accommodation is not an undue hardship on The Company. Employees voluntarily entering a drug or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program.

REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

Employees returning to work following satisfactory completion of a rehabilitation program may be subject to drug or alcohol tests without prior notice for up to one (1) year following the return date. A recurrence of a positive drug or alcohol test following return to work may lead to disciplinary action up to and including termination.

This policy established the Controlled Substance and Alcohol Testing Program for the The Company Drivers group. The Company has a Designated Employer Representative (DER) to answer driver questions about this policy and materials provided to drivers in conjunction with this policy. This policy contains an overview of the requirements mandated by the Regulations. All drivers should refer to the Regulations for the actual requirements.

COVERAGE

All CDL Drivers will be covered by this policy. The Company has a separate Substance Abuse Policy which covers employees not required to possess a CDL. Those provisions of The Company's Substance Abuse Policy which do not conflict with the provisions of this Policy and the Regulations also apply to you.

DEFINITIONS

"Adulterated specimen" means a specimen that contains a substance that is not expected to be present in human urine, or that contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

"Designated employer representative" or "DER" means an individual identified by The Company as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. Your DER is your Safety Department representative.

"Diluted specimen" means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

"Medical Review Officer" or "MRO" means a licensed physician responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating explanations for certain drug test results.

"Safety-sensitive functions" means any of those functions identified under 49 CFR § 382.107. Generally, a driver is considered to be performing safety sensitive functions during any period of time in which the driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work.

"Substance abuse professional" or "SAP" means a licensed physician or other similarly qualified individual under the Regulations who evaluates drivers who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and after care.

REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

“Substituted specimen” means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

PROHIBITIONS

Controlled Substances

No driver shall report for duty or remain on duty requiring the performance of any safety-sensitive function when the driver is using any “controlled substance”, as defined by the Regulations, except when the use is directed by the instructions of a licensed medical practitioner, as defined in § 382.107, who has advised the driver the substance will not adversely affect the driver’s ability to safely operate a commercial motor vehicle. You must notify the DER, in writing, if you are using any therapeutic drug. No driver shall report for duty, or remain on duty requiring the performance of safety-sensitive functions, if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.

Alcohol

No driver shall perform any safety-sensitive functions within eight (8) hours after using alcohol. No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. No driver subject to taking a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

General

No driver shall, or attempt to, adulterate or substitute any specimen for controlled substance testing. A driver shall be considered to have tested negative if the driver provides a negative diluted specimen. The driver may be required to submit to another test.

Testing

Types of Substances

Controlled Substances

Drivers will be tested for the following controlled substances:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)

REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

Alcohol

Drivers will also be tested for alcohol under the circumstances identified in this policy.

Circumstances for Testing

Testing will be performed under the following circumstances:

1. Pre-employment – No new driver will be allowed to perform safety-sensitive functions until the driver has undergone pre-employment testing for controlled substances and The Company receives written notification of a negative result from the MRO.
2. Post-Accident – All Company drivers will be subject to controlled substances and alcohol tests as soon as practicable following an accident if the accident results in:
 - a. The loss of human life;
 - b. The accident involved bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident and the The Company driver receives a citation for a moving traffic violation arising from the accident within eight (8) hours (for alcohol) or within thirty-two (32) hours (for controlled substances); or
 - c. One or more motor vehicles incurs disabling damage as a result of the accident which requires the vehicle to be transported away from the scene by a tow truck or other vehicle and the The Company driver receives a citation for a moving traffic violation arising from the accident within eight (8) hours (for alcohol) or within thirty-two (32) hours (for controlled substances).

You must remain readily available for post-accident testing, except for the period of time necessary for you to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. Failure to submit to such testing will result in disciplinary action, including termination of employment.

3. Random – Each year, The Company branch offices will test the percentage of its drivers for drugs and alcohol as required by the regulations. If the random selection is for alcohol testing, the drivers should be tested either while they are driving, immediately before driving, or immediately after driving. When notified of selection for random drug or alcohol testing, you shall proceed immediately to the collection site and shall follow all instructions of and cooperate with collection site personnel. Failure to submit a random drug test will result in disciplinary action, up to and including termination.

REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

4. Reasonable Suspicion – Reasonable suspicion tests will be conducted when The Company has reasonable grounds to suspect that an employee is under the influence of drugs and/or alcohol. Reasonable suspicion alcohol testing under this policy shall be conducted only while the driver is performing safety-sensitive functions. Drivers must submit to alcohol and controlled substances testing as required by the Regulations or face disciplinary action, including termination.

5. Non DOT work related injury/accident – Except where superseded by federal, state or local law, any employee experiencing an accident or incident resulting in personal injury to any person or damage to any property belonging to The Company or to a Company customer, without regard to the degree or seriousness of the injury or damage, may be required to submit to a screening test for drug and/or alcohol use in accordance with The Company’s drug testing process. In the case of injury, the absence of a need for medical attention will not automatically negate the requirement for a drug test. If an employee’s test is found to be positive, the employee will be terminated and ineligible for any further employment through The Company. The employee’s workers’ compensation claim will include the results of the drug test and The Company will make every effort to deny the claim. If The Company has reasonable suspicion to believe a driver has violated the prohibitions of this policy or the Regulations, The Company shall require the employee to submit to reasonable suspicion drug and/or alcohol testing in accordance with the Regulations.

ACTIONS FOR VIOLATIONS OF THIS CDL POLICY

Pre-Employment/Applicants for Employment

Any applicant for driver who tests positive/positive dilute for illegal drugs shall not receive any further consideration for employment.

Employment/Drivers

Any driver who violates the Prohibitions in this policy, including any driver who tests positive/positive dilute by a confirmed test for a controlled substance or alcohol, will be discharged.

SPECIMEN COLLECTION AND LABORATORY REQUIREMENTS

An approved United States Health and Human Services ("HHS") laboratory will be used for all specimen analysis under procedures approved in the Regulations. The Company and the approved HHS laboratory will utilize procedures approved by HHS and the Regulations to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.

REGULATED CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROGRAM

FMCSA DRUG AND ALCOHOL CLEARINGHOUSE NOTICE

CDL HOLDERS ARE REQUIRED TO REGISTER ON THE FEDERAL MOTOR CARRIER ADMINISTRATION CLEARINGHOUSE WEBSITE AND COMPLETE A CONSENT FORM. (SEE BELOW)

The Federal Motor Carrier Administration (FMCSA) Drug and Alcohol Clearinghouse is an online, central repository database to collect and report DOT Drug & Alcohol violations for CDL holders (over 26K lbs.). The Clearinghouse requirements are effective as of January 6, 2020.

Employers are required to perform queries of the database for pre-employment and current CDL holders

- Mandatory queries for pre-employment (full query) and annual (at least limited query and possibly full query if there is available information).

CDL holders are required to register on the Clearinghouse website and complete a consent form to allow employers or potential employers to complete required queries. CDL holders will not be considered for CDL employment unless the consent form is completed and signed. Current employed CDL holders failing to complete and sign a consent form when required will be removed from safety sensitive assignments (driving).

CDL holders will have the following information collected by the Clearinghouse: (§ 382.601(b)(12) Must notify driver that the following information will be collected, maintained, and reported to the Clearinghouse)

- Verified positive, adulterated or substituted drug test results
- An alcohol confirmation tested of $\geq .04$
- A refusal to submit to any required test
- An employer's report of actual knowledge
- On-duty alcohol use
- Pre-duty alcohol use
- Alcohol use following an accident
- Control substance use
- SAPs report of successful completion of RTD process
- A negative return-to-duty test
- Employer's report of completion of follow-up testing

DRUG-FREE WORKPLACE POLICY

Staffmark Group, in compliance with the Drug-Free Workplace Act of 1988, has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug use pose a threat to the health and safety of our employees and our clients as well as to the security of our client's equipment and facilities. For these reasons, Staffmark Group is committed to the elimination of drug and/or alcohol use in the workplace.

This policy is necessary for the safety, security and well-being of all employees and customers. This policy applies to all temporary and leased employees/applicants of Staffmark Group. The Staffmark Group Human Resources department is responsible for the administration of this policy.

The policy will help ensure the safety of the public as well as a safe working environment at the customer site. The policy will help ensure that employment related decisions utilizing drug and/or alcohol screenings are made in accordance with applicable law. Staffmark Group is committed to honoring and enforcing our customer's Drug-Free Workplace policies as well as our own.

It is not the purpose of this policy to provide detailed information or descriptions of each individual drug and/or alcohol screen that can be performed. It is not the purpose of this policy to provide detailed information of all applicable law. Questions about these subjects should be directed to Staffmark Group's Human Resources.

CIRCUMSTANCES THAT REQUIRE SCREENING

Applicants and employees of Staffmark Group may be required to submit to a drug and/or alcohol screening under the following circumstances:

Pre-employment drug screening after a conditional offer of employment has been made.

For cause or reasonable suspicion drug screening may be requested at any time if there is reason to believe that the employee may be under the influence of drugs and/or alcohol, including, but not limited to the following circumstances: a workplace accident, evidence of drugs and/or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs and/or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness in accordance with applicable law, random testing: employees may be selected at random for drug screening at any interval determined by Staffmark Group or its client company.

The Company may conduct random drug screens on employees where permitted by applicable law. In California, Massachusetts, Minnesota, Montana, New Jersey and West Virginia, random screening will be limited to employees in safety-sensitive positions, i.e., positions in which impairment due to drugs and/or alcohol would threaten the health or safety of any person (or as otherwise defined by applicable law). In Connecticut, Rhode Island, Vermont, Boulder, CO., and San Francisco, CA., no random screening will be conducted. The screenings conducted will be unannounced ahead of time and the dates of such screens will be spread out reasonably throughout the calendar year. As permitted by law, employees who will be subject to random screening will be put into one or more random selection pools and will be selected for screening by the Company using a valid random selection process that ensures that each employee in the selection pool has an equal chance of being selected each time a selection

DRUG-FREE WORKPLACE POLICY

is conducted. Appropriate safeguards will be used to ensure that the identity of individual employees who could be selected cannot be determined until after an employee is actually selected. Whenever an employee is notified of his or her selection, the employee must proceed to the test site immediately and no employee will be excused. A delay in reporting for screening may be deemed a refusal to screen. Employees involved in an on-the-job incident may be required to drug screen, depending upon the circumstances, within 24- hours of notification at Staffmark Group's sole discretion.

TERMINATION AND REHIRE POLICY

Applicants who refuse to cooperate in a drug screening or who test positive will not be hired and will not be allowed to re-apply/re-test for 60 days. Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including termination, subject to applicable law. The employee may be considered for re-employment by Staffmark Group after 60 days.

Employees who refuse to cooperate in required screens or who use, possess, buy, sell, manufacture, or dispense an illegal drug in the workplace are in violation of this policy and will be terminated. Prescription drugs may be permitted if the product is kept in the original bottle with the original label and both the employee's name and the prescribing doctor's name are on the bottle. The prescription must be less than twelve months old, and written permission must be submitted from the prescribing doctor which permits the employee to work while taking the drug. This permission must be submitted to the Human Resources Department. In certain situations, the Company retains the right to obtain a second physician opinion to determine whether the drug might affect the employee's ability to perform his/her job.

The illegal or improper use, sale or possession of narcotics, drugs, alcohol or controlled substances (including recreational or medicinal marijuana) while on the job or on Customer or Company property is prohibited and could result in disciplinary action up to and including termination, subject to applicable law. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

If an employee tests positive and is determined to be in violation of this policy, the employee will be terminated. However, an employee may request that the termination be changed to an unpaid leave by admitting to drug use and requesting rehabilitation assistance.

Employees who voluntarily enter a drug and/or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. An employee who requests a leave of absence to enter a drug and/or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave of absence, as required by law, to enroll in such a program if such an accommodation is not an undue hardship on Staffmark Group. Employees voluntarily entering a drug and/or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. Employees returning to work following satisfactory completion of a rehabilitation program may be subject to drug and/or alcohol screens without prior notice of up to one (1) year following the return date. A recurrence of a positive drug and/or alcohol screens following return to work may lead to disciplinary action up to and including termination, subject to applicable law.

STANDARDS OF CONDUCT POLICY

EMPLOYMENT GUIDELINES AND COMPANY POLICIES

The Company expects all employees to observe certain standards of behavior while at work. These standards are not intended to restrict an employee's legitimate rights, but are for the safety and well-being of all Company employees. These standards apply equally to all employees. Disciplinary action for non-professional behavior may include, but is not limited to, the following: verbal reprimand, written reprimand, suspension, demotion, or termination. The Company reserves the right to enforce these disciplinary measures as it deems necessary.

It must be remembered that the Company employs its employees at-will which permits the Company to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. You acknowledge that the use of your social security number is necessary for the administration of payroll, taxes, and federally mandated wage, tax, and benefit reporting. Accordingly, either the employee or the Company can terminate the employment relationship at any time with or without cause at either party's option with or without notice.

The following actions on the part of an employee, while not all inclusive, may be cause for disciplinary action, up to and including termination without prior warning:

- Not showing up for an assignment without proper notice (two hour notice when running late or calling off).
- Walking off a job assignment without authorization and without providing proper notification or reason to a supervisor and branch representative.
- Quitting an assignment without 24-hour notice, this includes working your next scheduled shift.
- Poor attendance resulting in the cancellation of an employee from the assignment.
- Not notifying the Company within 48 hours of completing your assignment. After this contact, you must contact the Company on a weekly basis and state that you are available to be considered for future assignments. Failure to maintain contact with the Company after your assignment ends may affect your eligibility for unemployment benefits.
- Approval for overtime must be received in advance of working overtime. This includes working before or after scheduled hours, and checking work related email or work related phone messages before or after hours in or out of the office. These hours must be reported as hours worked on the timesheet. Failure to receive approval or to report overtime maybe grounds for disciplinary action up to and including termination.
- Unauthorized use of customer's equipment while on assignment or failure to return any company issued equipment.

STANDARDS OF CONDUCT POLICY

- Unauthorized use of a mobile phone, smartphone, or any other communication device during working hours.
- Failure to comply with customer's policies.
- Violation of the Company or customer safety policies and/or procedures while on assignment.
- Unprofessional/inappropriate conduct on assignment or toward a Company representative, including insubordination.
- Refusal to take drug test or a positive drug screen.
- Employee will be terminated if they traffic in, report to work under the influence of, or possess any alcohol or illegal drugs at work.
- Falsification on any employment related documents.
- Contacting a customer without prior authorization from the Company.
- Possession of weapons on the Company or customer property unless allowed by State law.
- Positive drug and/or alcohol test.
- Violation of company policy on harassment or discrimination.
- Smoking in the workplace.
- Sexual or other unlawful or unwelcome advances.
- Unauthorized use of telephones, or other company or client owned equipment.

Immediate termination due to violation of any employment guidelines listed above may result in any outstanding paychecks being reduced to minimum wage based on state requirements.

CODE OF BUSINESS STANDARDS

All business conducted must meet the highest moral and ethical standards and must comply with all laws and regulations pertaining to our business and operations.

BUSINESS ETHICS AND INTEGRITY

Acceptance of Loans or Gifts

No employee or member of his or her family may solicit or accept any loan or gift from any company, individual or other source, whether directly or indirectly, that could reasonably be construed as an inducement to the employee to act other than in the Company's best interests.

Conflicts of Interest

No employee should act for the Company in a situation in which the employee has any financial, personal, or family interest that might prevent the employee from acting in the best interests of the Company.

Financial Relationships

No employee may have a direct or indirect financial or similar relationship with a person or company that transacts business with the Company, seeks to transact business with the Company, or competes with the Company. This restriction does not apply to a loan from a lending institution or customary business terms.

Illegal Payments

No bribes, kickbacks, payoffs, or other illegal payments may be given or promised, whether to a government official, an employee of the company with whom the Company does business or is seeking to do business, or under any other circumstance.

Use of Confidential Information

No employee may directly or indirectly use for personal gain or other benefit confidential information of the Company, or confidential information of others entrusted to the Company.

An employee can report a suspected violation directly to the Compliance Officer as follows:

Mail:

201 E. 4th St. Suite 800
Cincinnati, OH 45202
ATTN: Chief Human Resources Officer

Phone: 1-513-852-4714

Email: AskHR@StaffmarkGroup.com

Fax: 1-513-564-6912

CODE OF BUSINESS STANDARDS

You may call from branch location telephone or call collect. If you are calling from outside the United States or Canada, you will need to use the appropriate international access code for calls to the United States.

Reports of suspected violations, whether made by letter or telephone, may be made on an anonymous basis if necessary. Any such report should provide sufficient detailed information to enable the Compliance Officer to investigate and address the problem.

DRESS CODE

The Company's employees contribute to the client culture and reputation in the way they present themselves. A professional appearance and proper personal hygiene is essential to a favorable impression.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the Company will apply a reasonable and professional workplace standard and, as necessary, to individuals on a case-by-case basis. In addition, each client will have their own standards for acceptable dress. Client managers will exercise reasonable discretion to determine appropriateness in dress, appearance and hygiene of the Company's Talent. Talent who do not meet the requirements set forth by the Company or the client may be sent home to change. When in doubt, consult with your client supervisor or the Company's representative.

PERSONAL GROOMING AND HYGIENE

It is expected that all the Company's Talent will maintain a neat and clean appearance free from body odor and excessive cologne or perfume and appropriate for the workplace setting and for the work being performed.

TATTOOS AND JEWELRY

The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice. In keeping with this approach, the Company and its clients allow reasonable self-expression through personal appearance, unless:

- a. it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or
- b. it is regarded as offensive, discriminatory or harassing by the client, company and/or regulatory agencies.

REASONABLE ACCOMMODATION

In compliance with all federal and state laws, the Company will modify or adjust this policy to provide reasonable accommodation for employees with an ADA covered disability or sincerely held religious belief unless the accommodation creates an undue hardship. Employees wishing to discuss potential accommodations should contact the Company representative for assistance.

ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

The Company is committed to maintaining a work environment that is free of harassment and discrimination. In keeping with this commitment, the Company will not tolerate any form of harassment or unlawful discrimination against our employees by anyone, including managers, other employees, vendors, customers, or applicants. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as harassment by employees or persons who do business with the Company.

Harassment consists of unwelcome or offensive conduct whether verbal, physical, or visual that is based upon a person's protected status, such as race, ethnicity, color, religion, sex, sexual orientation, gender identity, age, marital status, pregnancy, national origin, citizenship status, disability or veteran status, union membership, or political affiliation. Harassment includes conduct that ridicules or shows hostility or aversion toward an individual because of the employee's protected status or that of the employee's relatives, friends, or associates. Retaliation against employees is expressly prohibited and will not be tolerated. This includes, but is not limited to, employees reporting incidents of discrimination or harassment, filing a formal complaint, or assisting in an investigation.

The Company is also committed to maintaining a work environment free from bullying. Bullying is the unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Some examples of bullying are below, but not limited to:

- Verbal Communication
- Manipulating the Work Environment
- Psychological Manipulation
- Mobbing

The Company has a zero tolerance policy for any type of bullying, harassment or discrimination, regardless of protected class status.

DISCRIMINATION

Discrimination on the basis of race, ethnicity, color, religion, sex, sexual orientation, gender identity, age, marital status, pregnancy, national origin, citizenship status, disability or veteran status, union membership, or political affiliation or any other characteristic protected by laws is strictly prohibited. This includes, but is not limited to the following: hiring, placement, upgrading, transfer, demotion or promotion, treatment during the solicitation of employment and all other terms and conditions of employment.

HARASSMENT

Harassment in the workplace, including sexual harassment is also strictly prohibited. Included among the conduct prohibited is the following: speaking or treating an employee or any other individual in a demeaning or degrading manner that exhibits a dislike, or hostility, or hatred toward and individual because race, ethnicity, color, religion, sex, sexual orientation, gender identity, age, marital status, pregnancy, national origin, citizenship status, disability or veteran status, union membership, or political affiliation or any other characteristic protected by law.

ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

Sexual Harassment

Sexual Harassment is the unwelcome sexual advances or requests for sexual favors, which:

- Affects employment decisions or becomes a condition of employment.
- Affects productivity.
- Creates a hostile or intimidating work environment.

Examples of Sexual Harassment include but not limited to the following:

- Requests for sexual favors for a raise, promotion or better assignment.
- Threats of retaliation if sexual favors are not returned.
- Off color jokes.
- Dirty pictures, cards, cartoons, and magazines.
- Suggestive or offensive email.
- Any type of physical interaction such as touching, pinching, or patting.
- Staring, leering, or any form of intimidation.
- Suggestive or offensive verbal comments, questions or music.
- Repeated comments about sexual behavior outside of work.
- Remarks made about a person's body, clothes, looks, anatomy or manner of walking.
- Discussing one's love life.
- Asking about sexual fantasies, preferences or history.
- Telling lies or spreading rumors about a person's sexual orientation.

If you should feel that you are being harassed, follow the steps below:

- First and foremost, tell the person to stop the unwanted behavior and that if they don't, you will notify your branch representative, On-Site Manager, or to the Company's Human Resources Department. If possible, it is encourage for you to take an active role in stopping the harassment.
- For all instances of harassment, including if the person harassing you is your supervisor, contact your branch representative, On-Site Manager, or to the Company's Human Resources Department (telephone (866) 765-7544).

INVESTIGATION OF COMPLAINTS

The Company will investigate all alleged harassment and discrimination complaints and take disciplinary action as required to remedy the situation. There will be no retaliation against any employee who, in good faith, files such a complaint.

Investigations will be confidential and information obtained during the complaint procedure and investigation will be only shared whenever possible. When the investigation discloses a violation of this policy, appropriate disciplinary action will be taken and feedback given to the complaining employee.

ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

There will be zero tolerance for any type of harassment or discrimination. **Individuals found guilty are subject to appropriate disciplinary action, up to and including termination.**

EMPLOYEE COMPLAINT PROCEDURES & PROTECTION

COMPLAINT PROCEDURES

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, the Company encourages employees to contact the Human Resources Department.

WHISTLEBLOWER POLICY

General

In addition to complying with all laws affecting the company's business, the Company's Code of Ethics and Conduct ("Code") requires directors, officers, employees and talent ("Company Personnel") to adhere to the highest standards in the performance of their assigned duties and the discharge of their responsibilities as corporate citizens. All Company Personnel must practice honesty and integrity in addition to complying with all applicable laws and regulations.

Compliance

All Company Personnel must comply with the Code, and report violations or suspected violations of the Code or law in accordance with this Policy. The Company has established a Whistleblower Hotline to allow the reporting of suspected violation of laws and suspected fraudulent activities.

No Retaliation

No Company Personnel who in good faith reports a suspected violation of the Code or law shall suffer harassment, retaliation or any other adverse employment consequence. Any Company Personnel who retaliates against anyone who has reported a suspected violation of the Code or Law in good faith shall be subject to disciplinary action, up to and including termination of employment. This policy is intended to encourage and enable Company Personnel to report suspected violations of the Code or law or voice their concerns within the Company.

Reporting Violations or Suspected Violations

Persons may submit reports of actual or suspected violations of the Code of law openly or anonymously. Any person desiring to report an actual or suspected violation of the Code or law openly should, if they are comfortable doing so, report their concerns to their immediate supervisor, who must then discuss the matter with the Company's Chief Human Resources Officer or General Counsel.

However, any persons desiring to report an actual or suspected violation, whether openly or anonymously, should at all times feel free to speak directly with the Company's Chief Human

EMPLOYEE COMPLAINT PROCEDURES & PROTECTION

Resources Officer or General Counsel without fear of retaliation. The Chief Human Resources Officer or General Counsel must then reduce the complaint to writing and, if possible, review the complaint with the complainant to verify its accuracy. The Chief Human Resources Officer or General Counsel must then refer the matter to the Compliance Committee. An employee can report a suspected violation directly to the General Counsel or Chief HR Officer by mail, fax, and email or telephone as follows:

General Counsel

201 East Fourth Street, Suite 800 Cincinnati, OH 45202

Fax: 1-513-651-3732 Telephone: 1-860-903-0862

Chief HR Officer

201 East Fourth Street, Suite 800 Cincinnati, OH 45202

Fax: 1-513-564-6912, Telephone 1-513-852-4714

You may call from a Company telephone or call collect. When calling from outside the US or Canada, you will need to use the appropriate international access code for calls to the United States.

COMPANY PROPERTY & CONFIDENTIALITY POLICIES

COMPANY PROPERTY POLICY

Certain employees are issued tools, safety equipment, uniforms, portable computers, cellular phones, or other property of the Company or its customer which the Company or the customer considers essential for the satisfactory performance of the job. Employees are expected to treat equipment of the Company and its customers carefully in order to preserve its usefulness. Employees may be asked to pay for equipment of the Company or its customer which is damaged through abuse or loss. Improper treatment of the property of the Company or its customer may result in disciplinary action up to and including termination.

CONFIDENTIAL POLICY

During the course of employment with the Company, employees may be given, or have access to, confidential and/or trade secret information pertaining to the Company's business or the business of the Company's customer. All confidential information is disclosed or revealed to employees with the understanding that such information is considered to be secret and proprietary to the Company and its customer and is a valuable commercial asset of the Company and its customer. As such, during and subsequent to the time of employment with the Company, employees are not to make use whatsoever, directly or indirectly, of the Company's or its customer's confidential information except for the purposes specified by the Company and its customer or required to perform their job for the Company. Employees may not remove such information from the Company or its customer in any form or medium, nor may they use such information in connection with work performed for their personal benefit or for the benefit of any other person, firm, or corporation. Employees may not reveal, disclose, identify, or otherwise provide confidential information to any other person, firm, corporation, or other entity, including the general public.

EMPLOYEE ACCESS & BIOMETRIC-RELATED INFORMATION POLICIES

EMPLOYEE ACCESS POLICY

Access to employee personnel records is limited to those individuals who have a “need to know,” or the responsibility to review. More specifically, access to the files is limited to:

- the individual who handles branch personnel administration;
- the employee’s supervisor or manager;
- Regional Management;
- Authorized personnel in the Corporate Human Resources Department;
- Internal Audit; and
- Law Department.

Any other individual who needs to access a personnel record must obtain written permission from the Human Resources Department.

An employee may review their own personnel record in accordance with the following:

- a request to examine the file must be made in advance of the actual examination;
- files may only be examined in the presence of the employee’s supervisor/manager or the individual responsible for personnel administration. Due to required supervision, review of the file should usually not exceed 15 minutes.
- Employees may not remove or alter any information in his/her employment record. Such action may result in the employee’s termination.
- Employees may not photocopy any document in the personnel record (unless otherwise allowed by state law). They may, however, make notes about the contents of the file.

Personnel records are the property of the Company and not the property of the employee.

EMPLOYEE ACCESS & BIOMETRIC-RELATED INFORMATION POLICIES

BIOMETRIC-RELATED INFORMATION POLICY

The purpose of this policy is to define the policy and procedures for the collection, use, safeguarding, storage, disclosure, and retention of certain Biometric-Related Information. It is Staffmark Group's policy to protect, use, store, and disclose Biometric-Related Information in accordance with applicable law.

The Company and all its related entities maintains a time management system (the "TMS") to ensure proper identification for time and attendance management purposes, as well as to reduce the likelihood of fraud when using the TMS and has instituted the following Biometric-Related Information Policy.

Biometric-Related Information Defined

Biometric-Related Information ("BRI") means the information collected by the Company and/or its vendors, and/or the licensor of the Company's TMS software about an individual's physical characteristics that can be used to identify that person. BRI may include fingerprints, voiceprints, a retina scan, scans of hand or face geometry, or other data. BRI also includes any information that is derived from such information and used to identify the employee

Collection of BRI

In connection with the collection of BRI from employees, the Company will obtain a written release/consent, as applicable, from employees in the form approved by the Company. The form will inform the employee about the information being collected; the purpose of the collection; and the period of time the BRI is being collected, stored, and used. BRI is collected when utilizing the Company's, its vendor's, and/or the licensor's TMS, including as applicable, biometric timeclocks or timeclock attachments.

Purpose for Collection of Biometric Data

The Company, its vendors, and/or the licensor of the Company's TMS software collect, store, and use BRI solely for the purpose of administering the TMS and other lawful purposes. These purposes shall include, but not be limited to, identifying employees, recording time entries, time management verification processes, and fraud prevention and investigations.

Access to BRI

In general, Company employees are permitted to access personal information, including BRI, only as necessary and appropriate to carry out their assigned job responsibilities. Consistent with the Company's access management procedures, certain employees or vendors will be designated to administer the TMS and, as such, may from time to time need access to BRI and related data.

EMPLOYEE ACCESS & BIOMETRIC-RELATED INFORMATION POLICIES

Disclosure

In general, the Company does not make available or disclose BRI to third parties, other than its vendors that support the TMS for the Company and/or the licensor of the Company's TMS software. In the event additional access is necessary for technical support, administration or other lawful purposes, the Company will obtain (i) written consent from the individual to whom the BRI relates and (ii) the written assurances from the third party that the BRI will be safeguarded in accordance with applicable law and other best practices. The written consent will inform the individual that BRI is being collected or stored as well as the purpose and length of time for which BRI is being collected, stored, and used. The Company may disclose or disseminate BRI if required by state or federal law or municipal ordinance or pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction. The Company, its vendors, and/or the licensor of the Company's TMS software will not sell, lease, trade, or otherwise profit from an individual's BRI.

Retention and Destruction

Absent a valid warrant or subpoena issued by a court of competent jurisdiction, the Company, its vendors, and/or the licensor of the Company's TMS software will, in accordance with its or their Record Retention Policy, retain BRI only for as long as the initial purpose for collecting or obtaining such information has been satisfied, subject to any legal obligation for a longer retention period. In general, the Company will permanently destroy, and request that its vendors and/or the licensor of the TMS software destroy, as applicable, BRI as soon as practicable following the cessation of employee's employment with the Company or the change in the employee's role to a position for which BRI is not used, except as otherwise required by law. In no event shall BRI be retained for longer than 1 year following the termination of the employee's employment.

Data Storage, Transmission, and Protection

Consistent with the Company's information security policies, procedures and practices, which are incorporated herein by reference, as applicable, the Company will store, transmit, and protect BRI using a reasonable standard of care. Such storage, transmission, and protection from disclosure will be performed in a manner that is the same as or more protective than the manner in which the Company stores, transmits, and protects from disclosure other confidential and sensitive information.

Amendment, Enforcement, and Violations

The Company reserves the right to amend this Policy at any time for any reason.

The Chief Human Resources Officer shall be responsible to interpret and enforce this Policy in collaboration with other appropriate Company departments or officers.

Employees who violate this Policy shall be subject to discipline up to and including termination of employment.

ANTI-DISABILITY DISCRIMINATION POLICY

All Company employees are directed to familiarize themselves with this policy and to act in accordance with it. The Company is committed to providing equal employment opportunity for all persons in accordance with the Americans with Disabilities Act ("ADA") and will comply with all relevant and applicable provisions of the ADA. The Company will not discriminate against any employee or applicant on the basis of a disability with respect to any terms, privileges, or conditions of employment. The company will not refuse or fail to hire, terminate, or fail or refuse to provide reasonable accommodation to qualified employees with a disability. **This prohibition against disability discrimination applies to all employees as well as applicants of the Company.**

It is the policy of the Company to provide reasonable accommodation to disabled employees in accordance with the ADA. Any employee may request a reasonable accommodation by contacting the employee's branch representative or the Company's Human Resources Department at 1-866-765-7544 or by email at AskHR@StaffmarkGroup.com. When notified of the request for accommodation, the Company will work with the employee to identify and implement a reasonable accommodation. While not necessarily reasonable in all instances, depending on the specific circumstances, a reasonable accommodation can include but is not limited to the following: modified job duties, leave, reassignment to a vacant position, and/or acquisition or modification of assistive devices or technologies.

Any employee who has been discriminated against or who has witnessed unlawful employment discrimination should report these violations to the employee's branch representative or the Company Human Resources Department at 1-866-765-7544 or by email at AskHR@StaffmarkGroup.com. Employees may make such good faith reports without fear of reprisal. The Company will investigate thoroughly and promptly all such complaints and reports of unlawful employment discrimination. Employees who violate this policy are subject to discipline up to and including termination.

BUSINESS CONDUCT POLICY & SOCIAL MEDIA POLICY SUMMARY

BUSINESS CONDUCT

Employees must conduct all business activities in a way that is consistent with the company standards. Unethical behavior is wrong and can damage the company. Unfortunately, rules are sometimes broken. The company must know about these violations so prompt and appropriate action may be taken. To help assure that the Company's standards of business conduct is enforced all employees must understand and accept their obligation to report any violation and know that they can do so in confidence and without fear of retaliation.

If you have knowledge of any activity that is or maybe a violation of the company's standards of business conduct, you must report such activity promptly to your supervisor, another member of management or the human resources department at (866) 765-7544 or email AskHR@StaffmarkGroup.com. Harassment or retaliation against an employee for making a disclosure to the helpline or any member of management is prohibited by company policy. You also have the option of visiting our website and leaving feedback for us there. You may access the feedback portion of our website at: <http://www.staffmark.com/feedback/>. Deliberately making a false report is also prohibited and may be subject to disciplinary action up to and including termination.

SOCIAL MEDIA POLICY SUMMARY

The information provided here regarding the Company's Social Media Policy is a summary highlighting key aspects of the policy. A copy of the Company's full Social Media Policy will be provided to you at any time upon request. Failure to abide by these guidelines may result in disciplinary action, up to and including termination.

The Company fully respects the legal rights of our employees. In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the performance of others, or the Company's business interests are a proper focus for company policy. If you participate in Social Media, please follow these guiding principles. Please note that nothing in this policy is intended to inhibit the Company employees from communicating among themselves and with management regarding working conditions and other issues of importance. Open discourse is encouraged and the company's doors are always open.

YOUR RESPONSIBILITY

What you write or post on any Social Media is ultimately your responsibility and requires good judgment. Do not use language or express views that are harassing, libelous or misrepresent the truth. The Company's company standards as well as its discrimination, equal employment opportunity and harassment policies apply to your social medial communications.

BUSINESS CONDUCT POLICY & SOCIAL MEDIA POLICY SUMMARY

RESPECTING YOUR AUDIENCE AND COWORKERS

The Company employees, both internal and temporary, as well as our customers, reflect a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. If you are blogging or self-host your own blog, use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the Company.

PROTECT THE COMPANY'S CUSTOMERS, BUSINESS PARTNERS, AND VENDORS

Customers, business partners, or vendors should not be named or obviously referenced without their approval. Externally, never identify a customer, partner, or vendor by name without permission and never discuss confidential details of a customer engagement. This would include discussing specific service models, tools, processes, pricing, or other programs used at a customer site.

NO EXPECTATION OF PRIVACY

The Company reserves the right to:

- 1) Monitor and retrieve information from the Company's electronic and information systems, including, but not limited to its electronic mail, voice mail and computer system, to assure that its property is being used appropriately; and
- 2) Disclose or use any information found in these systems. Employees do not have a personal privacy right in any matter created, received, sent, or stored in the Company's systems. Finally, employees should only disclose information or messages from these systems to authorized persons. This includes accessing the Company's networks through personal computers or mobile phones.

COMPLAINTS OR TO REPORT ABUSE

Please contact the Human Resources Department at AskHR@StaffmarkGroup.com to report any abuse or to resolve complaints. You can also reach Human Resources Department by telephone at 866-765-7544 or via the website feedback link on the company website.

The Company will investigate and respond to all violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Company reserves the right to take legal action if deemed necessary to protect the Company, employees, clients or any other affiliated individual or group.

MEAL PERIOD AND REST BREAK OBLIGATION ACKNOWLEDGEMENT (California Locations Only)

I understand that California law and The Company policy require that I must be provided a meal period of no less than 30 minutes whenever I exceed 5 hours in a work day. The meal period must begin before I exceed 5 hours of work. I understand that if my total work hours are 6 hours or less, I can voluntarily waive the meal period. I understand that if I work more than 6 hours, I cannot waive this first meal period. (If you have any questions regarding meal period waivers, please contact your Company representative.)

I understand that if I work more than 10 hours in a workday, I am required to take a second meal period unless my total work hours for the workday are 12 hours or less, in which case I can voluntarily waive the second meal period. I understand that if I work more than 12 hours or if I did not take my first meal period, I cannot waive this second meal period. This second meal period must begin before I exceed 10 hours of work.

I understand that these meal periods are unpaid, off-duty meal periods and may be no less than 30 minutes each. I understand that I may not perform any work during these periods. I understand it is my obligation under the law and Company policy to take meal periods of at least 30 minutes within the time periods identified above, unless otherwise waived.

I understand that I am entitled to a rest break of 10 minutes net rest for every 4 hours of work or major portion of four hours. I understand that the rest break should be taken as close to the middle of each work period as possible. I understand that rest break time will be counted as hours worked. The following table identifies the number of rest breaks to which I am entitled based upon my hours of work in a workday.

MEAL PERIOD AND REST BREAK OBLIGATION ACKNOWLEDGEMENT (California Locations Only)

HOURS OF WORK	10-MINUTE REST BREAKS
0.0 – 3.5	0
3.5 – 6.0	1
6.0 – 10.0	2
10.0 – 14.0	3
14.0 – 18.0	4

I understand that a violation of these requirements is a violation of the law and Company policy and, therefore, that I may be subject to discipline, up to and including termination, if I violate this policy.

If I am denied a meal period or rest break to which I am entitled, or if I am not provided a meal period or rest break as required by law and Company policy, I agree to notify my supervisor within 24 hours so that the matter can be fully investigated and appropriate corrective action can be taken.

In accordance with CA law, employers are required to provide all employees working outdoors for extended periods of time a recovery period. A recovery period is defined as a cool down period to prevent heat related illnesses. The Company encourages all employees to take a cool down rest in the shade for a period of no less than five minutes at a time. Employees are permitted to these recovery periods at their discretion. Should you not be provided the opportunity to take these recovery periods while on assignment and working outdoors for extended periods of time, please contact your Company representative immediately.

I acknowledge that I have read this policy, I understand the rules regarding meal periods and rest break, and I agree to adhere to its provisions.

CALIFORNIA LACTATION ACCOMODATION POLICY

The Company provides a reasonable amount of break time to accommodate an employee desiring to express breast milk for their infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the 10-minute paid rest period shall be unpaid.

The Company will provide employees with the use of a room or location to express milk in private. This room or location may be where the employee normally works. The room or location will:

1. not be a bathroom;
2. be in close proximity to the employee's work area;
3. be shielded from view;
4. be free from intrusion while the employee is expressing milk;
5. be safe, clean, and free of toxic or hazardous materials;
6. contain a surface to place a breast pump and personal items;
7. contain a place to sit; and
8. have access to electricity or alternative devices including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The Company will also provide access to a sink with running water and a refrigerator or cooling device suitable for storing milk in close proximity to the employee's workspace. The use of the room for lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes.

If an employee desires an accommodation while on assignment, the employee must submit a request to their branch representative who will in turn work with our customer. If the Company is unable provide break time or a location to express milk, the Company will provide a written response to the employee's request.

If the employee feels that the employee's rights have been violated, the employee has the right to file a complaint with the Labor Commissioner.

WORKPLACE VIOLENCE POLICY

The Company has adopted a zero tolerance policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Company or which occur on the Company or our Customer property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Company or to create a hostile, abusive, or intimidating work environment for one or several the Company or Customer employees. Examples of workplace violence include, but are not limited to the following:

- All threats or acts of violence occurring on Company or Customer premises, regardless of the relationship between the Company and the parties involved in the incident.
- All threats or acts of violence occurring off the Company premises involving someone who is acting in the capacity of a representative of Company.
- All threats or acts of violence occurring off the Company premises involving an employee of the Company if the threats or acts affect the legitimate interests of the Company.
- Any acts or threats resulting in the conviction of an employee or agent of the Company, or of an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the Company.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to the following:

- Hitting or shoving an individual.
- Threatening an individual or the individual's family, friends, associates or property with harm.
- The intentional destruction of Company or Customer property.
- Harassing or threatening phone calls, texts, emails or any form of social media
- Harassing surveillance or stalking.
- The suggestion or intimation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

The Company's prohibition against threats and acts of violence applies to all persons involved in the Company's operation. Violations of this policy by any individual on the Company or Customer property, by any individual acting as a representative of the Company while off the Company property, or by any individual acting off of the Company property when the individual's actions affect the Company's business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship at the Company.

Every employee and every person on the Company or Customer property is encouraged to report incidents of threats or acts of physical violence of which the employee is aware. The report should be

WORKPLACE VIOLENCE POLICY

made to your the Company Representative, the reporting individual's immediate supervisor, or another supervisory employee if the immediate supervisor is not available. Employees shall not be subjected to retaliation for reporting violence in the workplace. Nothing in this policy alters any other reporting obligation established in Company policies or in state, federal, or other applicable law.

TEMPORARY EMPLOYEE BENEFITS – Standard & Variable

Standard Benefit	Benefit Description	Eligibility	Key Information
Medical, Dental, Vision Insurance Plans/Standard and Term Life Insurance, Wellness & Preventive Care	Coverage includes (but not limited to) Hospital, Doctor's Office, Lab and X-ray, Home Healthcare, Medical Equipment and Supplies, Prescription Drugs, Therapy	Must elect coverage within 30 days of hire date or rehire date, or within 30 days of a qualifying life event with proof of the event.	Open Enrollment Period runs during the first two weeks of May (may change slightly from year to year)
Major Medical Insurance	Affordable Care Act compliant major medical coverage including wellness and preventive care, doctor's office, lab and x-ray, home healthcare, medical equipment and supplies, prescription drugs, therapy, mental health, pregnancy, hospitalization and organ transplant.	Full-time benefits eligible employees as determined by the Affordable Care Act. Must elect coverage by the effective date defined by the employee's measurement period or placement on an assignment with a full-time Client, or within 30 days of a qualifying life event with proof of the event.	Open enrollment period runs during the first two weeks of May annually for a July 1 effective date.
401k	Eligible employees can contribute to the company 401k savings plan.	Eligible to enroll at any time after hire date and at any time thereafter.	Email: AskBenefits@StaffmarkGroup group.com
Skylight Financial Electronic Debit Card	Eliminates hassle and expense of cashing check, allows an individual without an established bank account the freedom and ease of electronic pay and direct deposit	May enroll at any time during employment	Will receive paper check until electronic deposits begin – in most cases immediate card activation with no delay.
Direct Deposit	Funds deposited directly to your bank account making funds conveniently and quickly available	May enroll at any time during employment date and at any time thereafter.	Will receive paper check until electric deposits begin, typically 2-3 pay periods.
Assess Software Tutorials	Employees may take advantage of software tutorials in our offices.	Must request access and computer time prior to arriving in office.	None

TEMPORARY EMPLOYEE BENEFITS - Standard & Variable

Standard Benefit	Benefit Description	Eligibility	Key Information
Verizon Wireless Discount Program	Sign up with Verizon Wireless and save 15% off of monthly bill and 25% off eligible accessories. *Currently only available for Staffmark brand employees.	Discount applies to both new and existing Verizon Wireless customers. Ask your local branch representative for details on how to sign up.	None
peopleperk\$ Discount Program	A free discount program with negotiated employee pricing at thousands of merchants. *Currently only available for Staffmark brand employees.	Ask your local branch representative for details on how to sign up.	None

TEMPORARY EMPLOYEE BENEFITS - Standard & Variable

Variable Benefit	Benefit Description	Eligibility	Key Information
Holiday Pay	Holiday pay is not a standard benefit; in order to receive you must be on a qualifying assignment with a qualifying Client. When those criteria are met, employees will earn pay for designated holidays.	Eligible after you work the required number of regular hours in rolling 52 weeks (prior to the week of the holiday). Must work scheduled day before and day after holiday (customer referred employees not eligible) *Holiday pay number of regular hours worked varies by market and brand. Please contact your local branch representative for the specific criteria.	Holiday pay not offered in all locations, check with your local representative to see if your location offers Holiday Pay *Hours worked at designated customers not eligible for inclusion
Temporary Referral Bonus	Earn money for every person you refer to us who are seeking temporary and temporary-to-hire positions	Referral programs vary, check with your representative for details.	Temporary Referral Bonus not offered in all Company locations, check with your local branch representative to see if your location offers Referral Bonus.
Paid Leave	Only offered in states where required by state/city/local law. Eligible employees accrue paid leave.	Amount of leave accrued varies by state and/or municipality.	Go to EmployeeWorkplace.com/MyResources/Paid Leave to see if Paid Leave is offered in your area.
Tenure Bonus*	Drivers earning their first Staffmark Tenure Bonus will receive one week of their average weekly pay earned over their first 52 weeks of employment. Drivers earning their second or more Tenure Bonus will receive two weeks of the average weekly pay earned over the prior 52 weeks of employment.	Employees must work a minimum of 1,500 hours within a 52-week period. For drivers paid by the mile, 50 miles driven is equal to one hour worked. All hours worked (regular and overtime) will contribute to meeting 1,500 hours of work. Drivers must be working on an assignment on the date the Tenure Bonus is scheduled to be paid.	Tenure Bonus will pay out on the 52-week anniversary of the Driver's hire/rehire date or 52 weeks after the date of the last tenure bonus paid. In the event any driver does not work for 90 days within a 52-week period, the count towards 1,500 hours and anniversary date will reset and start again when they begin work on their next assignment.

*Tenure Bonus is not available for Staffmark Drivers in Illinois

SAFETY

SAFETY POLICY

The Company places a high priority on safety. We are committed to ensuring that all employees work under the safest conditions possible. In addition, we believe that you have an obligation to yourself and your family, and your fellow workers to avoid accidents to yourself and others.

The Company is committed to providing you with information and training that will equip you to be a safety conscious employee. We encourage you to be aware of your surroundings and report any unsafe work practices that you might encounter.

The rules, policies and procedures contained in the The Company Employee Guide are not all-inclusive of what is necessary to keep you safe. The information contained in this guide provides a basic foundation and overview of general safety rules and procedures. If it is necessary, you will receive site-specific safety information or training at the customer location. If you receive information about job and job responsibilities that is different from the description your local representative gave, or if you do not receive required site-specific safety information or training at the customer location, you should contact your Account Manager immediately.

GENERAL SAFETY RULES

In order to protect yourself from serious injury, you must observe all safety rules, warning signs, and safety instructions including traffic rules and learn to recognize any hazards surrounding your work.

- **Housekeeping** – All work areas must be kept clean, orderly and in sanitary condition. Debris such as broken pallets, plastic, glass and other trash must be disposed of immediately in the proper receptacles.
- **Aisles, Passageways and Exits** must be kept clear of all obstructions. Equipment, products, pallets, and other obstacles must be kept out of aisles except when in transit. Employees are to walk slowly and look ahead to the path of travel to ensure there are no slip or trip hazards.
- **Reporting Potential Hazards** is essential to preventing accidents and injury. If you see an unsafe work condition, report it to your supervisor and local representative immediately.
- **Personal Protective Equipment** – Employees must use the proper personal protective equipment when their job requires them to work in an area where a recognized hazard exists.
- **Departmental Safety Rules** – Each department you might work in has safety rules specific to the work area. It is important that you familiarize yourself with them before you enter the work place.

SAFE LIFTING PRACTICES

Employees are not allowed to lift loads over 70 pounds without assistance. When lifting, always follow these safe lifting practices:

- Always test the weight of the load before lifting.
- Keep the load close to the body, bending at the legs, not the waist. Always maintain the three natural curves in your back.
- Always use your legs and not your back while lifting. Move your feet to avoid twisting while moving objects.
- Always get help with awkward or heavy loads.

SAFETY

SAFE WORK PRACTICES FOR DRIVERS

- Complete pre and post trip vehicle inspection reports.
- Perform daily housekeeping duties in the cab of the vehicle. Ensure that loose debris does not interfere with the operating controls of the vehicle.
- Drivers are responsible for ensuring secured loads. Flatbed trailers require experienced drivers with knowledge of equipment used for securing loads.
- Do not operate a vehicle or equipment that exceeds the rating of your CDL.
- Drivers are not permitted to pull liquid tanker trailers or bulk hazardous material loads without approval of Staffmark Safety Department.
- Use caution when entering and exiting the cab; use the appropriate handholds and steps. Keep three points of contact when climbing into cabs or trailers.
- Unauthorized passengers are not permitted.
- Pets are not allowed to ride at any time.
- Use of the seatbelt is mandatory.
- A hands-free device is required when using your mobile phone while driving unless any form of mobile phone use is forbidden by law.
- Drivers are responsible for any moving violations issued while driving.
- Speeding is prohibited.
- Speed of the vehicle should be consistent with traffic, weather and visibility conditions.
- Aggressive driving is prohibited.
- Keep a minimum of four seconds distance between vehicles. Increase the distance in adverse conditions.
- Use caution when negotiating curves and turns. Stability of the vehicle is directly affected by the height and weight of the load.
- Use caution when crossing railroad tracks. Vehicles carrying hazardous materials must stop before crossing railroad tracks.
- Be aware of overhead obstructions. Know the height of your vehicle. Proceed slowly under overhead obstructions with less than six inches of clearance.
- Swinging doors must be secured before backing into the dock. Be alert for unsecured swinging doors when backing into the dock. Unsecured swinging doors can damage other vehicles or be damaged when backing into the dock.
- Open trailer doors slowly to avoid being hit by falling freight. Close rollup doors while parked at the dock when possible.
- Do not open rollup doors before you back into the dock.
- Use wheel chocks or dock locking devices when dropping or parking trailers at the dock.
- Do not dolly trailers onto surfaces that will not support the weight of the trailer. Use trailer jacks when required.
- Wear gloves when handling product with sharp edges or splintering wood. The use of safety-toe shoes is recommended when lifting items over 40 pounds. Do not get your fingers caught between objects when handling or securing freight.

SAFETY

MOTOR VEHICLE RECORD

Drivers may not exceed any combination of 3 moving violations or preventable accidents on their Motor Vehicle Record in the past 36 months. Drivers with the following offenses in the past 5 years* will be ineligible to drive:

- Speed contest
- Hit & run / Fleeing from an officer
- DUI
- Reckless driving
- Vehicular assault or homicide
- Use of a motor vehicle in the commission of a crime

*If being placed on assignment where the customer requirement is greater than 5 years, ineligibility will be based on the customer requirement.

Drivers with any combination of 3 moving violations or preventable accidents on their Motor Vehicle Record in the past 36 months will be on probation. Exceeding the allowable limit will disqualify the driver from any driving duties.

HOURS OF SERVICE (HOS)

Listed below are the Federal Hours of Service (HOS) rules as of January 4, 2004. Each driver is responsible to meet the HOS requirements. Do not accept a driving assignment that will knowingly result in exceeding the HOS requirements outlined below:

Federal Hours of Service Rules (HOS)
11 Hours Driving
14 Consecutive Hours On-Duty (breaks do not extend on-duty time)
10 Consecutive Hours Off-Duty
60/70 in 7/8 Days 34-Hour Restart
30 minute break is required in the first 8 hours of being on duty. Break must be taken between the 4 th and 8 th hour.

34-Hour Restart – Truck drivers may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off-duty.

16-Hour Exception – Drivers may extend the 14-hour on-duty period by two additional hours ONLY IF THEY:

- Are released from duty at the normal work reporting location for the previous five duty tours; AND
- Return to their normal work reporting location and are released from duty within 16 hours; AND

SAFETY

- Have not used this exception in the previous six days, except following a 34-hour restart of a 7/8 day period
- Total hours driving MAY NOT EXCEED 11 hours

100 Air-Mile Exception Drivers

A driver using the 100 air-mile radius exception is subject to the 11-hour driving time, 12-hour maximum duty period and 10-hour off-duty time requirements. If the driver exceeds a 12-hour maximum duty period, the driver must create a Record of Duty Status (log) for that day.

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION LINK

To obtain additional information regarding the Federal Motor Carrier regulations use the link listed below. The Federal Motor Carrier websites contains in-depth information regarding driver qualification requirements, drug and alcohol testing, hours of service regulations, and vehicle requirements.

Federal Motor Carrier Link is: <http://www.fmcsa.dot.gov/>

RESTRICTED ASSIGNMENTS

The Company will not accept the loads listed below and Drivers should not accept the assignment unless approved by the Staffmark Safety Department:

- Bulk Liquid Tankers
- Bulk Hazardous Materials
- Wide/Oversized Loads
- Steel Coils Over 10,000 Pounds
- Household Goods – Requiring Loading/Unloading
- Transporting People
- Concrete/Redi-Mix
- Compressed Gas Cylinders
- Pesticides
- Trash/Waste Hauling – Residential

Please contact your location representative if you are assigned one of the above-referenced loads.

SAFETY

ACCIDENT PROCEDURES WHILE ON THE ROAD

All accidents must be reported. The following steps will be taken by the driver in all applicable cases:

- NEVER leave the scene of an accident.
- Set reflectors based on road conditions and according to Department of Transportation regulations.
- Notify police. If a phone is not available, have a motorist notify the proper authorities. Render assistance, this primarily means moving injured persons from additional danger. Be sure to get names of all witnesses, if person(s) refuse to give you names, take license numbers.
- Keep calm and evaluate the situation. Do not admit guilt or innocence. Do not accuse the other party of being at fault. Do not argue. Be careful of what you say at the scene of the accident and speak only to a uniformed law enforcement officer or emergency medical assistant.
- Do not move the vehicle from the scene of an accident until approved by a uniformed law enforcement officer.
- Immediately notify your company representative and the customer. Be as specific as to the extent of the injuries or damages if any, number of injured people, number of vehicles involved, condition of tractor, trailer, and cargo, witnesses, time and date of accident, etc.
- Complete the Accident Report form.
- Write down every detail you remember concerning the accident, before and after the accident. Submit a copy to your location representative.
- Complete the customer's accident report if requested.
- If you are injured, contact your location representative. This must be done PRIOR to obtaining medical treatment.

Failure to make out an accident report for any accident will be cause for disciplinary action, up to and including termination of employment. In addition, the driver will be liable for any charges filed on personal violations of local, state, or federal laws. All traffic citations must be reported to your local representative immediately following the end of your shift.

DRIVER ACCIDENT PROGRAM

Any preventable property damage incident, whether a moving vehicle is involved or not, will result in disciplinary action. Any driver involved in an accident resulting in a vehicle tow-away or an injury requiring the victim to be transported from the scene to a medical facility will be suspended from driving until a full investigation has been completed. Return to driving status will be determined by the Safety Department. A driver remediation program will be required to return to full driving status. Drivers involved in a preventable accident resulting in a vehicle tow-away or an injury requiring the victim to be transported from the scene to a medical facility will receive disciplinary action that may include termination.

Additionally, any driver experiencing two preventable accidents in a 24-month time period will be required to complete a driver safety remediation program on their own time. A third incident will receive disciplinary action that may include termination.

SAFETY

A preventable accident will be defined as a motor vehicle accident that a driver should have been able to prevent by using defensive driving skills, obeying all traffic laws and by adjusting for traffic conditions.

SAFETY POLICY

The Company is committed to the safety of its employees. Our goal is to provide you with a safe and healthy work environment; however, this can only be accomplished with your help. It is a mandatory condition of employment that you follow all safety rules required by the Company and the client company of your assignment. The rules, policies and procedures contained in the Company Employee Guide are not all-inclusive. You must receive site-specific safety information or training at the customer site. If you receive information about job responsibilities that is different from the description your the Company representative provided, or if you do not receive required site-specific safety training at the customer site, contact your Company representative immediately. Your rights and responsibilities regarding the *Occupational Safety and Health Act* are explained in detail in the *Job Safety and Health Protection Notice*, posted in each Company office.

Violations of any of these mandatory safety rules are grounds for termination. Reporting unsafe working conditions will not jeopardize your employment with the Company. Any injury sustained due to the violation of these safety rules may not be covered by Workers' Compensation.

CHEMICAL HAZARD COMMUNICATION










Hazard Communication is mandated by federal law to ensure:

1. All chemicals are evaluated to determine potential hazards
2. The health of every employee is protected
3. Employees are provided with information on the health and physical hazards of materials
4. Guidelines are established for the inventory, use, and storage of chemicals

In 2012 OSHA modified the Hazard Communication Standard to align with the **Globally Harmonized System** of Classification and Labeling of Chemicals (**GHS**). This resulted in three major areas of change: 1. Hazard Classification, 2. Labels, and 3. Safety Data Sheets (SDS).

OSHA adopted 9 Standard Pictograms to identify chemical hazards.

HCS Pictograms and Hazards

Health Hazard 	Flame 	Exclamation Mark 
Gas Cylinder 	Corrosion 	Exploding Bomb 
Flame over Circle 	Environment (Non Mandatory) 	Skull and Crossbones 

SAFETY

The Hazard Communication Standard requires all employers to have a written program that explains an employee's "right-to-know" what hazardous materials and substances they are exposed to in the workplace. Three major components of the Hazard Communication Standard are training, Safety Data Sheets, and Chemical Labels.

General awareness information regarding the Hazard Communication Standard is provided in this guide. Jobsite specific information to be provided includes site-specific chemicals, location(s) of Safety Data Sheets, and PPE required for the assignment.

It is important to know both the physical and health hazards associated with any chemical you may work with. A physical hazard involves the physical properties of a chemical and how it acts. A health hazard involves the effects of a chemical on the body, the symptoms of exposure, and the first aid treatment required. Always read the SDS before you use a chemical. In the event of a chemical spill or release, avoid exposure and contact your site supervisor immediately. Do NOT attempt to clean up or contain the spill.

Physical hazards can include but are not limited to:

1. Flammable chemicals – give off flammable vapors even at room temperature, the vapors are heavier than air, and a spark can ignite the vapors.
2. Reactive chemicals – produce violent reactions resulting in toxic gases and vapors.

Health hazards can enter the body through inhalation, eye contact, skin absorption/contact, or ingestion and can include but are not limited to:

1. Corrosives – harmful to body tissues through contact
2. Toxic – effect the whole body immediately and can be lethal in significant quantities
3. Irritants – cause redness or dryness to the eyes and skin
4. Sensitizers – cause allergic reactions
5. Carcinogens – substances that can cause cancer

FIRE PREVENTION AND EMERGENCY ACTION

You must be made aware of the client company's emergency procedures regarding fire protection and emergency evacuation. Become familiar with emergency escape routes and exits, who to call if there is a fire, the sound of the emergency notification signals, and where to go after you evacuate the building.

BLOODBORNE PATHOGENS

Only properly trained individuals using appropriate PPE are allowed to participate in work which can expose them to blood or bodily fluids. If you are asked to participate in any operations that expose you to blood or bodily fluids while on assignment, notify your branch Representative.

SAFETY

CONFINED SPACES

NEVER enter a space that is marked Confined Space. If the space is not marked and you feel that the area is not safe, do not enter and contact your Company Representative. Examples of such spaces are vaults, pits, manholes, trenches, vessels, tanks, and vats.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) includes all clothing and other work accessories designed to create a barrier against workplace hazards. You must receive training as to the type of PPE to be utilized for the job you are doing, along with the proper way to use, clean, store, maintain and dispose of it. Forms of PPE you may be required to wear on your assignment may include:

- Steel-toe shoes
- Hardhats
- Hearing protection
- Eye and face protection such as safety glasses, chemical goggles, or face shields.
- Appropriate gloves or other hand protection.
- Hearing protection
- Respirators (air purifying devices) shall only be worn when indicated by your supervisor and permission has been obtained from the Company.

MACHINE OPERATION AND GUARDING

Unguarded equipment can cause serious injuries. Do not remove or alter guards in any manner and **NEVER** attempt to reach in, under, around, or through a guard to the point of operation. If a machine is not guarded or does not prevent you from reaching the point of danger, report it to your supervisor and the Company immediately. **NEVER** operate power tools or machinery without obtaining permission and site-specific training first. Do not use machinery or tools with exposed wiring or electrical parts. Look to be sure your equipment has proper electrical grounding and do not use electrical cords with missing grounds or frayed wiring. Do not wear loose fitting clothing or jewelry around any moving parts or equipment. Long hair must be restrained around any type of machinery or moving parts to prevent entanglement.

LOCKOUT/TAGOUT, THE CONTROL OF HAZARDOUS ENERGY & ELECTRICAL SAFETY

Lockout/Tagout is the process of controlling energy or power sources through the use of locking and tagging devices so that servicing or maintenance operations can be safely conducted on machinery or equipment without the risk of releasing hazardous energy. If you are asked to participate in any operations that require Lockout/Tagout, notify your branch Representative.

SAFETY

LIFTING SAFELY AND ERGONOMICS

Always test the weight of any load before manually lifting it. When lifting a load by hand, bend your knees, keep your back aligned, and use your leg muscles to do the actual lifting. Keep the load as close to your body as possible. Move your feet to avoid twisting while lifting and be sure your path is clear. Ask for help with heavy or awkward loads. No employee is permitted to lift over 70 pounds without permission from the Company.

FALL PROTECTION

Do not enter, walk, or work on open-sided floors, walkways or platforms that are four feet or more above the adjacent floor or ground level unless they contain a guardrail or you are wearing appropriate fall protection. No employee is permitted to work on surfaces over eight feet high without permission from the Company.

HEAT STRESS

Heat related injury/illness is a serious medical condition resulting in the body's inability to cope with a particular heat load, and includes heat rash, heat cramps, heat exhaustion, heat syncope (fainting), and heat stroke. The following general awareness tips are to help you recognize ways to prevent heat injuries/illnesses...

- Drink plenty of water **BEFORE** you feel thirsty: approximately four cups (32 oz.) per hour.
- Monitor weather and environmental conditions.
- Consider personal risk factors such as your age, your health, your water, alcohol, and caffeine consumption, and prescription medications.
- Eat plenty of fruits and vegetables.
- Avoid consumption of caffeine or alcohol; again drink water instead.
- Wear light-colored and light weight clothing.
- Monitor co-workers and know the signs which include...cramps, headache, dizziness, confusion, decreased level of consciousness, staggering, disorientation, irrational behavior, irritability, cool or clammy skin, red areas on the skin, nausea, and dehydration.
- Use break times to relax in a cool area. Avoid smoking during breaks.
- Make every effort to keep air circulating using fans when available.

SAFETY

FORKLIFTS, CRANES, AND HOISTS

Are not to be operated unless you are authorized by the Company and certified by the company to which you are assigned. Certification includes the Company's general awareness training and written assessment along with the customer's site specific equipment evaluation and testing prior to operating forklifts, order pickers or other powered industrial vehicles.

WELDING, HOT WORKS, AND GRINDING

These duties are not to be conducted unless you are approved to do so by the Company. You must receive a written assessment from the Company and site-specific training.

HANDHELD POWER TOOLS

Before operating any power tool you must be given the proper training by your site supervisor. Remember to have the right tool for the right job and follow the manufactures instruction on proper usage. Always inspect tools prior to usage. Carry and store tools in a way that they will not be damaged. Always ensure a tool is in the off position before connecting to a power source. If you are asked to use a tool that was not part of your original assignment contact your branch representative.

SUMMARY

This review is to inform you of the potential safety programs and situations you may need to know while on assignment. The host employer to which you are assigned will be responsible for any additional site specific safety training or safety regulations. Be sure that the host employer's supervisors have covered any and all questions regarding safe work procedures on your assignment and that you have received site specific safety training on all applicable safety programs before you begin work.

Note to Employees: In certain states (i.e. California, Washington) the company where you will be sent on assignment should have additional or specific guidelines as part of their Injury and Illness Prevention/Accident Prevention Program (IIPP/APP) or an equivalent state-specific requirement and you should refer to the IIPP/APP and any other safety materials of the host-employer. This document is not intended to take the place of the host-employer safety rules and guidelines. Additional information regarding "job specific" safe practices and guidelines relating to your specific assignment should be reviewed as necessary by the safety representative or supervisor at the company site of your assignment. The Company also has an IIPP/APP and while it may not be applicable to your specific assignment, you may request, at any time, to review a copy of the Company's IIPP/APP from your local the Company office.

INJURY REPORTING PROCEDURES

Although the Company does everything we can to ensure our employees have the information and training to avoid workplace injuries, incidents can still occur. To ensure you receive prompt attention for any workplace injury, please follow these procedures:

SAFETY

1. Report the incident to your branch representative as soon as you can. This contact should be made prior to receiving any medical attention unless the injury requires emergency medical treatment
2. Upon completion of the paperwork, if medical attention is necessary, your branch representative will assist you in locating a medical facility. The purpose of these procedures is to ensure that your claim is handled in a timely and accurate manner and to assist you in receiving the necessary treatment and care. If you have questions concerning your claim, please contact your branch representative or the Company Claims Advocate handling your claim.

NOTICE: Any person who knowingly presents a false or fraudulent workers' compensation claim will be prosecuted to the fullest extent of the law.

WORKERS' COMPENSATION FRAUD POLICY

The Company purchases workers' compensation insurance to cover medical expenses and lost wages if you get injured on the job. Rising insurance costs increase the Company's overhead and threaten our ability to compete. Unfortunately, workers' compensation fraud is one reason why the cost of doing business continues to go up. We are determined not to let this fraud impact our ability to provide a cost effective program. The Company's policy is to honor legitimate claims; however, we will report suspected fraudulent claims to our insurer's special investigation unit and other appropriate agencies as necessary.

CORONAVIRUS (COVID-19) AWARENESS

What is Coronavirus?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus that has spread throughout the world including the United States. The virus can cause illness ranging from mild to severe symptoms and in some cases can be fatal. Symptoms typically include:

- Fever
- Cough
- Shortness of Breath

Some people with the virus experience no symptoms at all. According to the U.S. Centers for Disease Control and Prevention (CDC) symptoms may appear in as few as 2 days or as long as 14 days after exposure.

Personal risk factors for serious symptoms include, but are not limited to:

- Older age
- Presence of Chronic Medical Conditions
- Immunocompromising Conditions

How is Coronavirus Spread?

The virus is currently thought to be spread from person-to-person contact including:

- Persons in close contact – typically within about 6 feet of each other

SAFETY

- Respiratory droplets produced from the cough (or sneeze) of an infected person – the droplets can land in the mouths or noses of other people nearby or possibly be inhaled into the lungs
- It is also possible for the virus to spread by touching surfaces or objects with the virus on them and then touching the mouth, nose, or eyes
- Current information shows it is thought that the virus is most contagious when personnel are showing symptoms (fever, cough, shortness of breath), but spread can still occur before symptoms are present

Always Observe the Following Methods to Prevent the Spread of Coronavirus:

- Practice frequent and thorough handwashing with an anti-bacterial soap for a minimum of 20 seconds each time hands are washed
 - Where soap and water are not immediately available, alcohol-based hand sanitizers containing at least 60% alcohol are to be used
- Stay home when sick or experiencing symptoms – dry cough, fever, shortness of breath
- Keep your distance from those around you – at least 2 meters (6 feet)
- Cloth face masks are optional per the U.S. Centers for Disease Control and Prevention – see the link below from the CDC if you would like to make your own mask:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>
- Practice respiratory etiquette - covering coughs and sneezes – do not cough or sneeze directly in your hands and if a tissue is utilized, immediately dispose of it in a trash container
- Do not share computers, tools, equipment, machines, office supplies, telephones, etc. with your co-workers when possible
 - If equipment must be shared, it must be disinfected between individuals when possible (disposable gloves when feasible are another option)
- Do not touch face, nose, mouth, or eyes
- Wear all required Personal Protective Equipment (PPE) for the job you are performing
 - Properly maintain and clean PPE
 - Dispose of PPE that is not permanent as instructed
- The following housekeeping practices are helpful:
 - Routine cleaning of work surfaces such as tables, benches, desks, chairs, computer keyboards along with any tools/equipment shared by multiple personnel
 - Cleaning of restrooms and break areas to include door handles
 - Cleaning products utilized shall contain Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens – consult with applicable Safety Data Sheet (SDS) before use

In the event you are sick or may be experiencing symptoms of COVID-19:

- All personnel are to self-monitor for the signs and symptoms of COVID-19 (fever, dry cough, shortness of breath) especially if you suspect possible exposure/contact with others who have the virus
- If feeling ill, you are to immediately (while keeping your distance) report that you are sick or may be experiencing symptoms of COVID-19 to your supervisor

SAFETY

- If you are sick or possibly experiencing symptoms of COVID-19, leave the worksite as quickly as possible once you have notified your supervisor and maintain as much distance as possible between yourself and other personnel
 - If you are sick or experiencing symptoms of COVID-19 and cannot leave the workplace immediately, find an isolated room or area away from other personnel and wear a facemask if one is available

Please report any unsafe conditions regarding COVID-19 to your supervisor and your Staffmark Group representative. You can also call our Safety Hotline at 833.261.5879 to let us know of any unsafe conditions at the worksite.