



POLICIES AND PROCEDURES

WELCOME TO EASTRIDGE WORKFORCE SOLUTIONS

We are happy that you are considering becoming a part of our team. Eastridge Workforce Solutions (“Company”)¹ provides a wide range of staffing solutions to clients worldwide. Backed by over 40 years of experience, Company understands that the success of an organization relies on its talent and we look forward to helping you succeed in your career by matching your experience, skills, and professional goals to the business needs of our clients.

These Policies and Procedures are intended to provide you with general information about Company’s policies, procedures, and the terms and conditions of your employment with Company should you be offered an assignment. With the exception of the at-will employment policy, these Policies and Procedures may be modified or changed at any time with reasonable notice provided to you where practicable. These Policies and Procedures supersede and replace any and all prior Policies and Procedures previously distributed or made available to employees/applicants. If you have questions about any information contained in these Policies and Procedures, please contact your Company representative. Some Company clients may have their own policies and procedures, which will be provided to you should you be placed on assignment. Client’s policies and procedures will apply specifically to the assignment on which you are placed with that client.

If you become employed with Company, you are required to comply with the following Company Policies and Procedures:

1. EMPLOYMENT STATUS
2. CONTACTING COMPANY
3. TIMEKEEPING AND MEAL AND REST PERIODS
4. STANDARDS OF PERFORMANCE AND CONDUCT
5. WORKPLACE VIOLENCE PREVENTION
6. COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY
7. WORKPLACE HARASSMENT AND DISCRIMINATION PREVENTION
8. LACTATION ACCOMODATION
9. RELIGIOUS ACCOMMODATION
10. REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES
11. PROHIBITION OF ABUSIVE CONDUCT AND ANTI-BULLYING
12. WORKPLACE COMPLAINT PROCEDURE
13. NON-RETALIATION
14. SUBSTANCE ABUSE PREVENTION
15. LEAVES OF ABSENCE
16. TECHNOLOGY AND SOCIAL MEDIA
17. TEMPORARY STAFF BENEFITS INFORMATION
18. E-VERIFY
19. VEHICLE USAGE
20. VERIFICATION OF EMPLOYMENT
21. PRIVACY
22. TRAVEL AND EXPENSE REIMBURSEMENT
23. COMPANY/CLIENT FACILITIES AND PROPERTY
24. SAFETY POLICY STATEMENT
25. INJURY AND ILLNESS PREVENTION PROGRAM
26. WORKERS' COMPENSATION

1. EMPLOYMENT STATUS

Placement on contingent assignment(s) with clients of Company is based on a number of factors including, but not limited to, skills and experience match, assignment specific testing, voluntary screenings, completion of new-hire documents and process, employment eligibility verification, reference/education check and may include a background check or drug screen. Company will do its best to place you on assignment(s) according to your skills and based on the

¹ Please note that these Eastridge Workforce Solutions Policies and Procedures apply to applicants and/or temporary employees of TEG Staffing, Inc., and/or Secure Talent, Inc.

business needs of its clients. We offer both temporary and direct-hire employment opportunities with no fee to our applicants.

If you are offered employment, your employment with Company and your temporary assignment(s) are at-will and may be terminated at any time with or without notice by you or Company. No one, except Company's President/CEO, can make any agreement contrary to this policy of at-will employment. Any such agreement must be in writing and must be signed by you and Company's President/CEO.

While our clients may on occasion choose to hire Company temporary employees, there is no guarantee of any such hire, nor any long-term or full-time employment with Company or any Company client. Likewise, neither the length of assignment nor the pay rate is ever guaranteed. Assignments with Company clients may be irregular, sporadic, and of varied duration. Unless you are informed otherwise, you will remain eligible for employment with Company when your assignment at Company client ends. However, you will not earn any wages or be considered an employee of Company until and unless you are on an active assignment with Company's client(s).

Please remember that while you are on assignment at a Company client's worksite, you are considered a Company employee for all employment purposes, including but not limited to Workers' Compensation, payroll inquiries, benefits, and employment verification. Therefore, all questions concerning your assignment and/or end of assignment should be directed to your Company representative, not Company's client.

2. CONTACTING COMPANY

A. When You Should Call

If applicable, your Company representative will tell you how often you should call in with your weekly availability. Company may assume that you are not interested in future assignments if you do not maintain regular contact with Company. When calling in, briefly and clearly leave your name, phone number, and availability to work. Your status will be updated in our computer system. You will be contacted when/if we have a work assignment to present to you. There is no guarantee of being offered any additional assignment(s), even if you properly call in with your weekly availability.

While on an assignment with Company's client, you should call your Company representative:

- Within 24 hours of the end of your assignment. Please call so we can keep your status updated in our system.
- If you are going to be late reporting to work for any reason.
- If you can't make it to your assignment for any reason.
- If we leave you a message about an assignment; if we don't hear from you, you may be deactivated from our database.
- If you need time off from your assignment (e.g., jury duty, medical issue, family emergency).
- If you no longer want to be considered for temporary assignments.
- If you change your address or phone number.
- If your job is different from what you were told or you did not receive appropriate training.
- If you are injured while on assignment.
- If you are offered regular full-time employment by Company's client while on assignment.
- If you have any issues or concerns with your assignment, including problems with your supervisor, co-workers, or others at your worksite.
- If you are ever prevented or discouraged from reporting all hours worked.
- If you were not afforded an opportunity to take any meal or rest break.
- If you report to work and are sent home early for any reason.
- If you have any questions regarding your assignment, including but not limited to questions about your timecard/timekeeping, paycheck or payroll issues, overtime work, meal or rest periods, benefits, or client specific policies and procedures.
- If you experience and/or observe what you believe to be inappropriate conduct, unlawful harassment, discrimination, or retaliation (see WORKPLACE HARASSMENT AND DISCRIMINATION PREVENTION, PROHIBITION OF ABUSIVE CONDUCT AND ANTI-BULLYING, and WORKPLACE COMPLAINT PROCEDURE below).

Please keep your Company representative updated on all aspects of your assignment.

B. Work Related Injuries

If you are injured on your assignment, you must immediately report your injury by calling Company Injury Line at: 888.237.1223. Do not delay or wait until symptoms/pain increases; call immediately or as soon as practicable based on severity of injury.

Return to Work Program

If you are injured during the course and scope of your assignment and are unable to perform your usual job duties, Company will attempt to place you in a transitional duty position that will meet your work restrictions. Company will work toward returning you to work as quickly and safely as possible.

Workers' Compensation fraud is a felony. Anyone who knowingly makes a false statement to obtain or support a claim for benefits can be convicted of criminal fraud, which may result in a prison sentence or monetary fines.

3. TIMEKEEPING AND MEAL AND REST PERIODS

A. Timecard Procedures

Company's standard workweek is Monday through Sunday, and Company's standard workday is 12:00am to 11:59pm. Therefore, to ensure you receive a timely paycheck, all time worked must be submitted and approved by your client supervisor or manager each Monday for hours worked the prior workweek. Your Company representative will inform you of the specific time by which hours must be reported each Monday, based on your office location. If a different workweek/workday applies to your specific assignment, you will be notified by your Company representative. Your Company representative will also provide you with specific information and instructions on how to record your hours worked (e.g., timecards, time-clock, internet or electronic based time keeping programs). Time submissions received after the deadline may result in your paycheck being delayed.

If completing a paper timecard, remember to:

- Print your name, last five digits of your Social Security number, and assignment number.
- Record the start and stop time of each work period and the start and stop time of your meal periods.
- Record total days and hours worked.
- Record the workweek-ending date.
- Sign your timecard where indicated.
- Obtain the signature of your immediate client supervisor and give them the pink copy (if applicable).

Company prohibits employees from working without recording their time worked. No client supervisor or manager may pressure or encourage you to work without pay or require you to inaccurately record your work time or overtime. **Off the clock work is strictly prohibited. If at any time while working on assignment you feel pressured to work without pay or to inaccurately record your work time or overtime, please alert your Company representative immediately. Company depends on you to report these issues immediately.**

Employees may not work overtime without prior written approval from their client supervisor or manager. Failure to obtain prior approval may result in disciplinary action up to and including end of assignment/termination. Employees should not access job-related emails or conduct any other work outside of regular work hours, unless prior approval to work overtime has been obtained.

Please record all hours worked. If you report to work and are sent home for any reason prior to the completion of your regularly scheduled shift, please alert your Company representative as soon as possible to ensure that you are paid for all hours worked and/or any reporting time pay if required by applicable law. If you are an exempt employee (see definition below) and you do not work on a scheduled workday (e.g., personal time off, holiday, client closure, etc.) please contact your Company representative as soon as possible so that your time is accurately reflected on your timekeeping records and you are properly compensated, if applicable. Company is relying on you to promptly report any changes to your scheduled work shift to ensure proper payment of wages.

Never falsify employment records, including timecards, swipe cards, or online time entries. To pay you properly, Company depends on you to accurately report all hours worked. By signing and/or electronically submitting your timesheet/time-record, you acknowledge, agree and attest that you have accurately recorded your total hours worked and that all uninterrupted off-duty rest and meal periods, as required by law, have been taken or you have notified your Company representative that you were not able to take them.

If you believe there is an error or discrepancy in the timesheet/time-record, please correct the error or discrepancy before signing/submitting your time-record and/or immediately notify your Company representative. If you believe that your wages were improperly calculated or if you believe an improper deduction has been made to your wages, you should immediately report this information to your Company representative. If it is determined that an error or an improper deduction has occurred, you will be promptly reimbursed for any improper deduction or error made.

Direct Deposit and Payroll Debit Card- To participate in Direct Deposit or the Payroll Debit Card option, please complete the Wage Payment Preference Form. With direct deposit, your paycheck is automatically deposited directly into your bank account. With a payroll debit card, your wages are automatically loaded on to a debit card for your use.

Self-Serve Portal- Company offers a self-serve portal where you can view paystubs and other related information. Directions on how to access the Self-Serve Portal are available on the Accessing Paystubs Form.

B. Employment Classification

In order to determine eligibility for benefits, minimum wage and overtime status, and ensure compliance with federal, state and local laws and regulations, Company uses the following classifications for employees, which may be modified or changed at any time:

- Exempt – means that, based on employees' job duties and annual salary, such employees are not eligible to receive overtime pay under federal and/or state law.

- Non-Exempt - means that, based on the employees' job duties and hourly pay rate, such employees are eligible to receive overtime pay under federal and/or state law.
- Full-Time - means employees that are expected to work a minimum of 30 hours per week.
- Part-time - means employees that are expected to work less than 30 hours per week.

C. Meal and Rest Periods

Company is committed to ensuring all non-exempt employees receive all uninterrupted off-duty meal and rest periods to which they are lawfully entitled. If at any time while working on an assignment, you feel you are being prevented, discouraged, or impeded from taking your meal or rest periods, please alert your Company representative immediately. All non-exempt employees are expected to take their full allotted time for meal and rest periods and may not perform any work during these periods. Meal periods taken by the employee must be recorded on the employee's timecard/electronic timekeeping system. Failure to abide by this Policy and to take your full meal period or rest periods duty-free may lead to disciplinary action up to, and including, end of assignment and/or termination of employment.

PLEASE NOTE: State and local statutory and legal requirements vary with respect to when meal and rest period are required and must be taken. Please contact your Company representative regarding the specific meal and rest period requirements in your state and on your assignment.

In general, Company's Meal Period Policy is as follows: Non-exempt employees working five (5) or more hours in a workday are entitled to take an unpaid and off-duty meal break of at least thirty (30) minutes. You must begin your meal period by no later than the end of the first five (5.0) hour period of work. Additionally, you are entitled to a second meal break of no fewer than thirty (30) minutes for all workdays on which you work more than ten (10) hours. The second meal break must begin on or before you complete ten (10.0) hours of work. Please consult with your client supervisor to coordinate the time for taking your meal period. Your client supervisor may choose, in its sole discretion, to provide you with a meal break longer than thirty (30) minutes but not to exceed one (1) hour. You must record your meal period breaks appropriately on your timecards (or other timekeeping mechanism, such as punch in and punch out times on your electronic timekeeping). If you are asked to work during your meal period, your timecard (or other timekeeping mechanism) must accurately reflect all time worked during meal break(s). Meal periods are unpaid and duty-free. A duty-free meal period means you are relieved of all work duties and are free to leave the worksite. You may use the time as you choose, free from the direction and control of Company and Company's client.

In general, Company's Rest Period Policy is as follows: Non-Exempt employees who work at least three and one-half (3½) hours in any work day are authorized and permitted to take one (1) ten (10) minute paid off-duty rest period. Non-Exempt employees who work more than six (6) hours in any work day are authorized and permitted to two (2) ten (10) minute paid off-duty rest periods, one (1) during each half segment of the work day. Non-exempt employees who work more than ten (10) hours in any work day are authorized and permitted to take three (3) ten (10) minute off-duty rest periods, and so on. Rest periods should be taken in the middle of each four (4) hour period of work to the extent practicable and are duty-free, meaning that you are relieved of all work duties and may use the time as you choose, free from the direction and control of Company and Company's client. Please consult with your client supervisor to determine the time you are permitted to take your rest period. Rest periods may not be combined or added to a meal period, and cannot be skipped in order to arrive late, to leave early or to work extra time.

If due to work demands, you are not relieved of all duties for one or more meal or rest periods, you must report this to your client supervisor immediately. If your client supervisor is unable to make arrangements for you to take your meal or rest period, you must promptly report your missed break to your Company representative. Company depends on you to do so.

Company clients may have additional policies concerning meal and rest periods. You should abide by those policies. If you have any questions about or experience any problems related to Company client-specific policy, please contact your Company representative immediately.

If you have any questions about timekeeping procedures, meal or rest periods or accurately reporting your hours worked, please contact your Company representative and/or the Company Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com.

4. STANDARDS OF PERFORMANCE AND CONDUCT

Company expects all employees to conduct themselves in a professional and respectful manner while at work. While it is not possible to create an exhaustive list, the following are examples of expected standards of performance and conduct:

Attendance	You are expected to arrive to your assignments on time and be prepared to work. If you must be absent or late, call your Company representative at least one (1) hour prior to the start of your shift. While on assignment you are expected to be in your designated work area performing your assigned job duties unless you are on an approved break. Absent extenuating circumstances, any No Show/No Call occurrences (i.e., failure to notify Company of your absence/tardiness more than 1 hour prior to the start of your shift) may result in termination of employment.
Timecards/ Timekeeping	Follow your Company representative's instructions for submitting time worked. Timecards are to be completed in the manner described in Timecards Procedure Section of this document.

	You may not complete timecards for others, clock in or out for others, alter timecards, or ask any other employee to do so for you or for others.
Follow Directions	You are expected to follow the directions of your client supervisor and your Company representative. If the client supervisor's directions seem unsafe or illegal, or if you have any concerns about the directions, you should immediately contact your Company representative. You must follow all safety rules, manufacturing procedures, policies and procedures of both the client and Company.
Confidentiality	During the course of your employment and/or assignment with Company and Company client(s), you may receive or otherwise come into contact with information, documents or data that is confidential, including but not limited to any proprietary, trade secret, or commercially sensitive information, such as financial, personnel, marketing, inventions, business process, know-how, information, documents or data of Company and/or Company's clients ("Confidential Information"). If you are not sure if something is considered Confidential Information, ask your Company representative or the client. Unauthorized use, disclosure, transmission, copying, or exposure of client or Company Confidential Information, whether in hard copy to electronic format, either during the course of your employment and/or assignment or after the end of your employment/assignment may lead to disciplinary action up to and including termination, and may be in violation of the law. This paragraph is not applicable to disclosures authorized or required by law, legal process or government agency investigation, nor to your communications regarding terms and conditions of employment.
Non-Solicitation of Employees and Clients	Unless prohibited by applicable law, during the course of your employment and/or assignment and for one (1) year thereafter, you agree not to use Confidential Information, as defined above, to directly or indirectly solicit or encourage any Company and/or client employee to terminate their employment with Company or client, respectively. Additionally, unless prohibited by applicable law, during the course of your employment and/or assignment and for one (1) year thereafter, you also agree not to use Confidential Information, as defined above, to directly or indirectly solicit or otherwise divert business away from Company or client. You are, at all times both during and after your employment, prohibited from using Company trade secrets to directly or indirectly solicit or encourage any Company and/or client employee to terminate their employment with Company or client, or to otherwise directly or indirectly solicit or otherwise divert business away from Company or client.
Bulletin Boards and Non-Solicitation	All required government postings are posted on the bulletin boards located in breakrooms or other common areas. You may not use these bulletin boards to post personal notices, fliers, or announcements. You are also prohibited from soliciting co-workers regarding non-work related matters during working time (yours and theirs) and/or distributing non-work-related written materials (whether in hard copy or electronic format), handbills, or any other type of literature during working time (yours and theirs) and at all times in the work area. Individuals not employed by Company or client and are not otherwise authorized to be on the worksite may not trespass, solicit, or distribute materials anywhere on Company or clients' property at any time.
Dress Code	Dress code may vary from client to client. Ask your Company representative about the dress code for each assignment. Clothing with inappropriate slogans or logos (e.g., offensive comments, violence, nudity, or profanity) may not be worn to any assignment.
Assignment Questions	Company is your employer and any questions or concerns regarding your assignment or the termination of your assignment should be addressed with your Company representative, not with the client.
Personal Business	Any personal business including errands, phone calls, e-mail, and Internet usage should be conducted outside of work time. Work time is considered any time you are on an assignment during scheduled hours, except approved break times.
Violence, Discrimination, & Harassment	Violence, bullying, discrimination, and harassment of any kind, including sexual harassment, is prohibited and will not be tolerated. You are prohibited from bringing any type of weapon to a client worksite or any of Company's offices. See WORKPLACE VIOLENCE PREVENTION and WORKPLACE HARASSMENT AND DISCRIMINATION PREVENTION below.
Alcohol & Drugs	Use or possession of alcohol and/or drugs on work time or Company property is prohibited. Anyone possessing and/or under the influence of these substances is subject to immediate dismissal. Intoxication and/or impairment at work or while on Company or client premises is strictly prohibited. See SUBSTANCE ABUSE PREVENTION below.
Respect for Company & Personal Property	You must treat the property of our client, co-workers, and Company with respect and never damage or take any property without express permission. Destruction, theft or damage to Company or client property will lead to disciplinary action, up to and including termination and may result in violation of law.
Vehicle Operation	Operation of motor vehicles while on assignment is strictly prohibited, unless authorized in advance by Company in writing. You may only use a vehicle as a responsibility of your

assignment (including your own vehicle) with prior written authorization from Company. See VEHICLE USAGE below.

Conflicts of Interest & Violation of Law

Company expects employees to conduct themselves in a manner that reflects the highest standards of ethical and professional conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest. While Company recognizes and respects employee's right to engage in lawful activities outside of employment which are private in nature and do not in any way conflict with the business of Company or its client, employees are prohibited from engaging in activities that may create a potential conflict of interest, including but not limited to: engaging in unlawful competition; accepting, providing or promising substantial gifts or excessive entertainment from outside organizations or agencies; revealing confidential, proprietary or trade secret data; using one's position for personal gains; engaging in practices or procedures that violate state, federal or local laws including, but not limited to, antitrust, commercial bribery, copyright, discrimination, campaign contribution or other laws regulating the conduct of Company's business.

Return Company/Client Property and Equipment

Upon completion of assignment or at any time upon request by Company or client, you must return any security badges, timekeeping badges, equipment, devices, computers or any other property issued to you, or belonging to Company or client. Company and/or client will take all appropriate action to recover and/or protect its property.

5. WORKPLACE VIOLENCE PREVENTION

Company and its clients are committed to providing a violence-free workplace for our employees. In keeping with this commitment, Company has established a Workplace Violence Prevention Policy that prohibits actual or threatened violence by employees.

Every threat of violence is serious and must be treated as such. Threatening behavior includes, but is not limited to, such actions as:

- Actual physical harm to another person or destruction of property.
- Spoken or written threats to harm another person or destroy property.
- Throwing objects.
- Bringing any type of weapon to the worksite, threatening to use common objects as weapons or obsession/preoccupation with weapons.
- Profanity or verbal abuse towards another person.
- Harassing or threatening phone calls, emails, texts or social media posts.
- Making menacing gestures or facial expressions.
- Expressing significant grudges against co-workers.
- Displaying intense or obsessive interest in another person that exceeds the normal bounds of interpersonal interest.
- Displaying violent or offensive pictures, signs or symbols, condoning or sympathizing with violent actions.
- Attempting to intimidate or harass other individuals.
- Behavior indicating that the individual may pose a danger either to self or to others.

Unless otherwise permitted by law, employees are not allowed to carry or possess weapons at work or on Company or client property (including parking lots). Items prohibited include firearms, explosives, knives, and other items that may be considered dangerous or cause harm. Employees are responsible for ensuring that any item possessed by employee is not prohibited by this Policy.

Anyone who becomes aware of any acts or threats of workplace violence must report such actions or threats immediately to their Company representative and client supervisor. Your Company representative will consult with the appropriate resources to complete an assessment of the incident and surrounding circumstances.

If you become aware of an imminent violent act or threat of an imminent violent act, or in the case of an emergency and/or potentially dangerous circumstances:

- First seek safety if possible. Move to a more public place where assistance may be available.
- Warn coworkers and clear the area.
- Contact appropriate law enforcement (e.g., call 911) and any Company/client security personnel. Follow all instructions of law enforcement officers and Company/Client safety personnel. When making the call, use a phone out of sight and hearing of the threat, if possible. Be specific; provide details (name and location) and all information about the threat. If you can, stay on the line until law enforcement arrives. If it is not possible to stay on the line, let law enforcement know the best way to safely reach you when they call back.
- If you cannot escape, stall for time. Try to remain calm, maintain a safe distance, and do not intervene physically.

Anyone who engages in any violent behavior in the workplace will be subject to disciplinary action, up to and including termination and, if applicable, reported to authorities.

6. COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY

Company is committed to creating and maintaining a workplace in which all employees are valued for their skills, experience, and unique perspectives. Company's diverse workforce is a key differentiator in being able to provide exceptional candidates to meet client's staffing needs.

For this reason, Company has an ongoing commitment through its Equal Opportunity Program to hire, develop, recruit, and assign the best and most qualified individuals possible. Company recruits, employs, assigns/places, promotes, retains, trains, and terminates employees without regard to perceived or actual race (including traits associated with race such as hairstyle and hair texture), sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), reproductive health choices, gender, gender identity, gender expression, genetic information, color, religion, religious creed (including religious dress and grooming practices), age (over 40), ancestry, national origin (including language use restrictions, cultural characteristics, and traits associated with national origin such as height and weight), marital status, status as a disabled veteran or veteran of the Vietnam era, military and veteran status, mental or physical disability (including HIV and AIDS), medical condition (including cancer and genetic characteristics), sexual orientation, denial of family and medical care leave, crime victim status, or any other basis proscribed by federal, state, or local law. As an Equal Opportunity Employer, Company's continued working relationship with any client depends on its compliance with the above Policy.

7. WORKPLACE HARASSMENT AND DISCRIMINATION PREVENTION

Company is committed to maintaining a workplace free from unlawful discrimination and harassment, including discrimination and/or harassment based on perceived or actual race (including traits associated with race such as hairstyle and hair texture), sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), reproductive health choices, gender, gender identity, gender expression, genetic information, color, religion, religious creed (including religious dress and grooming practices), age (over 40), ancestry, national origin (including language use restrictions, cultural characteristics, and traits associated with national origin such as height and weight), marital status, status as a disabled veteran or veteran of the Vietnam era, military and veteran status, mental or physical disability (including HIV and AIDS), medical condition (including cancer and genetic characteristics), sexual orientation, denial of family and medical care leave, crime victim status, or any other basis proscribed by federal, state, or local law. Harassment (including sexual harassment), discrimination and retaliation against an individual who has cooperated or assisted in a harassment and/or discrimination claim are specifically prohibited under applicable federal, state, and local laws and are against Company policy. Conduct constituting harassment and/or discrimination may violate Company policy even if it is not unlawful. Any employee found to be responsible for sexual or other unlawful harassment and/or discrimination will be subject to disciplinary action that may include termination.

Harassment and discrimination are forms of employee misconduct. This Policy prohibits unlawful discrimination and harassment in the workplace and applies to applicants and employees of Company, including supervisors and managers. Company prohibits applicants, employees, supervisors and managers from discriminating against or harassing co-workers, as well as customers, vendors, suppliers, independent contractors and others doing business with Company. In addition, Company prohibits customers, vendors, suppliers, independent contractors and others doing business with Company from discriminating against or harassing Company's applicants, employees, supervisors and managers. Managers and/or supervisors who knowingly allow harassing or discriminatory behavior to continue may also be disciplined or terminated.

Definitions:

<i>Harassment</i>	Harassment includes all forms of unwelcome verbal, physical, and visual conduct and displays based on any protected characteristic and which interfere with performance and/or create an offensive or hostile environment. Whether conduct constitutes unlawful harassment is determined based on the manner in which the conduct or comments are perceived, not the manner in which they are intended. Harassment can take many forms. Following are some examples that may constitute harassment: <ul style="list-style-type: none"> • Verbal harassment such as jokes, epithets, slurs, and unwelcome remarks about an individual's body, dress, clothing, color, physical appearance, derogatory comments, and discussions of a sexual nature or harassing remarks; • Physical harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, and threatening, intimidating, or hostile acts that relate to a protected characteristic; and • Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, social media content, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual <i>because of</i> the individual's protected characteristic.
<i>Unlawful Discrimination</i>	Discrimination occurs when an individual's protected characteristic is used as a basis for an adverse employment action affecting that individual. Following are some examples that may constitute discrimination: refusing to hire an individual, terminating an individual's employment, refusing a

	request for time off, denying benefits, or giving an undeserved poor performance evaluation <i>based on</i> an individual's protected characteristic.
<i>Sexual Harassment</i>	Sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive environment, even if it does not lead to tangible or economic consequences. Sexual harassment includes verbal harassment, physical harassment, visual harassment and unwanted sexual advances. Sexual harassment can occur regardless of the gender of the person committing it or the person who is exposed to it. Sexual harassment includes harassment on the basis of an individual's sexual orientation, gender identity, perceived gender or transgender status.
<i>Sexual Discrimination</i>	Sexual discrimination occurs when an individual's sex is used as a basis for any decisions affecting that individual. Examples include threats and demands to submit to sexual requests, or offers of employment benefits in return for sexual favors. Sexual discrimination can occur regardless of the gender of the person committing it or the person who is exposed to it.

See WORKPLACE COMPLAINT PROCEDURE below for instructions on reporting harassment and discrimination.

8. LACTATION ACCOMMODATION

If you desire to express breast milk for your infant child, you should do so during your regularly scheduled break time. If this is not possible, or if you need additional time, Company and/or its client will provide you with additional break time for the sole purpose of expressing breast milk. Additional break time will be unpaid, except in states that require that it be paid (please check with your Company representative if you have questions). If you are provided with additional break time, your time card must reflect this time.

If you desire a lactation accommodation, please notify your client supervisor and every reasonable effort will be made to provide you with the use of a room or other location, other than a bathroom, in close proximity to your work area, for you to express milk in a private, safe lactation room with a seat, electricity and a surface. Every reasonable effort will be made to also provide you with access to refrigeration or a cooler and running water near your workspace where practicable.

If you have any questions about or experience any problems related to this or any other policy, please contact your Company representative or the Company's Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com immediately. You may also contact the local office of the Labor Commissioner for any violation of the law.

9. RELIGIOUS ACCOMMODATION

Company is committed to complying with all federal, state, and local laws and regulations prohibiting religious discrimination and harassment and ensuring a diverse workforce. Company will make reasonable accommodations for individuals' sincerely held religious beliefs and practices unless it would create an undue burden on business operations. If you require a religious accommodation, please contact your Company representative and/or Company's Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com.

10. REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES

Company is committed to complying fully with the Americans with Disabilities Act (ADA), and related state and local laws and ensuring equal opportunity in employment for qualified persons with disabilities. Company will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on business operations would result. If you require an accommodation, please contact your Company representative and/or Company's Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com in order to commence the interactive reasonable accommodation request process.

11. PROHIBITION OF ABUSIVE CONDUCT AND ANTI-BULLYING

Company is committed to providing and sustaining a safe working environment in which everyone is treated fairly and with respect. Those working or dealing with Company must not encounter abusive conduct, bullying, intimidation, or victimization.

Definitions:

"Abusive conduct" is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. It may include the following:

- Repeated infliction of verbal abuse (e.g., derogatory remarks, insults, and epithets);
- Verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating; or the gratuitous sabotage or undermining of a person's work performance.

A single act shall not constitute abusive conduct, unless especially severe and egregious. Additionally, abusive conduct need not be based on any otherwise protected classification.

“Bullying” is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behavior, which is offensive, abusive, intimidating, malicious, or insulting. Bullying includes but is not limited to:

- Conduct which is intimidating, physically abusive or threatening;
- Conduct that denigrates, ridicules, or humiliates an individual, especially in front of colleagues;
- Humiliating an individual in front of colleagues;
- Picking on one person when there is a common problem;
- Shouting at an individual to get things done;
- Consistently undermining someone and their ability to do the job;
- Setting unrealistic targets or excessive workloads;
- “Cyber bullying” i.e., bullying via e-mail. (This should be kept in mind where employees are working remotely and are managed by e-mail. Care and sensitivity should be practiced with regard to the choice of context and language); or
- Setting an individual up to fail (e.g., purposely giving inadequate instructions or unreasonable deadlines).

Anyone who wishes to make a complaint of abusive conduct or bullying is encouraged to first discuss matters informally with their supervisor, provided that they feel comfortable doing so. Should the issues not be resolved at this stage, or if the individual is not comfortable discussing matters with their supervisor directly, the individual should follow the instructions outlined in the Workplace Complaint Procedure Section set forth below. When a complaint of abusive conduct or bullying is brought to the attention of a manager at any level, prompt action will be taken to investigate the matter. Corrective action will be taken where appropriate.

All matters relating to the investigation of complaints of abusive conduct or bullying will be treated as confidential as possible, consistent with the need to conduct a fair and thorough investigation. No one will suffer an adverse employment action for making a complaint of abusive conduct or bullying, and no manager will threaten either explicitly or implicitly that a complaint will be used as the basis for decisions affecting the worker.

12. WORKPLACE COMPLAINT PROCEDURE

Internal Complaint Process:

Any employee who believes they has been subjected to harassment, discrimination, or retaliation by a co-worker, manager/supervisor of Company, or a third-party doing business with Company, should promptly report the incident to the client supervisor and Company representative. If an employee is not comfortable reporting the incident to their supervisor and/or Company representative, or if the supervisor and/or Company representative is the alleged harasser, the report should be made to the Company Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com. Employees may choose to use the employee statement form that is available by emailing externalhr@eastridge.com.

Individuals who observe any behavior directed at others that may violate this Policy are encouraged to take reasonable action to defuse such behavior if possible, such as intervening directly, alerting a supervisor or the Human Resources Department to assist, or making a report under this Policy.

All Company supervisors *must* report complaints of misconduct under this Policy to Company’s Human Resources Department immediately so Company can investigate. Supervisors will be subject to discipline, up to and including termination of employment, for failing to report suspected violations of this Policy or otherwise knowingly allowing such conduct to continue.

Company will promptly and thoroughly investigate all complaints of harassment, discrimination, or retaliation. Based on that investigation, Company will recommend appropriate action. All complaints of harassment, discrimination, or retaliation that are reported will be investigated and treated with as much confidentiality as possible, consistent with the need to conduct a fair and thorough investigation. Both the person(s) raising the complaint and the person(s) about whom the complaint was made will be permitted to provide information that may be relevant to the investigation. Complaints will be investigated by impartial and qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress, and all investigations will be completed timely. Written statements may be requested from all parties and witnesses involved. Company expects all employees to fully cooperate with any investigation conducted by Company into a complaint of discrimination, harassment or retaliation.

Upon completion of the investigation, a determination will be made and the conclusion will be communicated to the complainant, the alleged harasser and, as appropriate, to others directly concerned. If sexual or other unlawful harassment, discrimination, or retaliation is found, prompt remedial action will be taken designed to end the harassment/discrimination/retaliation and to prevent any further occurrences. Due to employee privacy concerns, it may not be possible to give details of the remedial action to all parties.

External Complaint Process:

Apart from using the Internal Complaint Process, an employee may file a complaint with the appropriate local, state or federal agency responsible for investigating discrimination, harassment or retaliation complaints, such as the Equal Employment Opportunity Commission (EEOC), (www.eeoc.gov; 1-800-669-4000). Contact information for other appropriate local, state or federal agencies for filing such claims was included in your new hire documents for the state where you will be working and can be found on your local office bulletin board, and/or by contacting externalhr@eastridge.com. Contact these agencies directly for more information, including the physical location of agency offices and the rules, requirements and time limits for filing complaints.

Federal, state or local government forums, including but not limited to administrative and judicial, may adjudicate your complaint. If harassment or discrimination is found after all appropriate administrative and/or judicial processes, relief varies but may include requiring Company to take action to stop the discrimination/harassment or redress the damage caused.

13. NON-RETALIATION

Company does not retaliate or permit retaliation against any employees for reporting harassment, discrimination, or any other unlawful conduct, or for initiating or assisting in any action, proceeding or investigation regarding unlawful harassment or discrimination. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit. Any such retaliation is unlawful and in violation of Company policy and will be disciplined appropriately, up to and including termination. Individuals who believe that they or any other individual has been subjected to retaliation should report this concern using the complaint procedure set forth above.

14. SUBSTANCE ABUSE PREVENTION

Company has a ZERO TOLERANCE policy concerning the misuse of drugs, alcohol, or other substances.

To ensure a safe and productive work environment, employees on temporary assignments are prohibited from:

- Unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or drugs or misusing or abusing prescribed or over-the-counter drugs while on working time, while on or using client or Company property, or while in client or Company vehicles.
- Having detectable levels of alcohol, drugs, controlled substances, or any other intoxicating substance present in their bodies during working hours.
- Violating any state or federal law relating to controlled substances, drugs, or alcohol while on or using client or Company property, equipment, or machinery.

You may also be subject to the terms of client's and/or the Department of Transportation's substance abuse policies while on assignment. The client or your Company representative will provide any such policies to you before you commence work on the assignment.

The following definitions apply for the purposes of this Policy:

- Alcohol means beer, wine, and all forms of distilled liquor containing ethyl alcohol.
- Illegal drug means a controlled substance as defined by state and/or federal law, including but not limited to marijuana, cocaine and its derivatives, heroin, barbiturates, amphetamines, and LSD.
- Legal drug means a drug lawfully prescribed by a licensed medical practitioner to the individual which is being used for the intended purpose or an over-the-counter drug that is being used for its intended purpose. Please note, even in those jurisdictions that permit recreational and/or medical marijuana, as marijuana use remains illegal under federal law, the use of marijuana, being under the influence of marijuana, or having detectable levels of marijuana present in your body while at work or at work functions is prohibited unless a reasonable accommodation for medical marijuana has been approved by Company. Reasonable accommodations for medical marijuana may be made only in those jurisdictions that require such accommodations.

At the direction of Company, and in accordance with applicable law, you may be required to submit to pre-employment, reasonable suspicion, post-accident testing or random testing as follows:

Pre-Employment Drug/Alcohol Testing: Some of Company's clients require a pre-employment drug test. Your decision whether or not to take this test is entirely voluntary and if you choose not to take the test, you will still be considered for other assignments through Company. However, if you decide to take the test and the results are positive, you will not be considered eligible for employment with Company unless and until you can establish that you are not a current user of illegal drugs/alcohol (minimum of three (3) months from date of positive test result).

Reasonable Suspicion Drug/Alcohol Test: When Company and/or its client has a reasonable suspicion that an employee is or may be impaired or affected on the job by alcohol or illegal drugs and/or that alcohol or illegal drugs are, or may be, present in the employee's bodily system in violation of the rules set forth above, the employee will be required to submit to an alcohol/drug test immediately upon demand of Company. Refusal to consent to the testing may result in termination.

Post-Accident Drug/Alcohol Test: All employees who are reasonably believed to have caused or contributed to a workplace accident, may be required to submit to alcohol/drug testing as directed by Company. Company reserves the right to conduct post-accident drug/alcohol testing of all employees whose conduct could have contributed to the accident, not just employee(s) who reported injuries. Additionally, post-accident drug and/or alcohol testing may be conducted to comply with the requirements of any federal, state or local law, regulation, or contract, including to meet a testing or other obligation under a workers' compensation premium discount program, or may be required pursuant to the request of Company's property insurance carrier or a law enforcement office investigating the accident. Refusal to consent to the testing may result in termination. An employee who is seriously injured and cannot provide the required specimen immediately after the accident must provide the necessary authorization for obtaining hospital records or other documents that would indicate whether there were any drugs or alcohol in their system. Failure to execute such authorization will result in termination. Company strongly encourages employees to report injuries, illnesses or accidents occurring in the workplace or while on the job. Nothing in this post-accident drug/alcohol testing policy is intended to or will be used to deter or take retaliatory action against any employee just for reporting an injury, illness or accident occurring in the workplace or otherwise while on the job.

Random Drug/Alcohol Testing: (Not applicable in jurisdictions that do not permit Random Drug/Alcohol Testing) Some of Company's clients require random drug testing. Your decision whether or not to take this test is entirely voluntary. However, refusal of taking the random test may result in termination of your assignment.

Anyone required to submit to testing may be, at Company's discretion, suspended from all assignments without pay pending testing results and/or further investigation. If the test results are negative, you will be considered eligible for re-assignment. If the test results are positive, your assignment and your employment with Company will be terminated and you will not be considered eligible for re-employment with Company unless and until you can establish that you are not a current user of illegal drugs/alcohol (minimum of three (3) months from date of positive test result).

Legally prescribed and/or over the counter medications are excluded from this Policy only to the extent that use of such medications does not adversely affect the employee's work ability, job performance or the safety of the employee or others. For qualified individuals, Company may provide reasonable accommodation in accordance with federal, state, and local laws.

Your acceptance of an assignment with Company constitutes agreement to the terms of this Substance Abuse Prevention Policy. Additionally, your acceptance of an assignment with Company constitutes your agreement to abide by Company's clients' drug and substance abuse policies, if applicable. Any violation of the above may result in disciplinary action up to and including termination.

Any employee in need of assistance due to drug and/or alcohol use can get confidential counseling assistance and referral from the following outside sources: Center for Substance Abuse Treatment (800) 662-4357; Alcohol Hotline (800) 252-6465.

15. LEAVES OF ABSENCE

Important Note: The laws related to leaves of absence below are not to be deemed an exhaustive list based on local and state jurisdictions. The provisions below only address common federal and state leave law requirements. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for more information about the leaves of absence described below and for other leaves of absence that may be available for qualified and eligible individuals.

Family and Medical Leave Act: The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the birth or adoption of a child, the employee's own serious health condition, or to care for a family member with a serious health condition. Employees are eligible if they have worked for a covered employer for at least 12 months with at least 1,250 hours worked over the previous 12 months. Company requires the employee provide 30 days' notice (preferably in writing) where the need for leave is foreseeable. If the need for leave is not foreseeable, the employee must provide notice as soon as possible.

Many states and some cities/counties² have laws governing medical/parental leaves that closely parallel FMLA in terms of eligibility, purpose of leave, duration of leave, obligation to maintain group health benefits during leave, and reinstatement. Company will comply with the law most beneficial to the employee.

Pregnancy Disability Leave: Some states/cities/counties provide for pregnancy disability leave for employees that may be disabled by pregnancy, childbirth or related medical conditions. This unpaid leave may be available for the duration of the pregnancy related disability, up to a maximum time period depending on the state where employee is employed/assigned. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific pregnancy leave laws and eligibility requirements, if any, in the state where employee is employed/assigned.

² In December 2018, the following states, cities/counties had laws governing medical/parental leaves: CA, CO, CT, DC, Dade County FL, HI, ME, MD, MA, MN, NJ, NY, OR, RI, VT, WA, WI. For the most up to date information about medical and parental leave laws in the state/city/county where you are employed/assigned, please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com.

Organ Donor and Bone Marrow Donor Leave: Some states provide Organ Donor and Bone Marrow Donor Leave, for eligible employees who choose to donate an organ or bone marrow. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific state laws and eligibility requirements, if any, in the state where employee is employed/assigned.

School and Child Care Activities Leave and School Appearance Leave: Some states provide that employees who are the parents of children of kindergarten age through grade 12, or with a licensed child care provider, are eligible to take time off from work to participate in certain school or child care activities. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Small Necessities Leave: In addition to the above child and school related leaves of absence, some states permit employees to take time off from work to accompany an elderly relative (at least 60 years old related by blood or marriage) to routine medical or dental appointments or appointment for other professional services related to the elder's care.

Time Off for Literacy Education: Company provides reasonable accommodations and assistance to any employee who reveals a problem of illiteracy and requests assistance.

Time Off for Alcohol/Drug Rehabilitation: In states where required by law, Company will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that the accommodation does not impose an undue hardship on Company. If granted, time off for participation in such a program will be unpaid. This Policy in no way restricts Company's right to discipline an employee, including actions up to and including termination of employment, for violation of Company's SUBSTANCE ABUSE PREVENTION Policy, above. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Military Service Leave (USERRA) and Military Spouse Leave: Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Veterans Benefits Improvement Act of 2004 (VBIA), and various state laws related to military service, employees are protected from absences from work due to service in the uniformed services. Specifically, employers must provide reinstatement rights and other benefits for veterans and employees called for military duty. Some states also have laws for leaves of absence for spouses of military personnel. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Voluntary Civil Service Leave: Many states provide leaves of absence for employees to provide voluntary civil services. Employees who are volunteer firefighters, reserve peace officers and emergency rescue personnel (including members of a state Civil Air Patrol) may take time off from work to perform emergency duties and/or participate in training, depending on the state. Further, employees may not be discharge or otherwise discriminated against for failing to report to work while responding to an emergency as a volunteer firefighter, rescue squad or emergency medical services agency. The leave may be unpaid, but the employee must upon request, provide a statement from the chief of the applicable agency certifying the date, time and employee's response to the emergency.

Domestic Violence, Sexual Assault, and Stalking Victims' Leave: Many states provide protected leaves of absence for employees who are victims of domestic violence, sexual assault, or stalking. Employees may take time off from work to appear in related legal proceedings and/or to obtain or attempt to obtain any relief, such as obtaining a (temporary) restraining order, other court ordered relief, mental health services, or medical treatment. Employees may be entitled to use paid sick days and also unpaid leaves of absences. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Crime Victims' Leave: Some state laws provide for leaves of absence for an employee to take time off to appear in court to attend judicial proceedings related to a violent felony, serious felony and/or felony theft or felony embezzlement if the employee is a victim of one of these serious crimes or if the employee's immediate family member or registered domestic partner is a crime victim. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Time Off to Vote: Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Some state laws provide for taking up to two hours off to vote, without losing any pay if you do not have sufficient time outside of working hours to vote due to work hours/shift/requirements. Your time off for voting must be used at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift. You must provide Company with at least two working days' advance notice, of your need for voting time off. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Jury Duty: Some state laws provide specific requirements for time off to serve on a jury. Company supports employees in their civic duty to serve on a jury. Employees must present any summons to appear for jury duty to their Company representative and client supervisor as soon as possible after receiving the notice to allow advance planning for the employee's absence. Please contact Company's Human Resources Department 1-800-540-8792 and/or

externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Witness Duty: Some state laws provide specific requirements for time off to serve as a witness in court or other judicial forums. In these states, Company will provide unpaid time off for such purposes unless the employee is testifying on behalf of Company, in which case the time off will be paid. Employees must present any subpoena to appear or court order requiring attendance in court to their Company representative and client supervisor as soon as possible after receiving the notice to allow advance planning for the employee's absence. Please contact Company's Human Resources Department 1-800-540-8792 and/or externalhr@eastridge.com, for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

Paid Sick Leave: Employees working in jurisdictions with statutory paid sick leave laws will be provided with specific information regarding same in their new hire paperwork, should they become employed by Company.

Unpaid Medical Leave: Pursuant to its duty to accommodate disabled employees under the federal Americans with Disabilities Act and applicable state laws, Company may provide, when required by law and medical condition, unpaid leaves of absence when an employee is temporarily unable to work due to a qualified disability. Depending on the circumstance, this may be in addition to FMLA or pregnancy disability leave, or may be granted when an employee is not eligible for those leaves. The length of leave will be determined by the circumstances in accordance with applicable law, and will take into consideration whether the leave would cause undue hardship to Company.

Employees granted leave under this Policy have no guaranteed right to reinstatement unless otherwise mandated by law. If medical leave is requested under this Policy, a doctor's certification will be required and Company reserves the right to verify the authenticity of any medical certification. Employees granted leave under this Policy will be required to use any available paid sick leave during an unpaid medical leave. Please contact Company's Human Resources Department at 1-800-540-8792 and/or externalhr@eastridge.com for further information about specific laws and eligibility requirements, if any, in the state where employee is employed/assigned.

16. TECHNOLOGY AND SOCIAL MEDIA

While on a temporary assignment, you may be provided with access to Company's and/or client's computer system, network, internet portal, electronic device, and/or telecommunications resources ("systems and devices"). Such systems and devices, and all data contained therein, belong to Company and/or client, as applicable. Access to such systems and devices is provided to assist you in the performance of your work while on assignment and for business use and communication only. You should not have an expectation of privacy in Company and/or client systems and devices, including anything you create, send, or receive on the computer or other technological device (including but not limited to smartphones). Company and client reserve the right to monitor, store, search, and/or intercept any telephonic or electronic verbal or written messages, communications, and information. Likewise, messages sent or stored by our client's phone systems should not be considered private.

Use of systems and devices is subject to the following guidelines:

- You must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- You should not transmit, copy, disclose, post, publish, or otherwise expose, including on social media networking sites, confidential, trade secret, non-public financial, sensitive or personal employee data/information or other proprietary information, copyrighted material or other sensitive matter without prior authorization from the owner of such data and only as part of your job duties or in the regular course and scope of your assignment/employment. This Policy is not applicable to disclosures authorized or required by law, legal process or government agency investigation, nor to employee's communications regarding terms and conditions of employment.
- Fraudulent, harassing, embarrassing, indecent, profane, obscene, malicious, discriminatory, intimidating, or other unlawful material may not be sent via our client's telephone, fax, e-mail, or any other form of electronic communication, or displayed or stored in our client's computers. Users encountering or receiving such material should immediately report the incident to their client supervisor and/or Company representative.
- You may not install software, applications and/or any other external programs or devices onto your individual computers or the network without first receiving express written authorization to do so from Company or client.
- You should not alter or copy a file belonging to Company or client without first obtaining permission to do so from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
- Without prior written permission, the computer and telecommunications resources and services of Company and client may not be used for personal matters.
- Company's and clients' computer and telecommunications resources and services may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (virus and/or self-replicating code).
- Your ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by Company or client.

- Except as necessary to perform job-related duties, you should not use Company or client computers or devices to access social media sites, including but not limited to personal websites, blogs, wikis, and social networking sites.
- Do not use Company or clients' email addresses to register on social media sites, unless you obtain express permission to do so and it is in the course and scope of your job duties.
- You are personally responsible for any posts on social media sites. When posting opinions, views, or other content, you clearly state that such opinions, views, and other content is the employee's alone and do not reflect the views of Company or client.

Violation of this or any other policy listed may result in disciplinary action up to and including termination.

17. TEMPORARY STAFF BENEFITS INFORMATION

You will separately receive information from your Company representative regarding any benefits for which you may be eligible, subject to meeting any required eligibility criteria for such benefit(s), based on your specific temporary assignment, including but not limited to medical, dental, sick leave, 401k, etc.

18. E-VERIFY

Company participates in E-Verify.

Company will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, Company is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment. Company will not use E-Verify to pre-screen job applicants and will not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, Company uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that Company has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at <https://www.justice.gov/crt/form-i-9-and-e-verify>.

19. VEHICLE USAGE

Do not drive your personal vehicle or any Company or client vehicle for business purposes while on assignment without Company's prior written approval. If your assignment requires you to drive your personal vehicle or a client-provided vehicle or if, at any time during your assignment, you are asked by the client to use your personal vehicle or a client-provided vehicle for business purposes, you must immediately contact Company for prior written approval. For purposes of this Policy, "business purposes" does not include your daily commute.

Employees who are required to use their own vehicle for Company or client business must at all times maintain a valid driver's license, proof of state vehicle inspections if applicable, and carry proper automobile insurance (with liability limits at least in the minimum amounts required by the state in which you live) that do not contain any business use exclusions on the vehicle operated for Company or client business. Company and/or the client may require a copy of your drivers' license, Motor Vehicle Report, and proof of insurance as may be appropriate to your job assignment. Maintenance and safe operation of your vehicle is solely your responsibility and you are at all times primarily responsible for any accidents that cause bodily injury or property damage when operating a personal motor vehicle, including accidents in the course and scope of your employment with Company and assignment to client. Additionally, you are expected to comply with all applicable law (including those prohibiting or limiting use of cell phones) while driving for business purposes.

20. VERIFICATION OF EMPLOYMENT

Prospective employers, financial institutions and residential property managers routinely contact Company for information on a former or current employee's work history and salary. All requests for employment verification should be sent in writing to moreinfo@eastridge.com and must contain the employee's or former employee's signature authorizing the release of information.

When the permission signature is present, Company will release information about current and former employees, limited to the following:

- Whether the individual is currently employed at Company;
- Employee's current or last job title;
- Dates of employment at Company;
- Current or final salary paid to the employee – if expressly and specifically authorized by employee.

A written verification of the employment form that has been completed by Company will be returned directly to the requesting party.

21. PRIVACY

Company keeps confidential information about its candidates and employees private. Company may need to share certain information about you to a client for a particular assignment; however, for all other purposes, confidential information in your employment file is only provided to another with your written permission or in compliance with legal process, such as in compliance with a subpoena or in response to an information request from a government agency. Company's Privacy Policy may be found on www.eastridge.com.

Company does not provide personal or professional references or recommendation letters. Company can verify your employment, with your permission through the verification of employment process outlined above.

22. TRAVEL AND EXPENSE REIMBURSEMENT

Company complies with all applicable laws regarding reimbursement of reasonable and necessary business expenses. If travel will be required for your assignment, please immediately contact your Company representative to receive instructions on timekeeping during travel, how to submit for business and travel expense reimbursement, and a travel waiver and acknowledgement form. This must be done prior to any travel taking place and must be approved by Company in writing. If applicable to your specific temporary assignment, Company will reimburse you for actual business and travel expenses, only as approved in advance and authorized by the client. All requests for reimbursement must be properly itemized with supporting receipts. Requests for reimbursement must be submitted within seven (7) days after incurring the expense or within such other time as required by applicable law. For details specific to your assignment and how to submit for business and travel expense reimbursement please contact your Company representative.

23. COMPANY/CLIENT FACILITIES AND PROPERTY

You do not have a right to privacy in your assigned workspace. Desks, email accounts, computers, networks, systems, telephones, file cabinets and other related business equipment and systems are owned and maintained by Company and/or client for business purposes only. As such all work areas, email accounts, desks, computers, telephones, networks, systems and equipment are subject to inspection or search at any time. Additionally, all packages, including shopping bags, briefcases, handbags, or other containers brought onto or taken away from the work premises are subject to inspection at any time except where prohibited by law. Company, client and co-worker property and facilities must be respected and treated with care. Intentional disregard for Company, client and co-worker property and facilities may lead to discipline up to and including termination/end of assignment.

24. SAFETY POLICY STATEMENT

A. Safety Policy Statement

Company considers the safety of our employees and our clients to be of primary importance. Safety is a partnership between Company, our employees, and our clients. Employees are expected to assist management in accident prevention activities. Safety should be a basic part of every job. Unsafe conditions or injuries occurring on the job are to be reported immediately to your Company representative. Please review Company's Safety Handbook, which is provided with this document for further details and requirements.

Please note: Your participation in any client or Company related recreational, social, or athletic activities is completely voluntary, and not part of your assigned work-related duties and is not considered paid work time. Your participation is not mandatory or expected. Neither Company nor its insurance carrier will be liable for any injury resulting from such activity.

B. General Safety Rules

Unsafe Conditions	Do not undertake a job that appears to be unsafe or potentially dangerous. Report the conditions to your Company representative who will contact Company's Safety Department for investigation, if needed.
Safety Training	Do not begin work until you have received safety training at the worksite including learning about all risks and hazards your job may involve.
Safe Work Attire & Required PPE	If applicable, Personal Protective Equipment (PPE) (including but not limited to hard hats, gloves, eye protection, and vests) should be worn whenever provided. Be sure to receive and understand training on the use of PPE. It is mandatory to wear any safety equipment our client requires.
Work Area Conditions & Surrounding Areas	Keep walkways clear. Immediately clean up or report spills or debris to avoid slips, falls, and other injuries.
Walk	Do not run through the worksite. Watch your step, hold hand rails when using stairs, open doors slowly, and do not stack items where they can be knocked over or obstruct walkways.

Repetitive Motion	Take frequent breaks from repetitive motions. Stretch hands, back, legs, etc., as needed.
Change in Job Duties	Notify your Company representative if your job duties change or there is a change in the physical requirements for performing your job.
Lifting	Bend your knees, get a firm grip on the object, hold it close to your body, and space your feet for good balance when lifting. Do not twist or bend your body. Lift using the strength in your legs, not your back. Ask co-workers for help when lifting heavy objects weighing more than 50 pounds. Be sure to have a clear visual path when moving anything. Know your lifting limits.
Alcohol/Illegal Drugs	Use or possession of alcohol and/or illegal drugs on work time or Company property is prohibited. Company has a Zero Tolerance policy. Anyone possessing and/or under the influence of these substances while on assignment is subject to immediate dismissal.
Horseplay	Horseplay of any kind is not tolerated.
Company Vehicles	Do not operate any client vehicle without prior written authorization of Company.
Ergonomic Equipment	Should you need any special ergonomic equipment for your assignment (such as keyboard, mouse, hands-free headset, etc.), discuss the need with your Company representative. They will attempt to accommodate your request pursuant to the Reasonable Accommodation for Qualified Individuals with Disabilities Policy discussed above.
Furniture	Do not stand on office furniture to reach for any object. Keep drawers and cabinets closed to avoid tripping.
Office/Workstation Equipment	Whenever possible, adjust your workstation and position to fit you. Adjust the chair so you are using good posture and your feet are on the ground. Make sure your computer screen is in front of you at eye level, and does not have glare. Adjust your work surface, when possible, to the appropriate height for your body. Take breaks to rest your hands and wrists when keyboarding/entering data.
Machine Operation	If applicable, guards and safety shields must be in place during operation. Do not operate any machinery where guards/shields have been removed or altered. Make sure you know where the emergency cut-off switch is located. Do not "pin back" guards.
Hand Tool Safety	As applicable, only use hand tools for which you have been trained and authorized to use. Do not use tools that appear to be damaged or unsafe.
Hazardous Chemicals	If you are sent on an assignment where chemicals/solvents are used, make sure you know how to handle them properly. If you have any questions or concerns, please contact your Company representative. Read and understand any applicable material safety data sheets before you begin work.
Materials Storage	Any flammable and/or explosive materials are to be stored in designated containers. If you are uncertain as to where materials are stored, ask your client supervisor. Any solvents and reusable rags used on assignment are to be kept in marked self-closing containers.
Forklifts and/or Company Vehicles	If applicable, do not operate any material handling equipment forklifts or company vehicles without proper certifications and training. Use of vehicles without proper written authorization from Company is prohibited.

Failure to comply with the preceding may result in disciplinary action, up to and including termination.

25. INJURY AND ILLNESS PREVENTION PROGRAM

A. Authority and Responsibility for Implementing the Program

The Injury and Illness Prevention Program outlines Company's policies and procedures to maintain a safe and healthy work environment for all employees. While managers and employees are responsible for safety and health in the workplace, the administrator is primarily responsible for overseeing implementations of the Injury and Illness Prevention Program.

B. Compliance with Safe Work Practices

Company is committed to your safety in the workplace. We expect you will comply with safety procedures as instructed by Company and Company's clients. Failure to follow safety procedures may result in counseling or other disciplinary action up to and including termination.

C. Safety Communication

You are encouraged to immediately report to your Company representative any unsafe conditions, occupational health concerns, safety suggestions, or ideas for creating a safer environment.

Training: Beginning with the initial safety orientation and continuing with on-going updates, you will be informed of the importance of safety at Company. General safety practices are communicated upon commencement of your assignment, and specific job safety training is provided according to assignment by client.

Posting and Written Communication: Safety bulletin boards are posted throughout our offices and will feature safety notes, safety handouts, and information required by the Occupational Safety and Health Administration (OSHA). At times, additional safety tips may be distributed with your paycheck.

D. Procedures for Identifying and Evaluating Workplace Hazards

Safety inspections will be performed upon establishment of the Injury and Illness Prevention Program and then according to the following schedule:

- When new substances, processes, procedures, or equipment which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When hiring and/or reassigning workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

E. Procedures to Investigate Occupational Injury or Illness

Accident investigations will be conducted at the site of the accident by a Company representative and the client. Investigation procedures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

F. Hazard Correction

Unsafe or unhealthy work conditions, practices, and procedures shall be corrected in a timely manner based on the hazard's severity. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering workers and/or property. All exposed workers will be removed from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with necessary personal protective equipment.
- Unsafe conditions that cannot be corrected with the resources available to the supervisor or manager must be reported to the next higher level of management.

G. Training and Instruction

A general overview of safety and hazard prevention will be provided during your initial visit to Company. Job specific training is to be provided by the client manager or client supervisor of your department. Company's clients may provide job specific training for some.

- It is your responsibility to follow the rules, procedures, and safety techniques outlined in the Injury and Illness Prevention Program of both Company and our clients. Consult your Company client supervisor to obtain or review a copy of the client's Injury and Illness Prevention Program.
- You are not to undertake a job until you receive instructions on how to perform it properly. You are never to perform a job if it appears to be unsafe. Do not undertake a job you have not been authorized to perform. If you do not know how to perform a job, ask for instructions.
- In addition to general information provided by Company, you may also obtain specific job hazard information from Company client supervisor at your assignment.
- Do not perform any duty involving hazardous chemicals/materials without complete training on proper use and handling from your client supervisor. Know the on-site location of the Material Safety Data Sheet (MSDS).
- Use all safeguards and safety equipment. Wear personal protective equipment including goggles, masks, work boots, gloves, etc. when required. Make sure you understand how to properly use and maintain this equipment.
- Know where the client's first aid station, eye wash station, and/or shower stations are located in case of emergency.
- Immediately report all unsafe conditions or injuries seen during work to your client supervisor as well as to your Company representative. You have the right to provide this information without fear of reprisal by either Company or client.
- If your duties change during your assignment call your Company representative immediately.
- If you use a forklift on assignment, you are required to receive training in proper vehicle operation before operating the vehicle independently. In addition to this initial training, operators will periodically be evaluated. Do not operate a forklift on assignment without prior written authorization from Company.

H. Record Keeping

Company has taken, and takes, the following steps to implement and maintain our Injury and Illness Prevention Program:

- Records for hazard assessment inspection, including the person(s) who conducted the inspection, any unsafe conditions and/or work practices identified, and the action taken to correct the identified unsafe conditions and/or work practices are recorded on either a Safety Tour Checklist or Safety Tour Assessment form under the “Corrective Measures Suggested.” It is then communicated to the client who is given a time frame to correct. The client signs the Safety Tour Assessment and commits to correcting the identified unsafe conditions and/or work practices. The Safety Department follows up to ensure all suggested corrective measures are implemented by the client.
- The OSHA 300 log for all locations is kept in Company’s offices. The required posting of the OSHA 300A report is kept in each branch office with other required postings. This posting is required annually February 1st through April 30th.

26. WORKERS’ COMPENSATION

If you get hurt while on a temporary assignment, Company, as your employer, is required by law to pay for workers’ compensation benefits. This includes injuries sustained during:

- An event at work. Examples include injuring your back in a fall, getting burned by a chemical that splashes on your skin, being injured in a car accident while making deliveries, etc.
- Repeated exposures at work. Examples include injuring your wrist from using vibrating tools, losing your hearing because of constant loud noise, etc.

Contact your Company representative immediately if you are injured at work!

How to Report a Work-Related Claim: If you have a medical emergency, call 911 for an ambulance, fire department, or the police, or go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Company may tell you where to go for follow up treatment.

Notify Company’s Injury Line at **1.888.237.1223**. If medical treatment is required, you must return to your office following the appointment unless directed otherwise by Company. You must provide Company with your work status update and complete the necessary paperwork. Any injury reported and resulting in medical treatment will receive a claim packet which you must read, sign, and return to the Workers’ Compensation Department. Company workers’ compensation provider is National Union Fire Insurance Company of Pittsburgh, PA administered by Broadspire.

Tell your supervisor right away no matter how slight the injury may be. Don’t delay – there are time limits. You could lose your right to benefits if Company does not learn of your injury within thirty (30) days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job. If you cannot report to Company or don’t hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

Company will provide you a DWC 1 Claim Form (California employees), Form C-1 (Nevada employees), or other state-applicable claim form after learning about your injury or illness. Complete the employee portion, sign and give it back to the Benefits Department or your Company representative. Company will then file your claim with the claims administrator.

What are the Benefits?

Medical care: Paid for by Company to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests, and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

Temporary disability benefits: Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, when your doctor releases you for work, or when your injury has improved as much as it is going to.

Permanent disability benefits: Payments if you don’t recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on a variety of factors, including:

- Your doctor’s medical reports;
- Your age;
- Your occupation.

Supplemental job displacement benefits may be available in the state where you are/were employed. Please contact Company’s Workers’ Compensation Department at workcomp@eastridge.com and/or your state’s Workers’ Compensation Department for more information.

Other Benefits: You may be eligible for state disability benefits, please check the bulletin board in your office for the appropriate state agency contact information and/or contact the Company’s Human Resources Department.

Company will not discriminate or take any adverse employment action against anyone who files, intends to file, or settles a Workers’ Compensation claim, or who testifies for a co-worker who was injured. Workers’ Compensation fraud

is a crime. Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to \$150,000 and/or serve up to five (5) years in jail.



PLEASE REVIEW ALL PAGES AND SIGN BELOW

My signature below certifies I have received, read, and understand all Eastridge Workforce Solutions ("Company") Policies and Procedures and agree that if I become a temporary employee of Company I will abide by these and any other policies Company may implement in the future. I also understand that if I violate or otherwise fail to abide by Company Policies and Procedures, I may be subject to disciplinary action up to, and including, end of assignment and/or termination of employment.

- 1. EMPLOYMENT STATUS
2. CONTACTING COMPANY
3. TIMEKEEPING AND MEAL AND REST PERIODS
4. STANDARDS OF PERFORMANCE AND CONDUCT
5. WORKPLACE VIOLENCE PREVENTION
6. COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY
7. WORKPLACE HARASSMENT AND DISCRIMINATION PREVENTION
8. LACTATION ACCOMODATION
9. RELIGIOUS ACCOMMODATION
10. REASONABLE ACCOMMODATION FOR QUALIFIED INDIVIDUALS WITH DISABILITIES
11. PROHIBITION OF ABUSIVE CONDUCT AND ANTI-BULLYING
12. WORKPLACE COMPLAINT PROCEDURE
13. NON-RETALIATION
14. SUBSTANCE ABUSE PREVENTION
15. LEAVES OF ABSENCE
16. TECHNOLOGY AND SOCIAL MEDIA
17. TEMPORARY STAFF BENEFITS INFORMATION
18. E-VERIFY
19. VEHICLE USAGE
20. VERIFICATION OF EMPLOYMENT
21. PRIVACY
22. TRAVEL AND EXPENSE REIMBURSEMENT
23. COMPANY/CLIENT FACILITIES AND PROPERTY
24. SAFETY POLICY STATEMENT
25. INJURY AND ILLNESS PREVENTION PROGRAM
26. WORKERS' COMPENSATION

I acknowledge that signing these Policies and Procedures does not create a contract of employment with Company for any specified period of time. I understand that temporary assignments are sporadic, occasional, and of varied duration and that there may be gaps between assignments. I also understand that prior to my employment with Company, I will need to complete the new hire process and paperwork verifying my eligibility for assignment, which may or may not include voluntarily screening/interviewing with Company and/or Company clients. I agree and acknowledge that I will only earn wages and be considered an employee of Company while I am on an active assignment with a Company client.

By signing this form, I understand that I am consenting to receive certain benefit and other employment-related communications electronically, including, but not limited to, summary plan descriptions, HIPAA privacy notices, notices regarding state, local, and federally mandated benefits, summaries of material modifications, and Health Insurance Marketplace notices. These notices may be sent via email or Company portal depending on the nature of the notice.

I understand that I have a right to request and obtain a paper version of these documents at no charge. To request a paper version, I may contact my Company representative. I confirm that I have the ability to access these documents in the format described above. I understand that I will receive copies of the types of document described above only in electronic form unless I exercise my right to affirmatively request a paper copy of such document. I understand that if my circumstances change such that I no longer have the ability to access these materials electronically, I may contact my Company representative to withdraw my electronic consent.

Printed Name: _____ Signature: _____
Last five digits of Social Security: _____ Date: _____