

POLICIES AND PROCEDURES



WELCOME TO AGILE STAFFING INC

We are happy to have the opportunity to interview you to be a member of our team. Acceptance in Agile Staffing, Inc. is based on a number of factors including skills match, test scores, personal interview and references. Work or pay rate is not guaranteed and we are an at-will employer. However, we will do our best to place you according to your skills and to the needs of our clients. We offer both temporary and direct-hire employment opportunities with no fee to our applicants.

EMPLOYEE POLICIES AND PROCEDURES AGREEMENT



I understand and agree that it is my responsibility to follow all guidelines and procedures developed by both ASI and its clients. Violation of these rules could endanger myself or others, and could result in disciplinary action up to and including termination.

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I have read in detail, understand and agree with all ASI Policies and Procedures within each and every section of the Table of Contents above. I understand that these policies are also posted in the ASI lobby and always available during business hours to review as I wish. I agree to abide by these and all policies of the customer I am assigned to work at and also understand that failure to do so could lead to dismissed from my job assignment and/or my employment with ASI may be terminated.

☐ I've read and agree with the ASI statements above.

Signature

Date

EMPLOYMENT STATUS

I am considered an official employee only after I accept my first assignment from ASI. As an Employee, I will be working at customer work sites away from the care, custody, or control of ASI. I agree that I will remain an employee until one of the following has occurred: 1) I submit a letter of resignation; 2) I receive a letter of termination from ASI; or, 3) I do not work on any assignment from ASI for 60 consecutive days ("Employee"). Please remember that while you are on assignment at our client's work site you are considered an employee of ASI for all employment purposes such as Workers' Compensation injuries, payroll inquiries, employment verification, etc. Your employment with ASI and your temporary assignments are at-will and may be terminated at any time with or without notice. While our clients may on occasion choose to hire ASI temporary employees, there is no guarantee of long-term or full-time employment with any ASI client.

CONTACTING ASI

Availability Status - While seeking employment, please call us everyday that you are available to work. If you do not call in, you will be considered unavailable for assignments. When calling in, leave your name, social security number, and availability to work. Your status will be updated in our computer system. You will be contacted when we have an assignment to present to you. Our priority is to keep you working upon the completion of a job assignment also so please call in within 24 hours of the end of your assignment so we can find you another position. Failure to make further contact upon completion of an assignment is considered a voluntary quit. If we leave you a message about an assignment. If we don't hear from you, you may be deactivated from our database.

Absenteeism & Tardiness - If you must be absent or late for work, YOU MUST CALL OUR BRANCH as far in advance of your scheduled start time as possible. We are available 24 HOURS A DAY, 7 DAYS A WEEK. Our telephone numbers are listed at the bottom of your handout. If you reach our voice mail, leave a detailed message. Excessive absenteeism or tardiness (3 or more combined occurrences of being absent and/or tardy within any 6 month period) may result in voluntary termination. If you fail to report to work without properly notifying us or without just cause, abandon a job site without just cause, or refuse at least 3 employment offers without just cause, you hereby agree that such actions may be deemed a "voluntary quit" and you may willingly forfeit your opportunity to continue employment with AGILE.

Communication Regarding Pay & Hire Status - We are your employer. Please discuss all issues regarding eligibility for hire and your pay rate with us and NOT with any person at the company where you are sent to work.

SAFETY - If your job is different from what you were told or you did not receive appropriate training

INJURY - If you've been injured, call the **INJURY HOT LINE AT (714) 454-9046** immediately.

Updating Contact Information - If you change your phone number, get an additional number (for example: cell phone, emergency contact), or change your address, please notify us as soon as possible so we may update our records.

Other Reasons - If you need time off from your assignment (e.g. jury duty, medical issue, family emergency, etc.); If you no longer want to be considered for temporary assignments; If you are offered regular full-time employment by our client while on assignment; If you have any issues or concerns with your assignment, including problems with your supervisor or co-workers; If you have any questions regarding your assignment or client policies and procedures; Because you are an employee of ASI, it is not appropriate for you to discuss issues or make arrangements directly with our clients. Please be sure to keep your staffing coordinator updated on all aspects of your assignment.

TIMECARD PROCEDURES

When completing your timecard, remember to: Print your name, Social Security number and worksite Company Name; Record total days and hours worked; Record the week-ending date; Sign your timecard; obtain the signature of your immediate supervisor. Our pay period begins on Monday and ends on Sunday. **All time cards must be signed by an authorized supervisor and received by our branch office PAYROLL DEPARTMENT PRIOR TO 10 AM MONDAY MORNING in order for a paycheck to be available the following Friday.** Timecard may be dropped off or submitted by fax or e-mail. The timing of my paycheck is contingent upon the proof of my work being performed. I accept full responsibility of the following: I will submit or ensure ASI's receipt of a timecard completed and signed or verified by the company at which I perform work to the ASI branch office which offered me the position for each Pay Period and for each assignment ("Timecard"). ASI's 7-day Pay Period commences on Monday and concludes on Sunday). Any timecard which is unsigned or unverifiable will be considered invalid. Paychecks will not be issued for work claimed by an Employee that remains unsubstantiated or supported by proof of a Timecard. Timecards are due in by 10AM on the Monday following the conclusion of the Pay Period. Paychecks for Timecards submitted by Monday will be issued the proceeding Friday ("Normal Payroll Cycle"). Late

submission of my Timecard(s) will result in a delay in being paid. Payment for my work cannot be issued until I have submitted my Timecard. Paychecks for late Timecards will be pushed back to the Normal Payroll Cycle of a later week based on the date of Timecard receipt by ASI. Employees from whom ASI receives a written employment resignation notice will be paid for any unpaid time within 72 hours of receipt of a signed or verifiable timecard. As an Employee, I understand that I have no claim for delinquent payment penalties within these guidelines.

Error In Pay - Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact the payroll department immediately at payroll@agilestaffinginc.com or 714-550-4675 or in person. ASI will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

PAYROLL DISTRIBUTION PROGRAM

In addition to regular checks, this program includes two fast, easy and safe ways to get paid:

- **Option 1 - Direct Deposit to a Personal Bank Account:** The employee's pay is deposited directly into a personal checking or savings account every payday. Employees who are already enrolled in Direct Deposit will continue to receive their pay in this manner and do not need to take any further action.
- **Option 2 - U.S. Bank Focus Card:** Pay is loaded directly and electronically into their U.S. Bank Focus Card every payday. Employees then access available funds by using their U.S. Bank Focus Card to pay bills, make purchases, make cash withdrawals from In-Network ATMs and U.S. Bank ATMs nationwide.

After careful evaluation of these and other solutions, as well as best practices and trends in payroll management, we believe that these two options will best meet the needs of our banked and unbanked employees. They will also enhance our ability to deliver pay to all our employees in faster, easier, more secure and accurate manner, while also significantly reducing expenses and time involved in managing payroll. The AGILE STAFFING, INC Payroll Distribution Program options will give employees more control over their pay. Among key benefits inherent in both Direct Deposit and U.S. Bank Focus Card payroll options:

- **Immediate access:** pay is automatically deposited into a personal bank account or a U.S. Bank Focus Card every payday. Employees will be able to access their pay immediately -- rain, snow or shine -- and avoid the hassles waiting to pick up a check or waiting in line to cash it.
- **Savings:** these options give our employees instant and convenient ways to access to their pay, and can help even eliminate check cashing and money order fees.
- **Safe:** their pay is automatically placed in their account, giving them peace of mind -- they don't have to worry about lost checks or stolen cash.
- **Eco-friendly:** these options are more environmentally friendly because they require less paper, so they help minimize waste and pollutants.

PAYSTUBS & PAY INFORMATION

Pay stubs are made available as soon as payroll has been processed and no later than Friday following the work week. Pay stubs and any additional pay information such as hours worked pay history and more can be retrieved **in person from any Onsite representative or office location**. Employees can also request **automatic weekly emailed pay stubs** or access their **employee portal**

(<https://webcenter.tempworks.com/twprocessing/AgileStaffingInc/>). If you would like any additional information or need additional assistance with accessing your pay stubs and pay information please contact payroll@agilestaffinginc.com or at 714-550-4675.

REST AND LUNCH PERIODS FOR NON-EXEMPT EMPLOYEES

Meal Periods - Non-exempt employees working five (5) or more hours are entitled to take an uninterrupted unpaid duty free meal period of at least thirty (30) minutes each day. However, the employee and the COMPANY may waive, by mutual agreement, the meal period so long as the employee is not working more than six (6) hours. If you are working more than five (5) hours but not more than six (6) hours and you prefer not to take an unpaid meal period, notify your supervisor in writing and also note your time card. If you are working more than six (6) hours you must take an uninterrupted unpaid duty free meal period of at least thirty (30) minutes and it is your responsibility to ensure that you take the required meal period. Your meal period is duty free and you are free to leave the work premises. Should you choose not to leave the work premises, the COMPANY requests that you refrain from taking your meal period at your work station and refrain from working during your meal period. Non-exempt employees working ten (10) or more hours are required to take a second unpaid thirty (30) minute meal period, however, the requirement to take a second unpaid meal period may be waived by mutual agreement of the employer and the employee so long as the total time worked is not more than 12 hours. If you are working

more than ten (10) hours but not more than twelve (12) hours and you prefer not to take a second unpaid meal period, notify your supervisor in writing and also note your time card. Your meal period should be taken as close as possible to the mid-point of the scheduled shift; you may not use the meal period to start work later or end work earlier than scheduled. Lunch breaks may be staggered and may change to meet the needs of ASI and its CUSTOMERS.

Rest Breaks - Non-exempt employees are entitled to take a 10-minute paid rest break during a scheduled shift that is 3.5 hours or longer, and a second 10 minute paid rest break when the scheduled shift is 6.0 hours or longer. It is your responsibility to ensure that you take each rest break during your shift. In addition, if you are authorized to work overtime for more than one hour (after completion of 8 hours worked), a 15-minute paid rest break may be taken prior to working the overtime. Your rest breaks should be taken as near as possible to the mid-point of the work period; you may not use the rest break periods to start later than scheduled or to end work before the scheduled time. Rest periods are counted as hours worked, and thus, Staff Members are not required to record their rest periods on their time records. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

EMPLOYEE SAFETY POLICY

All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves and their fellow workers. The items listed below are part of the employee responsibilities; however, they are only minimum guidelines. It is important that each employee understand that they must take personal responsibility to assure their own safety and well being. Each worker must understand the general and specific safety precautions for their specific job, and must strive to practice safe behaviors at all times. Failure to do so could result in disciplinary action. In order to ensure this environment, we have established the following approach to assure such compliance with safe work practices. Progressive discipline is applied in all cases where safety rules are violated, or unsafe practices are made. A Safety Violation Notice will be used to document such violations. This discipline involves our normal procedures. First Infraction – Verbal Warning/Written warning to file; Second Infraction – Suspension; Third Infraction – Termination. However, if the infraction is considered serious then an employee can be immediately suspended or terminated. A serious infraction would be one in which an employee themselves or another person could have sustained serious injury or death. Further, suspension or termination can occur if it is determined that the employee exhibited blatant disregard for the safety of himself/herself or another person.

1. Promptly report to AGILE all accidents, near misses and injuries occurring within the course of your employment.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent reoccurrence.
3. Promptly report to AGILE all unsafe actions, practices, or conditions you observe.
4. Become familiar with and observe approved safe work procedures during the course of their work activities as identified at the time of your hire.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and avoid distracting others.
7. Obey all safety rules and follow published work instructions.
8. Wear protective equipment when working in hazardous areas or jobs, and/or required by supervision.
9. Inspect all equipment prior to use and report any unsafe conditions to your supervisor immediately.
10. All employees on industrial job assignments must wear work shoes or boots that cover the entire foot, have slip resistant soles and provide protective coverage to the instep and toes (steel toe shoes are preferred but not mandatory unless specified for a particular job assignment).
11. Gloves, loose clothing, neckties, long hair, and jewelry can become entangled in rotating equipment leading to serious injury or death. I understand that I must remove such articles before operating ANY rotating machinery or equipment to avoid entanglement.
12. Submit any suggestions for accident prevention, without fear of reprisal, which may assist in improved working conditions or work practices to your immediate supervisor.
13. Do not operate any forklifts or company vehicles without prior authorization of your staffing coordinator.
14. 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 on-site supervisor. Any solvents and reusable rags used on assignment are to be kept in marked self-closing containers.

15. Do not perform any duty that involves hazardous chemicals/materials without complete training on proper use and handling from your on-site supervisor. Know the on-site location of the Safety Data Sheet (SDS).
16. 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.
17. Know where the client's First Aid Station, eye wash station, and/or shower stations are located in case of emergency.
18. Immediately report all unsafe conditions or injuries seen during work to your on-site supervisor as well as to your staffing coordinator/ASI representative. You have the right to provide this information without fear of reprisal by either company.
19. If your duties change during your assignment call ASI immediately.
20. 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 authorization from ASI.

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

Communication - Employees are encouraged to report any unsafe conditions and to discuss occupational health concerns, any safety suggestion or ideas for creating a safer environment are welcomed. Employees can contact their staffing coordinator or **INJURY HOT LINE AT (714) 454-9046**. The Injury Hotline is also available for employees to anonymously inform ASI of any safety concerns.

WORK RELATED INJURIES

ASI and our client companies are committed to working together to provide a safe work environment. All accidents, injuries, or unsafe work conditions should be reported to ASI immediately, even if they seem minor. If you are involved in an accident or are injured at work, or observe unsafe working conditions, you are required to call the ASI Injury Hotline immediately. If you are calling after hours, you will be able to page the on duty Workers' Compensation Specialist from ASI by leaving a message on the hotline voice mail. You are expected to also notify your client company supervisor. Failure to report the injury, cooperate with the accident investigation or participate in the post accident drug test will result in disciplinary action up to and including termination. **If you ever sustain a workplace injury or illness, you must immediately call our INJURY HOT LINE AT (714) 454-9046 and inform your job site supervisor AS SOON AS POSSIBLE.** Failure to do so may delay potential Worker's Compensation benefits. If you see a work environment or work conditions that you consider unsafe or are asked to perform work that you consider unsafe, you must notify us BEFORE STARTING WORK. Also, assignment to a higher skilled job may also result in a HIGHER PAY RATE for you, so please advise us if you are assigned to a higher skilled job than what you offered. Participation in games, sports, or athletic activities while on or near any job site before or after work hours as well as during meal and rest periods is PROHIBITED. If you are injured while engaging in such activities, you may be ineligible for Worker's Compensation benefits.

WORKERS' COMPENSATION FRAUD

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 of up to 1 year and or monetary fines up to \$150,000.

STATE DISABILITY INSURANCE (SDI)

SDI is designed to partially replace wages you lost because of a disability that was not caused by your work. (See "Other Programs" on reverse for job-related disabilities.) SDI taxes are paid by those California workers who are covered by the SDI program. Tax rates may vary from year to year. For current rates, contact the EDD Disability Insurance Customer Service at 800.480.3287 or EDD Employment Tax Customer Service at 888.745.3886. Please see attached brochure for more information.

STANDARDS OF CONDUCT

While it is not possible to create an exhaustive list, following are examples of expected behavior. Violations of the standards of performance and conduct may lead to disciplinary action that could include termination.

- While on assignment you are expected to be in your designated work area performing the job presented to you by your staffing coordinator unless you are on an approved break.
- Timecards are to be completed by the employee in the manner described in the Section called TIMECARD PROCEDURES of this documents. Employees may not complete timecards for others, clock in or out for others, alter timecards or ask any other employee to do so for them.
- Employees are expected to follow direction of the client supervisor and their staffing coordinator. If the directions of the client supervisor seem unsafe or illegal, employees should contact their staffing coordinator immediately. Employees must follow all safety rules, manufacturing procedures, policies and procedures of both the Client Company and ASI.
- Employees are expected to maintain confidentiality about any proprietary information of our Client Company or ASI. If you are not sure if something is considered confidential, ask your staffing coordinator.
- Dress code will vary from client to client. Ask your staffing coordinator about the dress code for each assignment. You should maintain a clean and neat appearance at all times. Clothing with inappropriate slogans or logos, for example, offensive comments, violence, nudity or profanity should not be worn to any assignment.
- Direct contact with a client company by phone, e-mail, letter or in person should only occur while you are on an assignment. Additionally, you must keep your staffing coordinator informed of any issues, concerns, agreements and so forth that a client may try to make with you directly. ASI is your employer and any questions or concerns regarding your assignment or the termination of your assignment should be addressed with your staffing coordinator.
- 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.
- Employees should always act and speak in a way that fosters a positive work environment and does not promote violence, discrimination or harassment of any kind, including sexual harassment. Employees are prohibited from bringing any type of weapon to a client work site or any ASI office. Related ASI policies are the Workplace Violence Prevention Policy and the Harassment Prevention Policy.
- Use or possession of alcohol and/or illegal drugs on work time or company property is prohibited. Anyone possessing and/or under the influence of these substances is subject to immediate dismissal. A related ASI policy is the Substance Abuse Prevention Policy.
- Employees should treat the property of our client, co-workers and ASI with respect and never damage or take any property without expressed permission.
- Employees may only use a vehicle as a responsibility of their assignment (including their own vehicle) with prior authorization from ASI.

SOLICITATION POLICY

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, temporary employees may not distribute literature or printed material of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during work time. Employees who are not on work time, that is, before or after a scheduled shift, on lunch or other approved breaks, may not solicit temporary employees or client employees who are on work time for any cause or distribute literature of any kind to them. Our clients may maintain bulletin boards, Intranet sites and/or group e-mail lists for the purpose of communicating with their employees and/or ASI temporary employees. Unless these communication tools are expressly made available to temporary employees, you may not post any form of literature, printed or written materials, photographs or notices of any kind using these tools.

WORKPLACE VIOLENCE PREVENTION POLICY

ASI and our client companies are committed to providing a violence-free workplace for our employees. In keeping with this commitment, ASI has established a Workplace Violence Prevention Policy that prohibits actual or threatened violence by employees. Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating so as to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property. This includes conduct that is directed towards any employee, customer, or vendor of either our Client Company or ASI. 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 work site; Profanity towards another person; Harassing or threatening phone calls; Making menacing gestures; Expressing significant grudges against co-workers; Displaying intense or obsessive interest in another person that exceeds the normal bounds of interpersonal interest; Attempting to intimidate or harass other individuals; Behavior indicating that the individual is significantly out of touch with reality and that he or she may pose a danger either to self or to others.

Employees who become aware of any acts or threats of workplace violence must report the incident immediately to their staffing coordinator and their client supervisor. Your staffing coordinator will consult with the appropriate resources in order to complete an assessment of the incident and the surrounding circumstances.

Employees who engage in any violent behavior in the workplace will be subject to disciplinary action that may include termination.

HARASSMENT PREVENTION POLICY

ASI and our client companies are committed to maintaining a workplace free from unlawful discrimination and harassment, including discrimination and/or harassment based on race, sex, color, religion, age, ancestry, national origin, marital status, status as a disabled veteran or veteran of the Vietnam era, disability, sexual orientation, or any other basis proscribed by law. Sexual harassment or retaliation against an individual who has cooperated or assisted in a sexual harassment claim is specifically prohibited as unlawful and against company policy. 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.

Definition - Sexual harassment includes unwelcome sexual advances or other unwelcome verbal, physical or visual conduct of a sexual nature, made either explicitly or implicitly: As a term or condition of employment; As a basis for any employment decision affecting an individual; In a manner that creates an intimidating, hostile or offensive work environment.

Complaint Process - Any employee who believes he or she has been subjected to unlawful harassment or discrimination by a co-worker or manager of either ASI or a client company should promptly report the incident to his or her staffing coordinator. If the staffing coordinator is the alleged harasser, the report should be made to the manager of the division. ASI will promptly and thoroughly investigate all complaints of unlawful harassment and discrimination, and based on that investigation, will recommend appropriate action. Written statements may be requested from all parties involved. Upon completion of the investigation, a determination will be made and the results will be communicated to the complainant, the alleged harasser and, as appropriate, to others directly concerned. If sexual or other unlawful harassment or discrimination is found, prompt remedial action will be taken designed to end the harassment/discrimination and to prevent any further occurrences.

Non-Retaliation - No employee will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding, regarding unlawful harassment or discrimination.

SUBSTANCE ABUSE POLICY

To ensure a safe and productive work environment, employees are prohibited from: Unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or illegal drugs or misusing or abusing prescribed or over-the-counter drugs while on working time or while on or using client company property or in client company vehicles; Having detectable levels of alcohol or illegal drugs present in their bodies during working hours; Violating any state or federal law relating to drugs or alcohol while on or using client company property. Employees may also be subject to the terms of clients' substance abuse policies while on 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. At the direction of ASI, employees may be required to submit to pre-employment, reasonable suspicion or post-accident testing. Initial screening may be conducted using saliva testing administered by ASI. Employees required to submit to testing may be, at ASI's discretion, suspended from all assignments pending the results of the testing and pending further investigation. If the results of the test are negative, the employee will be considered eligible for re-assignment. If the test result is positive, the employee will be terminated and will not be considered eligible for re-employment with ASI unless

and until he or she can establish that he or she is not a current user of illegal drugs (minimum of six months from date of positive test result).

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

Reasonable Suspicion Drug/Alcohol Test: When ASI and/or its client company 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 ASI. Refusal to consent to the testing will result in termination. Reasonable suspicion may arise from the circumstances of a particular accident or injury occurring on the job; from a physical altercation between employees; from an obvious impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance; from unexplained significant deterioration in job performance or behavior; from reports by co-employees of alcohol or drug use or impairment during working hours; from an admission of the employee regarding drug use; or from any other evidence reasonably giving rise to suspicion of on the job impairment from, or use of, alcohol or illegal drugs.

Post Accident Drug/Alcohol Test: An employee who is involved in an accident at work, which damages property or causes injury, will be required to submit to alcohol/drug testing as directed by ASI. Refusal to consent to the testing will 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 his or her system. Failure to execute such authorization will result in termination.

TECHNOLOGY POLICY

This establishes guidelines for appropriate use of our client's business systems - Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property; Fraudulent, harassing, embarrassing, indecent, profane, obscene, 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 staffing coordinator; Users may not install software onto their individual computers or the network without first receiving express written authorization to do so from the client; Users should not alter or copy a file belonging to a 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 our client may not be used for personal matters; The computer and telecommunications resources and services of our client may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (virus and/or self-downloading code) or political use; A user's 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 the client.

EMPLOYEE BENEFITS

ASI standard benefits normally available to employees are Health Care Coverage; 401K Plan; Banking Services; Safety Prizes; Referral Bonuses; Computer Training; ASI employee Forklift Certification; Group Ticket Discounts.

PAID SICK LEAVE

- Employees will accrue 1 hour of paid leave for every 30 hours worked, capped at 80 hours or 10 days (whichever greater) of paid leave in a year. Paid leave shall begin to accrue at the commencement of employment or July 1st, 2015, whichever is later. An employee may begin to access paid leave starting on the ninetieth (90th) day of employment with the Company. In addition, an employee must work thirty (30) days within a year in California to be eligible for paid leave. Accrued but unused sick leave, is not paid out at separation.
- Employees may carry over unused paid leave accrued in one year into the following calendar year up to a maximum of 80 hours or 10 days (whichever is greater), but are not permitted to use more than forty (40) hours or five days (whichever greater) of paid leave in a year.

- Employees on an active assignment shall be provided paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- Employees shall make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the Company's operations. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the sick leave as soon as practicable.
- The Company may seek documentation or information regarding the nature of an employee's or employee's family member's injury, illness or condition as permitted by law.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee. For additional information you may contact your employer at the number below or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/dlse/DistrictOffices.html> using the [alphabetical listing of cities, locations, and communities](#). Staff is available in person and by telephone at 714-550-4675.