



EMPLOYEE GUIDEBOOK

IMPORTANT NOTICES

THIS GUIDEBOOK IS NOT A CONTRACT

This document is not an express or implied contract and is for informational purposes only. It is not all inclusive and is intended to offer only general guidelines. The policies, benefits, and operating procedures contained in this Guidebook are not intended to create, and are not to be construed to create, any contract, agreement or legally binding obligation between Franklin Professional Associates (“Franklin Professional Associates” or the “Company”) and its employees. Any highlights of benefits contained in this Guidebook are not intended to take the place of more detailed benefit plan documents. Descriptions in the plan documents will override the information in this document in the event the information presented in this Guidebook conflicts with the information in the plan documents. This Guidebook does not guarantee any specific level of benefits or continuation of any specific benefits.

FRANKLIN PROFESSIONAL ASSOCIATES’ RIGHT TO CHANGE THE GUIDEBOOK

This Guidebook supersedes all prior guidebooks, if any, distributed to Franklin Professional Associates’ employees. Franklin Professional Associates may, without having to consult with any employee and without receiving any employee’s agreement, change, suspend, or discontinue any or all Guidebook policies, benefits, or procedures (except Franklin Professional Associates’ at-will policy). Revised guidebooks may be issued from time to time. Final decisions as to the meaning and application of the policies rest entirely with Franklin Professional Associates.

AT-WILL POLICY

Each employee at Franklin Professional Associates is employed on an “at-will” basis, which means either Franklin Professional Associates or the employee may terminate the employment relationship at any time, for any or no reason, with or without advance notice. No individual or representative of Franklin Professional Associates can change this at-will relationship absent a specific, written contract signed by Franklin Professional Associates’ President.

COMPLIANCE WITH APPLICABLE LAW

In all circumstances, Franklin Professional Associates will comply with applicable laws within each jurisdiction in which it does business. To the extent any provision of this Guidebook conflicts with any applicable state or federal law, Franklin Professional Associates will follow and comply with the applicable law and not this Guidebook.

This Guidebook is not intended to interfere with employee rights under the National Labor Relations Act, 29 U.S.C. §§ 151-169, as amended. As such, this Guidebook will not be interpreted or applied in a manner that interferes with employee rights to self-organize, to join or assist a labor union, or to engage in other concerted activities for the purposes of mutual aid or protection, including the right to discuss wages and other conditions of employment with other employees or individuals, or to refrain from engaging in such activities.

NOTE

This Guidebook is the property of Franklin Professional Associates and should be treated as proprietary.

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I. WELCOME TO FRANKLIN PROFESSIONAL ASSOCIATES

Congratulations! As a new employee of Franklin Professional Associates, we would like to welcome you to our Company, and we are glad to be able to share this opportunity with you.

Our mission is to be a reliable partner and resource for top talent and outstanding opportunities. We work to create lasting win-win scenarios delivered with efficient and thorough service resulting in purely positive experiences.

We know from personal experience that hiring decisions and job changes are not changes to be handled lightly. We are sincere in our commitment to bring you the best options to support you in doing the right thing for your career. Serving your best interest, the first time, and every time, is what serves ours.

So, welcome aboard – we wish you every success as a Franklin Professional Associates employee.

II. APPLICABILITY

Unless otherwise stated in this Guidebook, the contents of this Guidebook are applicable to the temporary employees of Franklin Professional Associates (also known as “employees,” “pay-rolled employees” and “associates”) who are referred to throughout this Guidebook as “employees.” Franklin Professional Associates’ employees are individuals who are eligible for temporary work assignments to support or supplement a client’s or Franklin Professional Associates’ workforce during time periods of, including but not limited to, employee absences, temporary skill shortages, seasonal workloads, and special long- and short-term assignments and projects. This Guidebook does not apply to any other classification of employee at Franklin Professional Associates.

III. WORK ENVIRONMENT

A. Equal Opportunity Employer

Franklin Professional Associates is an equal opportunity employer. All employment decisions and personnel actions at Franklin Professional Associates are administered without regard to race, color, religion, creed, national origin, ancestry, sex, age (40 and above), qualified mental or physical disability, sexual orientation, gender identity, genetic information, any veteran status, any military service, any application for military service, or any other category or class protected by federal, state or local laws. All employment decisions and personnel actions, such as hiring, promotion, compensation, benefits, and termination, are and will continue to be administered in accordance with, and to further the principle of, equal employment opportunity.

B. Non-Harassment

Franklin Professional Associates has a fundamental commitment to treating its employees with dignity and respect. The support of equal employment opportunity includes the recognition that harassment of employees on account of race, color, religion, creed, sex, national origin,

ancestry, age (40 and above), qualified mental or physical disability, sexual orientation, gender identity, genetic information, any veteran status, any military service, any application for military service or membership in any other category or class protected under the law will not be tolerated. All employees have the right to be free from slurs, sexual advances, or other verbal or physical conduct that constitutes such harassment. The Company views unlawful harassment as a sensitive and serious offense, and is committed to preventing unlawful harassment, and taking prompt and effective action to stop any unlawful harassment, if and when it does occur.

C. Sexual Harassment

Any employee who feels that s/he has been subjected to sexual harassment should immediately report the matter to the Company's Sexual Harassment Grievance Officer or Alternate Sexual Harassment Grievance Officer (see Sexual Harassment Policy included as **ATTACHMENT A** to this Guidebook). If the employee would prefer to bring his or her concerns to the attention of his or her direct manager or another member of management, the employee should feel free to do so. The Company will investigate all such reports. Violations of the Company's Sexual Harassment Policy will not be permitted and may result in disciplinary action, up to and including termination from employment.

D. Non-Sexual (i.e., Other Protected Class) Harassment

Any employee who feels that s/he has been subjected to harassment of a non-sexual nature should immediately report the matter to Franklin Professional Associates' Harassment Grievance Officer or Alternate Harassment Grievance Officer (see Harassment of Individuals in Protected Classes: Policy and Procedures included as **ATTACHMENT B** to this Guidebook). If the employee would prefer to bring his or her concerns to the attention of his or her direct supervisor or another member of management, the employee should feel free to do so. The Company will investigate all such reports. Violations of the Company's Harassment of Individuals in Protected Classes: Policy and Procedures will not be permitted and may result in disciplinary action, up to and including termination from employment.

E. Retaliation

It is unlawful to retaliate against an employee for filing a complaint of illegal harassment or for participating in an investigation of a complaint. Franklin Professional Associates will not tolerate any such retaliatory conduct. If any employee believes that he or she has been subjected to retaliation for having in good faith brought a complaint or participated in an investigation of harassment, that employee is encouraged to report the situation as soon as possible to Melissa Glenny at 978-534-2422, or to Linda Fournier at 978-534-2422, or, if the employee prefers, to the employee's direct supervisor or another member of management.

F. Distribution of Policies

The Company's Sexual Harassment Policy and Harassment of Individuals in Protected Classes: Policy and Procedures are issued to all new employees upon their hire. In addition, all current employees shall receive a copy of the Sexual Harassment Policy, annually. After receiving the Sexual Harassment Policy (whether upon hire or the annual distribution), each

employee will be required to sign the receipt page of the Policy, acknowledging that s/he has received and read it, and to return the signed receipt page to the Operations Manager, Linda Fournier.

G. Violations of Policy

While these policies set forth Franklin Professional Associates' goals of promoting a workplace that is free from illegal harassment, the policies are not designed nor intended to limit Franklin Professional Associates' authority to discipline or to take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the legal definition of unlawful harassment.

Any employee who has been found to have engaged in unlawful harassment or retaliation prohibited by this policy will be subject to appropriate discipline, up to and including termination from employment.

H. Qualified Individuals With Disabilities

Franklin Professional Associates is committed to providing equal employment opportunities to its disabled applicants and employees. Franklin Professional Associates will provide a reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of its business. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Melissa Glenny at 978-534-2422. Franklin Professional Associates encourages qualified individuals with disabilities to come forward and request reasonable accommodations.

IV. EMPLOYEE CLASSIFICATIONS, WORK ASSIGNMENTS, TIME KEEPING, PAY AND REIMBURSEMENT INFORMATION

A. Employee Classifications

Whether an employee is classified as an exempt or non-exempt employee depends on the functions of the employee's position within Franklin Professional Associates or its client, as defined by the Fair Labor Standards Act and applicable state laws. Each employee will be advised of his/her employment classification based on the specific client assignment.

1. *Exempt* employees are generally salaried employees and fall into one or more of the following six categories, which are exempt from the FLSA and applicable state wage and hour laws: executive, professional, administrative, outside sales, computer professionals, and highly compensated employees. These employees are not eligible for overtime pay.

2. *Non-Exempt* employees are eligible for overtime pay at the rate of one and one-half times their regular rate of pay for any time actually worked in excess of 40 hours in any given workweek. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

B. Assignments

1. Assignments Generally

At Franklin Professional Associates, we always strive to make the right matches, - matching your job preferences and skill level with our clients' needs. We request that you keep us informed of your availability via email or phone at least twice per month. Once you have notified Franklin Professionals of your availability, we will contact you if we have an assignment that matches your skills, experience and qualifications. We must have a working telephone number and email address of where we can reach you or leave a message.

To prepare you for starting a new assignment, please make sure you have:

- The company's name;
- The location, hours and length of assignment;
- The specific tasks you will be doing;
- The hourly rate;
- The name of the person to whom you report;
- Any other details that will help you on your assignment;
- If you are going to be late for your assignment or have any emergency or illness that prevents you from going to work, you must call Franklin Professional Associates prior to the start of the assignment. Franklin Professional Associates will call the client and explain the situation.

2. Payment for Assignments

a. Wages.

Non-exempt employees will be paid an hourly wage for each assignment, which wage rate shall be determined based on the assignment, the respective employee's skills, and the applicable wage rate. Thus, employees' hourly wage rates may vary from job to job. In all cases, however, the hourly wage rate shall be at least the minimum wage. A Franklin Professional Associates' Representative will inform you how much each assignment will pay before you accept an assignment.

b. Taxes and Withholdings.

Franklin Professional Associates deducts Federal and State withholding taxes and Social Security tax from your wages, as required by law. Franklin Professional Associates also pays Unemployment Insurance Tax, Social Security Tax, and you are covered by Workers' Compensation Insurance.

The amount of money withheld for tax purposes is determined by your authorization of withholding status and the number of dependents selected on your Form W-4 in association with your earnings. Franklin Professional Associates will mail a Form W-2 Wage and Tax Statement to you by January 31st of the following year. Please inform your Franklin Professional Associates' Representative of any address changes immediately to ensure timely delivery of your Form W-2.

3. While on Assignment

While on assignment:

- Follow and comply with the rules, policies, procedures, and working conditions established by Franklin Professional Associates' clients for their respective premises.
- Promptly bring any and all complaints or disputes about your pay or working conditions to your Franklin Professional Associates' Representative.
- Behave in a professional manner. This means that your personal conduct, including conversations in the workplace, must not violate Franklin Professional Associates' policies including, but not limited to, the Franklin Professional Associates Sexual Harassment Policy and the Franklin Professional Associates Harassment of Individuals in Protected Classes: Policy and Procedures, both of which are attached to this guidebook.
- Your employment with Franklin Professional Associates requires you to comply with our policies and procedures. You may be disciplined, up to and including termination, if you do not comply with our policies and procedures.

C. Time Keeping

Although you will be performing work for a variety of Franklin Professional Associates clients, Franklin Professional Associates is your employer. Your timecard and paycheck are processed by Franklin Professional Associates, and your Franklin Professional Associates Representative is your contact for all work assignments and is there to answer your questions or to help solve any problems that may arise.

Employees will be advised by their Franklin Professional Associates Representative when they should report to work. Employees should not begin work before that time.

All employees are required to maintain an accurate record of all time actually worked in a given workweek by completing your Company-issued timecard via HelloSign no later than 5:00 p.m. (noon) on the Monday following the workweek. A blank timecard will be sent to you via email prior to the Sunday on which the payroll week ends. In some cases, you may be required to punch a timeclock at the client site. In such case, the Company issued timecard may or may not be required. You will be given instructions about this process at the beginning of your assignment.

It is your responsibility to record your time fully and accurately before providing it to the Company Representative for approval. You should record your in/out time and the total time attributed to each meal period you take.

If you are scheduled to work six (6) hours or more and are not being provided a meal or rest break to which you are entitled, you must advise your Franklin Professional Associates' Representative immediately.

When recording your hours worked, please be sure to include all time spent changing in and out of your client-required apparel at work (including uniforms and equipment), travel time required by your assignment (other than normal commuting time), and time waiting on client security lines, if applicable, to the nearest quarter (1/4) hour. Please notify your Franklin Professional Associates Representative if you have any questions regarding what time should be recorded.

In order to ensure that your paycheck is accurate, you must record your time completely and without errors.

Employees are never to prepare or submit a timecard for or on behalf of another employee or to permit their timecard to be used by another employee or attempt in any way to falsify the recording of time. Falsification of work hours and time records may result in disciplinary action, up to and including termination of employment.

D. Direct Deposit

Direct deposit is Franklin Professional Associates' method of payment to its employees. Complete the direct deposit form provided to you by your Franklin Professional Associates' Representative and return it to Franklin Professional Associates. Your pay will be deposited into the bank account of your choice.

1. Potential Benefits of Direct Deposit:

- More convenience and security than a paper check;
- Your funds will be available for your immediate use upon receipt by your bank;
- The option to have your funds deposited into a checking or savings account; and
- Free checking or reduced account fees as some banks or financial institutions.

It is your responsibility to contact your bank to verify that funds have been deposited to your account prior to using those funds. Franklin Professional Associates will not be responsible for overdrafts on your account.

2. Pay Stubs:

You will receive an email weekly from Quickbooks Workforce you that your paystub is available for viewing and printing. You will also receive a login and password

that will allow you to login at any time in order to review past pay stubs. The payroll week runs Monday through Sunday. Payday is the Friday following the week that you worked unless otherwise notified in writing.

E. When to Contact Franklin Professional Associates

The following are a few examples of when employees should contact their Franklin Professional Associates' Representative:

- If you are requested to perform any duties other than the ones described to you when you accepted the assignment.
- If you believe you are entitled to a meal break but are not being provided one or you are being prohibited from taking one by the client.
- Upon completions of assignment, contact Franklin Professional by phone or email. If your assignment is ending, contact Franklin Professional Associates within 48 hours of the completion of each assignment.
- If you cannot report to work or will be late for any reason.
- If you are injured while on assignment.
- Any time you are available for work and would to be considered for an assignment.
- If the client request that you work overtime.
- If you change your name, telephone number, address, or email address.
- If you believe you are experiencing or being subjected to any type of harassment, unlawful discrimination, or other conduct prohibited by Franklin Professional Associates policy while on assignment, please let us know immediately.
- If you are arraigned or indicted for a crime involving violence or sexual misconduct and/or a felony.
- If you are convicted of a crime other than a minor traffic violation.
- If you have a complaint or dispute about your pay, assignment or working conditions, you must contact you Franklin Professional Associates' Representative.
- If you are called for jury duty or to testify as a witness in court or before a state or federal administrative agency.

F. Keeping Records Current

Employees should notify Linda Fournier at lfournier@franklinprofessionals.com as soon as possible of any of the following changes in circumstances or desired changes:

- Change of address and/or telephone number;
- Legal change of name;
- Change of immigration status;
- Change in income tax withholding allowances;
- Change in educational status;
- Change in marital status;
- Addition or deletion of a dependent; and
- Change in emergency contact information.

V. SICK LEAVE

In accordance with M.G.L. c. 149, § 148C, employees shall earn one (1) hour of sick leave for every 30 hours worked. Employees begin accruing sick leave hours on date of hire.

Employees are eligible to earn and use up to 40 hours of paid sick leave per calendar year. If an employee does not use all of his/her earned sick leave in a calendar year, the employee may carry over up to 40 hours of unused sick time to the next calendar year. Employees who carry over earned sick time, however, may only use up to 40 hours of sick time in a calendar year. Employees are not entitled to be paid for any unused sick leave at the end of their employment with Franklin Professional Associates.

Employees may begin to use earned sick leave on the 90th day after hire. After the 90-day period, employees may use earned sick leave as it accrues. Employees may only use earned sick leave and miss work in order to:

1. Care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse that requires home care, professional medical diagnosis or care, or preventative medical care;
2. Attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse;
3. Address the psychological, physical or legal effects of domestic violence on the employee or the employee's dependent child. In certain circumstances, Franklin Professional Associates may require employees to provide certification of the need for sick time in accordance with M.G.L. c. 149, § 148C and M.G.L. c. 151A, § 1, subsection (g ½).

VI. COMMUNICATIONS AND INFORMATION

A. Communications

An employee must abide by Franklin Professional Associates' Communications Policy (see **ATTACHMENT C** to this Guidebook).

B. Media and Public Contacts

An employee may not speak to the news media or anyone outside Franklin Professional Associates as an official or unofficial spokesperson of Franklin Professional Associates without prior authorization from the President/Chief Executive Officer. Employees are expected to direct all inquiries for information from the media or from outside Franklin Professional Associates to the President/Chief Executive Officer.

VII. CERTAIN SAFETY ISSUES

A. Employee Safety

You, as our employee, are Franklin Professional Associates most important asset. Employees' cooperation is important in observing the rules of safety in place at all work locations as some employees may be adversely affected by their fellow employees' failure to follow them. To this end, be sure to familiarize yourself with each client's safety procedures and equipment.

Always exercise due care while working for Franklin Professional Associates. Most accidents can be prevented with proper caution – whether in an office or industrial environment. Human error or carelessness causes most accidents and injuries.

Employees should immediately report all unsafe practices or conditions that they see to their Franklin Professional Associates Representative. All employees should make safety a part of their job, as accidents are costly to everybody.

Call Franklin Professional Associates immediately:

- If you are asked to perform work that was not part of your initial job description;
- If you believe your working conditions are unsafe; or
- If you are injured while on assignment.

B. Reporting an Injury

If an employee has an accident while working, no matter how minor the injury is, the employee must report it to his or her Franklin Professional Associates' Representative immediately, either by phone or in person.

The employee should also assist his or her Franklin Professional Associates Representative in completing an accident report. This procedure is for the employee's protection in the event he or she incurs medical bills or loses time on the job as a result of the workplace accident. If it is necessary to secure medical attention, the proper documentation from the attending physician must be turned in to Melissa Glenny.

If you do require medical attention and the treating physician indicates that you cannot return to your regular job, you must notify your Franklin Professional Associates Representative immediately.

As well, you must notify your Franklin Professional Associates Representative after each medical appointment to report on your progress.

Prior to returning to work from a workplace injury that required medical attention, you must provide Franklin Professional Associates Representative with a doctor's note clearing you to return to work.

C. Workers' Compensation

All employees are covered by workers' compensation insurance for illnesses or injuries arising out of and in the course of their employment. To be eligible to receive workers' compensation benefits, employees must immediately notify their Franklin Professional Associates Representative of any occupational injury or illness they incur while on the job, no matter how minor it may seem. Failure to report an occupational injury or illness may jeopardize an employee's entitlement to workers' compensation benefits.

For further information concerning workers' compensation benefits, employees should consult his or her Franklin Professional Associates Representative.

If you are injured, no matter how slightly:

- ┆ Report the incident immediately to management.
- ┆ With the assistance of your designated Franklin Professional Associates Representative, complete the necessary "Employer's First Report of Injury" forms at once.
- ┆ Approved resulting medical bills will be paid by workers' compensation insurance.
- ┆ Lost wages will be paid after a waiting period as provided by Massachusetts law.

No matter how small the accident, you must report it immediately to management.

D. Unemployment Compensation

Franklin Professional Associates participates in state unemployment insurance programs in accordance with any and all state and federal requirements.

Unemployment compensation insurance is a temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings.

Upon separation of employment, Franklin Professional Associates will provide a separating employee with a “How to Apply for Unemployment Insurance Benefits” brochure from the Commonwealth of Massachusetts Department of Unemployment Assistance.

It is the policy of Franklin Professional Associates that employees must notify Franklin Professional Associates of assignment completion and of availability to work within 24 hours of assignment completion and prior to collecting unemployment benefits. Notification should be emailed to info@franklinprofessionals.com If there is a failure to properly notify Franklin Professional Associates of assignment completion and availability for work, the completion will be considered a “voluntary quit” and eligibility to collect Unemployment Insurance Benefits maybe affected as determined by applicable state law.

E. Workplace Violence

Franklin Professional Associates takes very seriously the safety of all of its employees in the workplace. For that reason, violence and threats of violence in the workplace – whether on Franklin Professional Associates’ property, the property of one of its clients, or during the conducting of Franklin Professional Associates’ business while off property – will not be tolerated. If employees are subjected to violent behavior by a co-worker, customer or vendor, are threatened with violence or know of threats or actual violence occurring in the workplace, they should report such conduct to their supervisor immediately. Management will make every effort to determine the safest way to handle the situation and to minimize the risk to all employees.

F. No Weapons in the Workplace

The carrying or concealment of weapons within on the premises of either Franklin Professional Associates or its clients, including the parking areas and grounds, at any Franklin Professional Associates-sponsored event or activity, any event or activity sponsored by a client of Franklin Professional Associates, and/or when conducting any work-related travel or Franklin Professional Associates business (including any client business) is strictly prohibited. No employee may enter a Franklin Professional Associates’ or client facility or vehicle or come onto the premises of Franklin Professional Associates or its clients with any type of weapon including firearms. This includes visible and concealed weapons, even those for which the owner has obtained necessary permits. For purposes of this policy, any device, which is considered a weapon, may not be brought onto the premises. Franklin Professional Associates and its clients reserve the right to search any employee or employee vehicles on the premises of Franklin Professional Associates or its clients for weapons. Employees are advised that they have no expectation of privacy in any Franklin Professional Associates property or a client’s property and/or any personal property or materials brought onto the premises of Franklin Professional Associates or its client(s), including vehicles parked on such premises.

G. Drug and Alcohol Policy

1. Introduction

Franklin Professional Associates' work necessitates that employees' judgment be accurate and their responses quick and precise. Anyone who is under the influence of drugs and/or alcohol not only may cause substantial injury to the employee, but to co-workers and the general public.

2. Policy

Franklin Professional Associates maintains a drug-free workplace, meaning that employees are prohibited from engaging in the illegal manufacture, distribution, sale, dispensation, possession, or use of alcohol, illegal narcotics, drugs, or controlled substances while on Franklin Professional Associates' business or while engaged in any job-related activity, whether on Franklin Professional Associates premises or while providing services on behalf of Franklin Professional Associates outside of Franklin Professional Associates premises, including on the premises of a client. Employees are also prohibited from performing work for Franklin Professional Associates or its clients, or from using client's equipment or vehicles while impaired by, or under the influence of, alcohol or drugs, including the use of medical marijuana. Franklin Professional Associates premises include all land, property, buildings, structures, installations, parking lots, and means of transportation owned by or leased to Franklin Professional Associates or otherwise being utilized for Franklin Professional Associates business, including client's property, buildings, structures, installations, land, parking lots and means of transportation.

Employees are prohibited from using, or reporting to work impaired by, or under the influence of, any prescription or over-the-counter drug, including marijuana that is legally prescribed for medicinal purposes under Massachusetts state law, which may affect their safety, the safety of others, or their job performance.

Employees suspected of possessing or using alcohol, illegal narcotics, drugs, or other controlled substances, including marijuana, on Franklin Professional Associates premises or the premises of a client are subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, clothing, personal vehicles, and all Franklin Professional Associates property and any client's property, are also subject to search and inspection, with or without notice, while on Franklin Professional Associates premises and any other location where the employee is performing services on behalf of Franklin Professional Associates outside of Franklin Professional Associates premises, including the premises of a client. Any substances found during the course of enforcing this policy may be turned over to the appropriate law enforcement authorities and may result in prosecution.

3. Testing for Applicants and Employees

a. Testing Generally

Franklin Professional Associates is committed to maintaining a workplace free from drugs and alcohol. An employee may not report to work under the influence of drugs or alcohol and may not use or possess drugs or alcohol while at work. To meet the objectives of this Policy, Franklin Professional Associates reserves the right to require an employee, or a candidate for employment, to submit to a drug and/or alcohol test under the following circumstances:

i. Post-Offer, Pre-Employment. All applicants for employment, who have received a conditional offer of employment, are subject to post-offer, pre-employment drug and/or alcohol testing.

ii. Reasonable Suspicion. Where there is a reasonable suspicion of substance use by employees working in safety-sensitive positions, Franklin Professional Associates may require drug and/or alcohol testing. For example:

(A) When an employee is injured as a result of an on-the-job accident and requires medical treatment away from the workplace, or is involved in an accident which results in injury to another or damage to Franklin Professional Associates property or to the property of a Franklin Professional Associates' client; or

(B) When Franklin Professional Associates or one of its clients has reasonable suspicion to believe that an employee is working on behalf of Franklin Professional Associates or one of its clients, whether on or off Franklin Professional Associates' premises, while under the influence of alcohol or drugs, such as direct observation of the employee using drugs or alcohol during work hours on Franklin Professional Associates' premises or a client's premises, or the discovery of drug-related paraphernalia in the possession or control of an employee, or observation by a supervisor or manager or some other trained person that an employee is exhibiting the physical symptoms of substance use during work hours, on Franklin Professional Associates premises or a client's premises; or

(C) Drug- and/or alcohol-related incidents.

The above-list is not intended to be all-inclusive. There may be other circumstances when there is "reasonable suspicion" to believe an employee may be in violation of this Policy.

iii. Random Testing. Franklin Professional Associates' employees working in safety-sensitive positions may be subject to random drug and/or alcohol testing.

iv. Post-Accident Testing. Franklin Professional Associates may require a post-accident drug and/or alcohol test of all employees working in safety-sensitive positions involved in or considered a factor in an on-the-job accident or incident.

v. When Legally Required. In addition to the reasons stated above, Franklin Professional Associates will conduct drug and/or alcohol testing when required by state or federal law or regulations.

b. When Testing Is Necessary

If a drug test of an employee becomes necessary, the employee will immediately be relieved of duty and placed on administrative leave until a full evaluation has taken place and an appropriate course of action is determined. The administrative leave may be paid or unpaid, as determined by Franklin Professional Associates in its sole discretion. No prior notice is required to test for reasonable suspicion or post-accident drug and/or alcohol testing.

c. Testing Positive

An employee who tests positive may be subject to dismissal in Franklin Professional Associates' sole discretion. In the event an employee who tests positive is not terminated by Franklin Professional Associates, he/she shall remain subject to future testing as set forth herein.

d. Refusal to Test/Failure to Cooperate

Any employee refusing to be tested will be deemed to have failed the drug or alcohol test. Refusal by an employee to be tested or failure to cooperate in a Franklin Professional Associates investigation related to suspected violation of this policy may result in disciplinary action, up to and including termination of employment.

4. Exceptions for Moderate Consumption of Alcohol at Franklin Professional Associates-Authorized Events

Exceptions to this policy may be made for the consumption of alcohol, in moderation and provided the individual is of legal age to consume alcohol, at Franklin Professional Associates-sponsored or Franklin Professional Associates-authorized events, or during business-related meals or social occasions. Even then, however, employees are required to act responsibly; they are Franklin Professional Associates' representatives, and their actions can directly affect Franklin Professional Associates' positive image and reputation among clients and the community at large. Employees at such Franklin Professional Associates-authorized events must, therefore, limit the consumption of alcohol so as to not pose a risk to the safety of themselves or others, and they must continually conduct themselves in a professional manner. To the extent one employee purchases alcohol for another employee, whether during a Franklin Professional Associates-sponsored event or otherwise, the employee purchasing the alcohol must limit such purchases so as to ensure that a fellow employee is of legal age to consume alcohol and does not become intoxicated and/or pose a risk to the safety of him/herself or others.

The service and/or use of alcoholic beverages at Franklin Professional Associates-sponsored events must be pre-approved by the President.

5. Violations of This Policy

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

6. Questions

Any employee who has questions regarding this Drug and Alcohol Policy should contact Melissa Glenny.

H. Smoking and Tobacco Products Use

Franklin Professional Associates is committed to providing a safe and healthy environment for employees and visitors. To accomplish this, Franklin Professional Associates maintains a non-smoking and tobacco-free workplace.

VIII. ADDITIONAL EMPLOYEE POLICIES

A. Discipline

Franklin Professional Associates may take whatever disciplinary action against an employee that it deems appropriate under the circumstances. Franklin Professional Associates recognizes that different circumstances will warrant varying degrees of discipline. Franklin Professional Associates may, in its sole discretion, immediately and unilaterally terminate the employment of any employee at any time without any prior written notice to the employee.

B. Searches

Franklin Professional Associates and its clients reserve the right to inspect the property and person of any individual or vehicle on the property of either Franklin Professional Associates or its respective clients. This includes, but is not limited to, the inspection of parcels, packages, purses, bags, lunch boxes, briefcases, tool boxes, or other such containers, lockers, vehicles, work stations and desks. Employees do not have any expectation of privacy in any Franklin Professional Associates' property or its clients' property, or any personal property or materials brought onto or in the vicinity of Franklin Professional Associates' premises or its clients' premises, including but not limited to, the items listed above.

C. Attendance and Punctuality

Attendance for scheduled work and punctuality are necessary and required. Any absence must be excused by Franklin Professional Associates. If an employee is going to be late for or absent from work, the employee must notify his or her manager as soon as possible, but no later than 30 minutes before the start of the workday. If the Franklin Professional Associates' Representative is not available, the employee should leave a voicemail message for the Representative as well as send an email to the Representative indicating that the employee will be late for or absent from work.

If an employee is absent more than one day, the employee must call in no later than 30 minutes prior to the start of each workday that he or she will be absent. After three (3) consecutive absences, the employee must submit a doctor's note to the Franklin Professional Associates' Representative. Under certain circumstances, the submission of a doctor's note may be required for shorter periods of absence.

If an employee is absent without notifying Franklin Professional Associates, Franklin Professional Associates will assume that the employee has voluntarily abandoned his/her employment with Franklin Professional Associates, and the employee will be removed from the payroll. Absence due to an approved leave of absence, or an absence due to an emergency where the employee was unable to notify the Company, will be exempt from this policy.

IX. RESIGNATION AND TERMINATION

Employees of Franklin Professional Associates are employed “at will” and either party may terminate the employment relationship at any time for any reason, with or without prior notice.

A. Resignation

An employee voluntarily terminating his or her employment is requested to provide a 2-week written notice of the resignation to Franklin Professional Associates. During the notice period, the employee is expected to continue to perform his/her job to the best of his/her abilities at the designated client site. However, Franklin Professional Associates may release the employee for any reason during this period, with no additional wages in lieu of notice to be paid.

B. Termination

Franklin Professional Associates may terminate an employee’s employment relationship at any time and for any reason, with or without notice.

C. Exit Interview

When an employee departs from Franklin Professional Associates, an exit interview may be conducted (by meeting, mail or telephone conference) between the employee and a Franklin Professional Associates representative.

The employee must return all Franklin Professional Associates and/or client property in his/her possession before departing.