



Employee Handbook (Field Employees)

Kinetic Personnel Group

Employee Handbook (For Contract Employees)

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WELCOME TO KINETIC PERSONNEL GROUP!

As an employee of Kinetic Personnel Group (hereby referred to as the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full-time and part-time 'field' employees. 'Field' employees are those employees on assignment at our client company locations. Field assignments are temporary in nature and will end at the discretion of the client company.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your Staffing Manager will be happy to answer any questions you may have.

GENERAL INFORMATION

At-Will Employment

Company personnel are employed on an at-will basis. This means that at any time employees are free to resign, either with or without reason. It also means the Company has the very same right and can terminate an employee's employment with the Company at any time with or without cause or advance notice. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Company. Nothing in this handbook shall limit the right to terminate at-will employment. Nothing contained in this Handbook or any other documents provided to employees is intended to be, nor should it be, construed as a guarantee that employment (or any benefit) will be continued for a specific time period. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President of the Company has the authority to make any such agreement, which is binding only if it is in writing and expresses a clear and unambiguous intent to alter the at-will nature of the employment relationship. Employees should ask Human Resources if they have any questions about their status as an employee at-will.

Right to Revise

This employee handbook contains the employment policies and practices of the Company in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Company reserves the right to make changes to this Handbook and to any employment policy, practice, work rule, or benefit, at any time without prior notice, except for any written arbitration agreement with an employee, which can only be changed in accordance with its express terms. Employees' at-will employment can only be changed as stated in the separate Employment At Will Employment Policy contained in this Handbook.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. The Company also reserves the right to interpret the provisions of this Handbook. For this reason, employees should check with Human Resources to obtain information regarding specific employment guidelines, practices, policies, or procedures.

This handbook sets forth the entire agreement between you and the Company as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Equal Opportunity Employer

Kinetic Personnel Group is an equal opportunity employer. We make employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race

and traits historically associated with race (including hair texture and protective hairstyles as defined in California Government Code section 12926), color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, the Company also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation [with the advice of their health care providers] for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The Company prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. The Company also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with Human Resources.

If you believe you have been subjected to any form of unlawful discrimination, you must submit a written complaint to your Kinetic Personnel Group Staffing Manager/Recruiter. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. We will immediately undertake a thorough and objective investigation and attempt to resolve the situation.

If we determine that unlawful discrimination has occurred, we will work with our client company to ensure that effective remedial action is taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Use of the Interactive Process to Reasonably Accommodate Disabled Individuals

The Company is committed to principles of equal opportunity for all job applicants and employees. In keeping with this policy, it does not engage in unlawful discrimination based on any protected characteristic, including an individual's disability. The Company will make reasonable accommodations that are necessary to comply with the state and federal disability discrimination laws. This means that the company will make reasonable accommodations for the known physical and mental disability or known medical condition of an applicant or employee, consistent with its legal obligations to do so. The Company is not obligated to provide accommodation to applicants or employees where such accommodation would place an undue burden on the Company's operations.

As part of its commitment to make reasonable accommodations, the company also wishes to participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodations. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. Applicants and employees should contact any Staffing Manager as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, the Company will work in good faith to implement reasonable accommodations that are appropriate and consistent with its legal obligations.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

The Company is committed to providing a work environment free of unlawful harassment, discrimination, and retaliation in accordance with applicable laws. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race and traits historically associated with race (including hair texture and protective hairstyles as defined in California Government Code section 12926), color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws. As required by law, the Company's anti-harassment policy applies to coworkers and third parties, as well as supervisors and managers, with whom an employee comes into contact.

Harassment is generally defined as verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment, or that interferes with an employee's work performance, and that is based on a protected status. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon an employee's protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, noises, unwanted or offensive letters or poems, offensive emails, texts, gifs, memes, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Prohibited unlawful harassment includes, but is not limited to, the following behaviors/actions:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis; and
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

All employees, independent contractors, interns, and volunteers of the Company must promptly report any incidents of harassment, discrimination, and retaliation so that the Company can take appropriate action. If you believe that you have been unlawfully harassed by a co-worker, third party, supervisor, or agent of the Company, you must submit a direct communication regarding your complaint, either orally or in writing, to any of the following persons: 1) your Kinetic Personnel Group Staffing Manager, 2) the Regional Vice President of Kinetic Personnel Group, 3) a Client Supervisor, or 4) a Client Personnel Administrator. The complaint should be submitted as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors and Staffing Managers will refer all harassment complaints to the appropriate personnel administrator, investigative officer, or the President of the Company.

Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the Company. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who

lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of the alleged conduct. The Company will also provide the complainant with a timely response to his or her allegations. To the extent possible, the Company will keep discrimination complaints and investigations confidential. Reasonable progress of investigations will be documented and tracked, and investigations will be closed in a timely manner.

The Company prohibits conduct severe enough to be unlawful. The Company's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, the Company prohibits abusive conduct in the workplace—whether or not it is based on a protected category. As a result, the Company will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law. Any Kinetic Personnel Group employee determined by the Company to be responsible for harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will promptly advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint or participating in a workplace investigation, and it will not tolerate or permit retaliation by management, employees or coworkers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Workplace Bullying Policy

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that the Company will not in any instance tolerate bullying behavior. Kinetic Personnel Group defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Employees found in violation of this policy will be disciplined, up to and including termination.

Examples

Bullying may be intentional or unintentional. However, when an allegation of bullying is made, the intention of the alleged bully may be considered, but it is not the determining factor. As with instances of alleged sexual harassment, it is the effect of the behavior on the individual that is most relevant. The Company considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Excessive social or physical exclusion or disregard for a person in work-related activities.

Overtime Compensation

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by your Staffing Manager/Recruiter or by a Client Supervisor. The Company will pay any overtime worked, regardless if pre-approved. However, the working of overtime that has not been approved may be grounds for discipline, up to and including termination of employment. The Company provides compensation for overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Monday at 12:01 a.m.;

- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay if the employee has worked more than 30 hours in that workweek.

Open Door Policy

At some time, you may have a complaint, suggestion, or question about your assignment, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions are of concern to us. We ask you to first discuss your concerns with your Kinetic Personnel Group Staffing Manager/Recruiter, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your Kinetic Personnel Group Staffing Manager, who will then investigate and provide a solution or explanation;
- If the problem persists, you may describe it in writing and present it to the President of Kinetic Personnel Group, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, the Company values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Meal and Rest Periods

Nonexempt employees working at least three and one-half hours in a day are entitled to take a ten-minute, off-duty, uninterrupted paid rest period for each four hours worked or major fraction thereof. The 10 minutes do not include the reasonable time it takes to walk to and from the closest break area (whether or not the employee takes his or her break in that break area). Employees who work more than six hours in a day are entitled to take a second off-duty, uninterrupted rest period. Employees who work more than 10 hours in a day are entitled to take a third off-duty, uninterrupted rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early. Employees who believe that they were not provided the opportunity to take all rest periods authorized and permitted under this policy must inform their Kinetic Personnel Group Staffing Manager in writing immediately.

Employees who work more than five hours in a day are entitled to an unpaid 30-minute, uninterrupted meal period starting no later than the end of the fifth hour of work. Employees who work more than 10 hours in a day are entitled to a second unpaid 30-minute, uninterrupted meal period starting no later than the end of the 10th hour of work. Employees who work no more than six hours in a day may waive the first meal period. Employees who work no more than 12 hours in a day may waive the second meal period if they took their first meal period. Employees who believe that they were not provided a meal period that complies with this policy must inform their Kinetic Personnel Group Staffing Manager in writing immediately.

Employees are entitled, encouraged, and expected to take all meal periods provided under this policy and not waived, and all rest periods provided under this policy. During meal periods and rest periods, employees should be relieved of all duty and neither the Company nor any client company should exercise control over employees' activities during a meal or rest period. Employees are free to spend their meal period and rest period time as they choose, and are not required to remain on-premises or "on-call" during off-duty meal periods and rest periods. Employees who have work-issued pagers or phones should turn those devices off while taking meal periods and rest periods. No Company or client company manager or supervisor may impede or discourage employees from taking meal periods and rest periods provided under this policy.

STANDARDS OF CONDUCT

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the Company. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and the Company's operations also may be prohibited.

- Falsifying employment records, employment information, or other Company records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Company premises;
- Failing to notify a supervisor when unable to report to work;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing of or involvement in any act of unlawful harassment of another individual.
- Working under the influence of or possessing alcohol or illegal drugs, including marijuana;
- Possessing, manufacturing, distributing, selling, transferring, or using alcohol or illegal drugs, including marijuana, in the workplace, while on duty, or while operating Company-owned vehicles or equipment

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or the Company remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Use of Client Computers

Client computers must never be used for anything but client business. You are prohibited from engaging in any of the following activities on client computers:

- Internet surfing
- Sending or receiving personal or potentially offensive e-mail
- Playing computer games
- Personal correspondence or projects
- Loading or unloading software

Employees should be especially careful about what they send via e-mail. E-mail does not carry the same right to privacy that is provided by the US Postal Service. Our clients may choose to monitor the content of your e-mail transmissions.

Off-Duty Conduct

While the Company does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his or her assignment will not be tolerated.

Drug and Alcohol Abuse

Kinetic Personnel Group is committed to maintaining a drug-free workplace. We consider drug and alcohol use to be detrimental to a safe and efficient workplace. Employees who are under the influence of a drug or alcohol on the job compromise the Company's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service. At no time shall any employee be under the influence of any controlled drug or alcohol while on the job, including but not limited to marijuana (with, or without, prescription). Please note that, while Proposition 64 (2016) legalized use of recreational marijuana in California, the Company still will find a positive test for marijuana as a valid basis for discipline, up to and including termination of employment. (Employees who are taking lawful medications pursuant to a physician's prescription, except in the case of medical marijuana, who has also certified that they may efficiently perform their duties without jeopardizing the health or safety of others will not be considered to have violated this policy for taking such prescription medicine).

For purposes of this Policy:

- (1) "Illegal drugs or other controlled substances" means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- (2) "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- (3) "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (5) "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

The prohibitions of this section apply whenever the interests of the Company, or a client company, may be adversely affected, including any time an employee is:

- (1) On Company/ client company, premises;
- (2) Conducting or performing Company/client company business, regardless of location;
- (3) Operating or responsible for the operation, custody, or care of Company/client company equipment or other property; or
- (4) Responsible for the safety of others in connection with, or while performing, Company/client company-related business.

The following acts are prohibited and will subject an employee to discharge:

- (1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol, or being under the influence of alcohol from unauthorized consumption.
- (2) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance, or being under the influence of any illegal drug or other controlled substance.
- (3) The abuse of any legal drug
- (4) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- (5) Working while impaired by the use of a legal drug whenever such impairment might:
 - a. Endanger the safety of the employee or some other person;
 - b. Pose a risk of significant damage to Company/client company property or equipment; or
 - c. Substantially interfere with the employee's job performance or the efficient operation of the Company/client company's business or equipment.

The Company recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of

significant damage to Company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued leave time. The employee may also contact Human Resources to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Policy is intended to sanction the use of accrued leave time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Policy is intended to diminish the Company's commitment to employ and reasonably accommodate qualified disabled individuals. The Company will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

A client may ask you to submit to drug screening. If this occurs, your Staffing Manager will direct you to an appropriate medical facility for testing. Employees who incur a work-related injury may be required to submit to drug screening.

A request for testing does not necessarily mean or imply that an employee is under the influence of any improper substance or has violated any policy. However, such testing may be requested or required when the Company determines that it is appropriate to promote the interests of this policy. Any employee who does not consent to and cooperate fully with any search and/or medical testing procedure is subject to discipline, up to and including termination.

Drug and Alcohol Testing

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized mind-altering or intoxicating substances while on company property (including parking areas and grounds) or while otherwise performing their work duties away from the company's premises. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including cannabis/marijuana, regardless of prescription) and from having excessive amounts of otherwise lawful controlled substances in their systems. This policy does not apply to the authorized dispensation, distribution, or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with employees' ability to perform the essential functions of their jobs.

Violation of this policy or any of its provisions may result in disciplinary action, up to and including termination of employment.

Who May Be Tested?

Applicants may be tested after they receive a conditional offer of employment from the company. Employees may be required to submit to drug or alcohol screening whenever the company has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident. Additionally, employees in safety sensitive positions may be tested on a random or periodic basis. In addition, various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

Enforcement & Discipline

To enforce this policy, the company may investigate potential violations and require employees to undergo drug or alcohol screening, including urinalysis, blood tests, or other appropriate tests. Where appropriate, the company may search of all areas of the company's physical premises, including personal articles, employees' clothes, desks, work stations, lockers, and personal and company vehicles. Employees who refuse to cooperate with searches or investigations, submit to screening, or fail to execute consent forms when required by the company will be subject to disciplinary action up to and including termination of employment.

Investigations & Searches

When a manager or supervisor has reasonable suspicion that an employee has violated this policy, the supervisor or his or her designee may inspect vehicles, lockers, work areas, desks, purses, briefcases, backpacks and other locations

or articles without prior notice to ensure a work environment free of prohibited substances. Employees may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent the Company from searching such article. Employees therefore should have no expectation of privacy for personal belongings brought onto company premises and locked in a locker or locked container. When an employee is not present or refuses to remove a personal lock, the company may do so for the employee, and compensate the employee for the lock.

All employees who test positive in a confirmed substance test will be subject to disciplinary action, up to and including termination.

Punctuality and Attendance

You must call your Staffing Manager at Kinetic Personnel Group if you will be late or absent from an assignment. Call us even if you will be only a few minutes late! Our voicemail system is activated during non-business hours, so you can leave a message at any time. Any of the following circumstances may result in your being released from an assignment:

- You are late for work twice in the same week
- You are habitually late
- You fail to call us when you will be absent (This may be considered a voluntary quit for unemployment purposes)

If you are released from an assignment for Punctuality and Attendance, this may affect your ability to be placed on future assignments with Kinetic Personnel Group. Being released from an assignment does not mean you have been terminated from Kinetic Personnel Group, you may still be considered for future opportunities. This policy does not alter the at-will nature of your employment and does not entitle employees to any progressive discipline for failing to meet the Company's punctuality and attendance standards.

Completion of Assignment

Kinetic Personnel Group offers a variety of assignment opportunities varying in duration. All assignments follow our At-Will policy. If you are released from an assignment and/or leave an assignment voluntarily, you may be considered for future opportunities; it does not mean you have been terminated from Kinetic Personnel Group.

Operation of Motor Vehicles

Employees are strictly prohibited from driving a motor vehicle during the course of employment with Kinetic Personnel Group unless they have been specifically approved to do so. This restriction applies to all vehicles, not just an employee's personal vehicle. Driving approvals are issued by Kinetic Personnel Group management and must be in writing. The employee must agree to have his or her driving history checked and must submit proof of insurance before an approval will be granted.

If a client asks you to drive a vehicle other than your own during the course of your assignment, you must not drive that vehicle until you have received approval from your Kinetic Personnel Group Staffing Manager.

Prohibited Use of Cell Phone

The use of cell phones are prohibited during working hours and under no circumstances should an employee place calls, receive calls, send, receive and/or read text messages on Company time.

Jury Duty

You will be permitted to take time off from your assignment to serve on a jury, but you will not receive compensation for work hours missed.

Dress Policy

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Client supervisors may issue more specific guidelines.

- **Grooming:** General appearance must be neat and clean. Clothing and hairstyles must be suitable for business. Hair shall be clean and neatly styled. Beards and mustaches must be neatly trimmed.
- **Acceptable attire:**
 - Button down and/or collared shirts, blouses or other 'dress' shirts

- Dresses and skirts
- Slacks, 'Docke' style cotton twill slacks, typical dress slacks
- 'Polo' style shirts, knit shirts

Unacceptable attire:

- Excessively short or baggy shirts, pants, dresses, or skirts
- Jeans
- Lycra / spandex shirts or pants
- Shorts
- Sweatshirts, sweatpants, or jogging suits
- T-shirts or tank tops, including midriff shirts, halter tops, spaghetti straps, and see-through shirts

- **Miscellaneous:**

- Nails: Must be kept clean, well-manicured and of a moderate length.
- Footwear: Must be appropriate for a professional business setting. Tennis shoes and sandals are not deemed appropriate unless approved by a client supervisor.
- Accessories: Jewelry, such as earrings, necklaces and rings may be worn if they are appropriate for a business setting.
- Body Piercings: Earrings may only be worn in the earlobes and are limited to two per lobe. Piercings may not be visible on any other body part (nose, tongue, eyebrow, etc.).
- Tattoos: Cannot be visible or exposed on any part of the body not covered by clothing.
- Hats: Unacceptable, except for those who cover their heads to comply with religious practices.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the client, its suppliers, its customers, or perhaps even fellow employees. You must not reveal or divulge of any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

Business Conduct and Ethics

No employee may accept a gift or gratuity from any client, vendor, supplier, or other person doing business with the Company because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

Housekeeping

All employees are expected to keep their work areas clean and organized. Employees using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Personal Items

In order to ensure that the Company can manage its business effectively and so that employees can work safely and effectively while on job assignments at client companies, employees are expected to refrain from taking personal items of value with them to job assignments. If an employee finds that he or she does not have the appropriate accommodations to accomplish an assigned task, he or she should contact his or her Staffing Manager at Kinetic Personnel Group and request further accommodations. Personal items that employees take with them to job assignments in violation of this policy may be discarded when the employee's job assignment ends without the employee's consent and without compensation to the employee for replacement items.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of the client property. Employees may not use parking areas specifically designated for customers, vendors, company vehicles, or reserved for managers. Kinetic Personnel Group and its client companies are not responsible for any loss or damage to employee vehicles or contents while parked on client property.

Solicitation and Distribution of Literature

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. Working time is defined below.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activities are directed.

“Working time” includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks.

Conducting Personal Business

Employees are to conduct only Company business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Use of Client Exercise Facilities

Employees are not permitted to use client exercise facilities without written authorization from Kinetic Personnel Group.

PAYROLL

Pay Dates

Kinetic Personnel Group compensates all hourly employees on a weekly basis, our typical work week is Monday-through Sunday, however, you may be assigned to a Client Company with an alternate work week. Hourly employees will receive payment for the previous week on the following Friday, (Example: Your week begins Monday, January 8, 2018 – Sunday, January 14, 2018; payment for hours worked will be on Friday, January 19, 2018).

Timesheets:

All timesheets are due no later than by the close of business on Tuesday, following the last day worked for the pay period. Timecards submitted after Tuesday may delay your payroll, and you may receive payment until the next pay period. All hourly employees are responsible for submitting timesheets weekly. Employees are responsible for ensuring that all timesheets submitted are accurate. Any inaccuracies must be reported in writing to your Staffing Manager at Kinetic Personnel Group immediately.

EMPLOYEE BENEFITS

Paid Holidays

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

To qualify, you must have accumulated 1,500 work hours within the preceding 52 weeks to the holiday. You must also work for at least 38 hours in both the week before and the week after the holiday. Maximum holiday pay is 8 hours times your regular pay rate.

Longevity Bonus Pay

You may receive up to a 16 hours bonus pay after you complete a minimum of 2,500 hours during your assignment with Kinetic Personnel Group. (Longevity Bonus Pay is determined by the client company you are assigned to; Ask your Staffing Manager to determine if client company qualifies.) You cannot have a break in employment longer than 26 weeks to qualify for Longevity Bonus pay. Longevity Bonus pay resets to zero after a 26-week break. Longevity Bonus pay is calculated according to the following formula:

$$(\text{HOURS} / 52) \times \text{PAYRATE}$$

Where HOURS = Total hours worked during
the year and PAYRATE = Average Pay Rate
Maximum longevity bonus pay is 16 hours

Paid Sick Days

The Company provides paid sick days to eligible employees to protect them against financial losses that would otherwise result from an unavoidable absence from work. Eligible employees include full-time, temporary, and part-time employees who work 30 or more days within one year from the commencement of employment. This policy excludes those categories of employees that are specifically excluded from the definition of "employee" under California Labor Code section 245.5(a)(1)-(4).

Effective July 1, 2015, or from the commencement of employment, whichever is later, eligible employees will accrue paid sick days at a rate of one hour for every 30 hours worked. Employees shall be entitled to use paid sick days beginning on the 90th day of employment, after which day employees may use accrued sick days as they are accrued. The minimum increment for use of paid sick leave shall be two hours. An employee who is exempt from overtime requirements as an administrative, executive, or professional employee under a wage order of the Industrial Welfare Commission, shall accrue paid sick days based on a 40 hour work week unless the employee's normal workweek is less than 40 hours, in which case the employee shall accrue paid sick days based upon that normal workweek.

Each employee's use of paid sick days is limited to 24 hours or three days in each year of employment. Each employee's total accrual of sick days is capped at 48 hours or 6 days. Unused accrued paid sick days will carry over to the following year of employment. However, employees will not be paid for unused sick days upon termination, resignation, retirement, or other separation from employment with the Company. If an employee separates from Company and is rehired by Company within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated, and the employee shall be entitled to accrue additional paid sick days immediately upon rehiring.

Employees may use their accrued paid sick days to take paid time off for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. An employee who is a victim of domestic violence may use paid sick days to: (1) to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (2) to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (3) to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; and (4) to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

An employee who is unable to report to work due to a personal or qualified family member's illness or injury must give his or her Staffing Manager at Kinetic Personnel Group and or their direct supervisor at the Client Company where they are assigned reasonable advance notice of his or her intention to take time off, unless the advance notice is not feasible. If an employee becomes sick during the day, the employee's Staffing Manager and or their direct supervisor at the Client Company where they are assigned must be notified before the employee leaves the work site, unless it is not possible to do so. Where notice cannot be given before leaving the work site, employees shall provide notice of the need to leave as soon as practicable. Failure to follow these procedures will result in treatment of the day as an unexcused absence and may result in disciplinary action, up to and including termination.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA). When an employee is on leave pursuant to the Family and Medical Leave Act (FMLA), paid sick leave or paid annual/vacation leave must be used initially as part of the FMLA leave.

- The Company considers use of paid sick days for purposes other than those explicitly outlined in this policy to be a violation of this Company policy. A violation of this policy or any of its provisions may result in disciplinary action, up to and including termination of employment.
- An employee who has a sick leave absence in excess of three consecutive workdays must present medical documentation for the absence.

- If an employee's accrued sick leave is exhausted under this policy, annual leave will be used in its place. Once both sick leave and annual leave have been exhausted, an employee must contact his or her Staffing Manager and/or direct supervisor. If the employee needs more leave than is available under this policy, he or she may be advised to apply for leave covered by FMLA or CFRA. Unpaid sick leave may be granted at the discretion of the Company on a case-by-case basis. Unexcused absences from work may result in disciplinary action, up to and including termination.

Referral Bonuses

We know that talented professionals like you know other talented people. When you refer a new associate or friend to us, make sure he/she lets us know that you sent him/her. We pay referral bonuses for candidates you refer after they complete 100 hours of work with us.

Additionally, we pay referral bonuses to you when you refer a new client company to us.

You will receive payment for a candidate referral after the candidate completes 100 hours on Kinetic Personnel Group payroll. You will receive payment for a client referral after Kinetic Personnel Group employee(s) complete 100 hours of work at the new client company.

Lactation Accommodation Policy

Employees who are breastfeeding mothers are entitled to accommodation if the mother who wishes to express milk during her workday when separated from her newborn child. Such employees should be provided a lactation room within a close distance to the employee's work area. The room shall: be shielded from view and free from intrusion; be safe, clean and free of toxic or hazardous materials; contain a surface to place a breast pump and other personal items; contain seating; and have access to electricity. Such employees should also be provided access to a sink with running water and a refrigerator suitable for storing breast milk close to their workspace. Employees who are not provided with such accommodations must notify their Kinetic Personnel Group Staffing Manager in writing immediately.

Family and Medical Leaves

1. Eligibility Conditions

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed for at least 12 months;
- The employee has worked at least 1,250 hours of service during the previous 12-month period immediately before the leave would begin; and
- The employee worked within a 75-mile radius of 50 or more employees of the organization.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, domestic partner, child, or parent who has a serious health condition;
- For a serious health condition that prevents the employee from performing one or more of the essential functions of his or her job; or
- For a qualifying exigency arising out of a spouse's, son's, daughter's, or parent's active duty or notification of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the Company uses a calendar year.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious injury or illness sustained in the line of duty on active duty may request up to 26 weeks leave during a single 12-month period to care for the service member.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period. However, leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/ placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

2. Insurance Coverage

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of the applicable 12 or 26 workweek limit) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if the employee had continued working. The employee must continue to pay the share of the health benefit costs that he or she paid before the beginning of the leave if he or she wishes such coverage to continue during the leave. The employee must pay his or her share of the premiums either through increased payroll deductions before the leave begins (when the need for leave is foreseeable) or, if the employee prefers, through separate payments that are made to the Company every pay period at the same time as such payments would be made if paid by payroll deductions. If an employee does not pay his or her share of the premiums for the period of the leave, coverage will cease in accordance with the provisions of the law. The employee may thereafter reinstate coverage immediately following the leave if the employee resumes payment of his or her share of the premiums in a timely manner. The continued participation in health benefits begins on the date leave first begins under Family and Medical Leave Act (e.g., for pregnancy disability leaves) or under the Family and Medical Leave Act/California Family Rights Act (e.g., for all other family care and medical leaves). In some instances, the Company may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

3. Advance Notice

Contact your Staffing Manager as soon as you realize the need for family/medical leave. Employees are required to give advance notice of their need for a leave whenever such need is foreseeable. The notice should describe the reason for the requested leave, the anticipated duration of the leave, and the anticipated date the leave will begin. Employees ordinarily must provide at least 30 days advance written notice to the employee's Staffing Manager. If the leave is not foreseeable at least 30 days in advance, the employee must give as much advance notice as is practicable. A medical certification must be provided to support a request for a leave required because of a serious health condition. Failure to provide a satisfactory certification may result in the denial or postponement of leave. If the leave is needed for to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider.

Where practicable, an employee should consult with his or her Kinetic Personnel Group Staffing Manager regarding scheduling of any planned medical treatment or supervision in order to ensure the employee obtains appropriate leave and to minimize disruption to the operations of the Company.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

The Company requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The Company may require re-certification from the health care provider if additional leave is required.

When both parents are employed by the Company any request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than 12 workweeks total of family/medical leave for each employee.

Subject to any exceptions provided by law, an employee will be guaranteed reinstatement either to his or her former position or an equivalent position upon completion of the leave. Employees who take leaves because of their own serious health conditions must provide medical certifications verifying that they are able to return to work in the same manner as employees who return from other types of medical leaves. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained. Employees should be aware that an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's assignment is ended by the client and no equivalent or comparable assignment is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue paid time off during unpaid Family and Medical Leave Act/California Family Rights Act leave.

4. Administration of Policy

The employer intends to administer this policy in accordance with the requirements of the state and federal laws regulating family and medical leaves. Accordingly, this policy will be interpreted and applied in a manner that conforms with all applicable legal requirements. Any leave of absence that is granted to an employee under this policy or any other policy for the purposes specified above shall be credited against the 12-week and 26-week limits contained in this policy if and to the extent permitted by the state and federal laws.

Workers Compensation

We provide insurance coverage for employees in case of work-related injury in accordance with state law. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to your Kinetic Personnel Group Staffing Manager; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act. An employee who is returning to work and believes he or she will require an accommodation or accommodations in order to perform his or her essential job functions should contact any Staffing Manager as soon as possible to request the opportunity to participate in a timely interactive process.

The law requires the Company to notify the workers' compensation Insurance Company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

EMPLOYEE SAFETY

All employees have the following rights under State and Federal law:

The right to be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment. The right to request safety information or make safety suggestions without fear of reprisal.

Our goal is to ensure that our client companies provide a safe workplace for our employees. Pursuant to this goal, all employees have a duty to comply with the following requirements:

Comply with working conditions, safe work practices and personal protective equipment requirements for your job. Report all unsafe conditions to your supervisor immediately.

If assigned to a client location, report any change in job assignment to your Kinetic Personnel Group Staffing Manager immediately. (Example: Assume that you are a receptionist assigned to a client location. Assume further that your client supervisor asks you to spend the day moving heavy 40 pound file boxes. In this situation you should call us immediately!)

We sincerely hope you are never injured, but if you are injured, we want you to have the best medical care possible. At Kinetic Personnel Group, nothing constitutes a greater emergency than when an employee is injured. Please help us to do our job by reporting job related injury or illness, no matter how minor, immediately. Report the accident even if medical treatment is not necessary. We will respond appropriately according to the severity of the illness and injury. We'll also send you an Employee's Claim Form (DWC-1) for Workers Compensation Benefits, which you should complete and return to us within three (3) days.

Safety Policy

Accident prevention is considered to be of primary importance in all phases of our operation and administration. We intend to provide safe and healthy working conditions for all employees, and we insist upon safe practices at all times.

Federal and State Occupational Safety and Health Acts and good safety practice requires that all employers provide safe and healthful working conditions for all of their employees. This requirement is especially difficult for a temporary help service, as we have little control over the facilities where the majority of our employees work. However, we have an obligation to ourselves, to our employees, and to our customers to ensure that the work assigned by our customers to our employees is free of unsafe working conditions and/or hazards.

In order to meet these obligations, we ask that you advise us of potential safety hazards that you may observe at our client company locations. Our primary goal is to achieve the greatest degree of freedom from accidents and to ensure that every employee is provided a safe and healthy working environment, free from recognized hazards.

Job Assignments

You will be given a job description each time you are given a job assignment at one of our client companies. Call us immediately if, in the course of your assignment, that job description should change.

Each individual employee needs to know and understand the following:

No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job.

No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.

Mechanical safeguards must be in place and kept in place.

We expect you to report to us all unsafe conditions encountered during your work.

Any injury or illness suffered by our employees, even a slight one, must be reported to your Kinetic Personnel Group Staffing Manager.

Employee Participation & Responsibility

You are responsible for following all of the safety rules and procedures established by Kinetic Personnel Group. You must also follow all the safety rules and procedures established by our clients.

Ergonomics

The Company is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company or its client will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. We encourage safe and proper work procedures and require all employees to follow safety instructions and guidelines.

The Company believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a riskfree environment.

Soft tissue injuries to the hands, arms and wrists are common to office workers. These types of injuries, if not promptly addressed, can be debilitating and may even require surgery to correct.

It is critically important that you contact us immediately if you feel pain in your hands, arms or wrists. We will conduct an ergonomics evaluation to determine if the pain is related to the configuration of your workstation, if so, we will take steps to reduce the risk of further injury.

In Case of an Earthquake

Earthquakes are relatively common in California. Usually, it's safer to stay in a building during an earthquake. The safest place to stay in a building is under a desk or sturdy table, or in a doorway. Stay clear of windows, glass partitions and glass doors.

In Case of Fire

The first thing you should do upon arrival at a new assignment is to note the location of exits and fire extinguishers. In the event of a fire, call 911 to notify the Fire Department, regardless of how small the fire may be. Be sure to use the stairways, not the elevator, to exit a multi-story building in the event of a fire.

General Safety Rules

Kinetic Personnel Group employees are not authorized to operate machinery other than general office equipment unless specifically authorized by an Kinetic Personnel Group Staffing Manager. This includes cars and trucks.

Obey all Company rules, governmental regulations, signs, markings and instructions. Do not lift any object heavier than 40 pounds. Ask for help if the object is difficult to handle because of size or shape. Use appropriate lifting techniques; i.e. bend your knees and grasp the load firmly. Lifting is accomplished by straightening the legs while keeping the back as straight as possible. Never lift while the body is twisted since the entire load will be placed on the muscles on one side of the body.

Horseplay is not allowed at any time. Horseplay and practical jokes frequently cause serious injury and are not permitted while you are on the job.

Running on the building premises of our clients is prohibited. This includes parking lots and driveways. Know your job and follow instructions. If you do not know the safest way to do the job, ask your supervisor.

If the office equipment is not working properly, turn it off and report the malfunction to your supervisor immediately.

Worn wiring, overloaded outlets, and defective equipment should not be used.

Use office chairs for intended use only. Do not stand on chairs, tables or desks to reach for or obtain any object. Ask for assistance.

Do not attempt to move any office equipment. Ask your supervisor to arrange for any moving that is required.

Keep desk drawers, file cabinets and doors in closed position when not in use to avoid hitting or striking.
To prevent file cabinets from tipping; always load from the bottom up and only open one drawer at a time.

When using copy machines, addressing machines, or paper cutters, use the machines in a safe work manner to avoid hand injuries.

If you are required to carry any printed material, the weight should be limited to 20 lbs.
Carry printed material in a manner that will provide you with a clear visual path of the direction you are walking.

When ascending or descending steps or stairs, use the handrail to give support and balance. Be particularly careful when wearing high heels if the surface is wet. Walk, do not run, in halls, rooms, passageways and stairs. Always keep to the right and approach corridor intersections carefully. Open doors slowly using handle or push plate.

Do not enter rooms or stairways/stairwells that are not properly lighted.

Do not place/stack materials or objects that will obstruct a pathway, aisle, or walkway to a work area.
Watch for conditions and/or situations which are likely to cause falls, such as objects on floors or stairways.

Report all unsafe conditions to your supervisor immediately. This includes broken furniture, broken glass, and defective office equipment.

If you are required to enter a production area, stand clear of and be constantly alert to moving machinery and equipment.

OFFICE SAFETY

Offices are safe places to work in, but injuries that do occur in office environments are not inconsequential. Complacency is a common cause of office accidents.

ACCIDENT TYPES

Accidents resulting in disabling injuries in office environments include falls, overexertion, striking against objects, objects striking workers, and repetitive motion injuries.

FALLS

Falls are the most common office accident. Injuries may result from slips, falls from chairs and elevations. Slip and trip injuries may be caused by wet floors, worn footwear, trash on the floor, or a combination of hazards. Chair falls can occur when a person sits, rises, or moves on a chair. Leaning back and tilting chairs are also causes. Falls from elevations are represented by situations when standing on chairs or other office furniture, and ladders.

OVEREXERTION

Injuries due to overexertion occur when employees attempt to move heavy objects. Reaching, stretching, twisting, bending down, and straightening the spine are associated with these injuries.

STRIKING AGAINST

"Striking against" objects include injuries resulting from bumping into doors, desks, file cabinets, open drawers, and other individuals.

OBJECTS STRIKING

"Objects striking" workers usually involved a falling object - file cabinets, drawers, office machines, and doors.

REPETITIVE MOTION

Repetitive motion injuries, also known as "cumulative trauma", include tendonitis, and carpal tunnel syndrome. Computer keying is a frequent cause of this injury. Prevention of repetitive motion injuries involves addressing issues pertaining to an individual's workstation and work habits.

ACCIDENT PREVENTION

To control any type of accident, hazards must be eliminated and exposures reduced. Office design should be efficient, convenient, and safe.

FILE CABINETS

File cabinets are a common source of injuries. File drawers should be kept closed when not removing or replacing materials. A full top drawer with empty or partially filled bottom drawers can cause the cabinet to tip over. File drawers should not open to narrow aisles. Do not place cabinets next to doors. During earthquakes, unsecured cabinets have fallen over, blocking doors. Cabinets should be bolted together or fastened to the floor or wall. Don't store heavy materials on top of cabinets.

AISLES

Aisles through work areas should be unobstructed. Wastebaskets should be placed where people will not accidentally trip over them. Obstructions, including electrical cords, should be placed against walls or partitions, under desks, or in corners. Worn or warped mats under chairs should be replaced. Rubber or plastic rain mats should be replaced when torn or when the edges are curled.

EXTENSION CORDS

Use of electric extension cords should be avoided. Extension cords are designed for temporary use only. Cords should be kept out of aisles. If cords must cross the floor, they need to be covered with rubber mats designed for this purpose.

ELECTRICAL APPLIANCES

Electrical appliances need to be maintained and regularly inspected for defects. Only U.L.-listed appliances are acceptable. Frequent removal of plugs from electrical outlets reduces the life expectancy of the cord. Appliances should have power switches so that the plugs do not need to be removed to shut off power.

OFFICE EQUIPMENT

Office equipment should not be placed near the edge of tables or desks. Heavy equipment, including computers and monitors, should be secured to prevent from falling over. Heavy or awkward loads should be moved by at least two individuals. Don't attempt to move furniture alone. Use step stools or stepladders instead of chairs to reach high shelves. Electrical appliances, including paper shredders and electric typewriters, need to be grounded or double insulated.

BEHAVIOR

Employee behavior often contributes to an injury. Employees should receive proper training, adhere to accepted practices, and implement what is learned.

Bodily injury is rarely intended when workers engage in horseplay, but serious injuries can and do occur.

Security

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to your supervisor or security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of our client facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Employee Handbook & Employee Safety Handbook for Field Employees Acknowledgment

This employee safety handbook has been prepared for your information and understanding of the safety & health policies, procedures and practices of Kinetic Personnel Group. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your staffing manager. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the Kinetic Personnel Group Employee Handbook which outlines the safety and health policies, procedures and practices of Kinetic Personnel Group, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Safety Handbook provided to me by Kinetic Personnel Group. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the safety and health policies, procedures and practices of Kinetic Personnel Group.

I acknowledge receiving a clear understanding of my job responsibilities and safety pre-cautions associated with my new assignment.

I acknowledge that I will be provided basic safety instruction and a brief review of safety for every new assignment. I will notify Kinetic Personnel Group Human Resources if I have not been provided basic safety instructions.

I acknowledge, understand, accept and agree to communicate to Kinetic Personnel Group if the Client Company where I was assigned does not provide specific, on-site training for the duties assigned.

I acknowledge, understand, accept and agree to attend all safety meetings at the Client Company where I am assigned.

I acknowledge, understand, accept and agree to notify Kinetic Personnel Group if Client Company does not provide regular safety trainings.

(Employee signature)

Date: _____

ACKNOWLEDGEMENT OF AT-WILL EMPLOYMENT RELATIONSHIP

I have received my copy of the Company’s employee handbook. I understand and agree that it is my responsibility to read, familiarize myself with, and conform to the policies and procedures contained in this handbook.

I understand that this handbook represents the current policies, regulations, and benefits, and that except for employment at-will status and the Arbitration Agreement, any and all policies or practices can be changed at any time by the Company. The Company retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time (except the policy of “at-will employment” and Arbitration Agreement, which may not be changed, altered, revised or modified without a writing signed by the President of the Company).

I understand that the Company reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President of the Company, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. Only the president has the authority to make any such agreement and even then only in writing, signed by the president or, alternatively, via collective bargaining agreements negotiated and ratified under the National Labor Relations Act.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the Company is employment at-will, meaning that employment may be terminated at the will of either the Company or myself with or without notice or cause. My signature certifies that I understand that my at-will employment status is the sole and entire agreement between the Company and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Employee Signature _____

Employee Name _____

Date _____

ACKNOWLEDGEMENT OF POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION

The Company strictly prohibits and has "zero tolerance" for discrimination and harassment in any phase of the employment, including but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race and traits historically associated with race (including hair texture and protective hairstyles), color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

Discrimination and Harassment Defined. Discrimination and harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex or membership in one of the above-described protected classifications, and: (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment; (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of Sexual Harassment. For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- (1) Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- (2) Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- (4) Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- (5) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

Internal Complaint Procedure. Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, corporate officers or others must immediately notify Human Resources of the alleged conduct. If the employee believes that, for any reason, Human Resources is the source of the conduct or is biased, the employee may submit the complaint to the Vice President of Operations. If the employee believes that both Human Resources and the Vice President of Operations are the source of the conduct or biased, the complaint may be submitted directly to the President of the Company.

Internal Investigation and Resolution. Following receipt of a harassment grievance, the Company shall begin an immediate and thorough investigation to determine if sexual or other harassment has occurred. The investigation shall be conducted in an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the Company and appropriate disciplinary or other action will be taken, up to and including termination of employment.

Prohibition Against Retaliation. Retaliation against anyone for opposing conduct prohibited by the Company's anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the Company, or any authorized governmental agency is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

External Reporting. In addition to the Company's internal complaint procedure, an employee may file a complaint with the California Department of Fair Employment and Housing ("DFEH") or the U.S. Equal Employment Opportunity Commission ("EEOC") at a local office (the numbers are listed in the phone book). Under California law, the Fair Employment and Housing Commission ("FEHC") may order an employer to hire or rehire a victim of sexual harassment with back pay, and to provide the victim with monetary damages. The FEHC may also provide affirmative or prospective relief to prevent the recurrence of unlawful practices, including awards for back pay, reimbursement of out of pocket expenses, cease and desist orders, posting of notices, and other similar relief.

Employee Signature _____

Employee Name _____

Date _____

ACKNOWLEDGMENT OF MEAL AND REST PERIODS POLICY (FOR NON-EXEMPT EMPLOYEES)

A minimum of no less than thirty (30) minutes unpaid meal period must be taken every day for every non-exempt employee working at least six hours. This meal period must be taken prior to the employee completing five (5) hours of work. The employee must clock in and out in order to record meal periods. It is the employee's responsibility to ensure that he or she takes meal periods and that he or she records the meal periods by clocking in and out. An employee who fails to record his or her meal period must report the missed period to the Company in writing. Employees are relieved of all duties during their meal period. *It is a violation of Company policy for non-exempt employees to work through their meal period.*

In addition, every non-exempt employee must take a paid fifteen-minute rest period for every four (4) hours of work performed. Employees are relieved of all duties during their rest periods. Insofar as practical, a rest period should be located in the middle of each four (4) hour work period. Employees do not need to clock in and out to record the rest period, as the period is paid. It is, however, the employee's obligation to inform the Company, in writing, if he or she was unable to take the required rest period for any reason.

Employee Signature _____

Employee Name _____

Date _____

**ACKNOWLEDGMENT OF INTERACTIVE PROCESS AND REASONABLE ACCOMMODATION
POLICY**

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

Employee Signature _____

Employee Name _____

Date _____