

Employee Handbook

A guide to policies, practices, and benefits
for employees of

Reset Staffing

January 2013

Welcome! We are pleased to have you as a member of our team.

This Employee Handbook replaces all handbooks and conflicting policies that may have been issued to you in the past. This handbook is designed to provide information to our employees that will enable you to better understand your job and enhance your performance.

Please carefully read this handbook. You are responsible for reading and knowing its contents.

Frank Walters,
Reset Staffing

Employee Handbook

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INTRODUCTION

This Employee Handbook is not intended to create, and does not create, a contract, express or implied. The policies, practices, procedures, and benefits of Reset Staffing, including those stated in this Employee Handbook, are subject to change or cancellation at any time, without notice, at the sole discretion of management. Application of policies may also vary based on the circumstances. Formal documents, such as plans, procedures, policy statements, insurance policies, and trust agreements, set forth the eligibility, participation, coverage, benefits, limitations, exclusions, and other requirements that govern each plan, procedure, and policy. The actual plan documents control the benefits and procedures available to you. In the event of any conflict or inconsistency between this Employee Handbook and the plan documents, summary plan descriptions, insurance policies, or trust agreements, the terms of the plan documents, summary plan descriptions, insurance policies, or trust agreements will govern. This Employee Handbook is only intended as a general guide to our policies, procedures, and benefits.

We may implement new or different plans, procedures, policies, and benefits at any time. Additionally, we may modify, revoke, suspend, terminate, or change any or all plans, procedures, policies, and benefits, both in the Employee Handbook and in the formal documents, in whole or in part, at any time, retroactively or prospectively, and with or without prior notice to employees. The interpretation by Reset Staffing of any of its plans, procedures, policies, and benefits, both in this Employee Handbook and in the formal documents, is final and binding.

Our Relationship with Employers Resource

Employers Resource is a Professional Employer Organization, which provides human resource solutions to Reset Staffing and carries out human resource-related functions for its employees.

Please contact Employers Resource with questions regarding payroll, benefits, and other employment-related matters. A member of Employers Resource can be reached at:

Corporate Office

1301 S. Vista Avenue, Suite 200
Boise, ID 83705
Phone: 800-574-4668
Fax: 800-615-3870

YOUR EMPLOYMENT STATUS

Employment At-Will

You are employed **at-will** and not for a specific time period. Your employment may be terminated with or without cause, and with or without notice at any time.

The only representatives who have the authority to create an employment agreement binding on Reset Staffing, which differs from the above, are the owners of the Company. Any such agreement must be in writing and signed by both parties. Therefore, you shall not take, and the Company does not expect you to take, any action or refrain from taking any action based on any other representative's promise, statement (oral or written), custom, or act to the contrary.

Employee Classification

You are employed in one of four employee classification groups – either as a New Employee, Part-time Regular Employee, Full-time Regular Employee or a Temporary Employee. Eligibility for certain benefits and application of certain employment policies may differ according to your classification. Our classifications are described as follows.

New Employee

New employees are defined as those temporary employees who are hired for the first time or those who may have been employed by the company in the past, but left our employ and subsequently are rehired.

Temporary Employee

Temporary employees, including seasonal and summer help, are employed with the understanding that their employment is on a limited and "as needed" basis. Temporary employees are hired to perform a specific job for a short period of time, normally less than one year. For example, this may be to supplement the work or to replace an employee who is on a leave of absence or vacation. They may be hired to work any number of hours and usually will be paid on an hourly basis. A temporary employee, moreover, keeps his or her temporary designation until management notifies the temporary employee in writing that the temporary employee designation has been changed. Temporary employees are not eligible to participate in the employee benefit programs.

Exempt Employee

An Employee who is exempt from minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This means these employees are not eligible for overtime pay under the FLSA. Such designation is made by the company based upon the criteria in the Fair Labor Standards Act and its regulations. Considerations include the nature of the duties, level of responsibility and salary level. See Non-Exempt Employee.

Non-Exempt Employee

An employee who is not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This means that these Employees are eligible for overtime under the FLSA. See Exempt Employee.

EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Equal Employment Opportunity

It is our policy to utilize all human resources and to provide equal employment opportunities to all qualified persons, consistent with applicable federal, state, and local equal employment opportunity laws prohibiting discrimination based on race, sex (including pregnancy), age (as

defined in the Age Discrimination in Employment Act of 1967, as amended), handicap/disability, religion, ancestry, color, creed, national origin, citizenship, veteran status, family background, or genetic information, or any other status or condition protected by applicable law. This policy shall apply to all phases of the employment relationship including, but not limited to, the hiring, management, upgrading, promoting, transferring, laying off, terminating, compensating, and recruiting of personnel. Your manager is available to answer questions about our equal employment opportunity practices.

Workplace Harassment/Discrimination

It is the policy of Reset Staffing to afford all employees a workplace that is free from all forms of sexual, pregnancy, racial, color, religious, age, handicap/disability, national origin, ancestry, citizenship, veteran status, or otherwise unlawful harassment and discrimination. This policy applies to everyone connected with our business, whether it is employees, customers, suppliers, vendors, etc.

Harassment in any form, including verbal, physical, and visual harassment, is prohibited. Impermissible conduct includes, but is not limited to the following:

- Verbal harassment (e.g., epithets, derogatory comments, or slurs), when directed at an individual on any protected basis; or
- Physical harassment (e.g., assaults, impeding or blocking movement, or any physical interference with normal work or movement), when directed at an individual on any protected basis; or
- Visual forms of harassment (e.g., derogatory posters, cartoons, or drawings), when directed at any individual on any protected basis.

We want to prevent harassment, as defined above, in our workplace. However, unless we are aware of a problem, we cannot correct it. If you feel that you are the victim of or you have observed sexual harassment, you should report it promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, physical conduct, or any other type of behavior. You should use the reporting procedure outlined in “How to Report Harassment/Discrimination” below in this Employee Handbook. A supervisor or manager to whom you bring a complaint of sexual or other harassment, but who fails to take appropriate action to resolve it, may be subject to disciplinary action, up to and including termination of employment.

If found to have occurred; violation of this policy may result in disciplinary action. The disciplinary action may include termination. There will be no retaliation against anyone who, in good faith, reports a violation or suspected violation of our harassment/discrimination policy.

How to Report Harassment/Discrimination

If you are the object of any such conduct or observe any such activity, you must immediately report the incident to your immediate supervisor. If you do not feel comfortable reporting it to your immediate supervisor; do not hesitate to contact any other member of management.

A prompt and, to the extent possible, discreet investigation will be conducted. Anyone who, in good faith, brings a complaint of discrimination or harassment or who, in good faith, participates in discrimination or harassment investigation will not be adversely affected with respect to his or her employment for making such a complaint or participating in the investigation.

Sexual Harassment

Reset Staffing prohibits all forms of sexual harassment by employees, customers, suppliers, and vendors. If you feel that you are the victim of or you have observed sexual harassment, you should make a complaint to management so prompt action can be taken. All employees are responsible for assuring that the workplace is free from sexual harassment at all times. We will

work to prevent sexual harassment. These efforts will not be successful in all cases without help from each employee.

Explanation of Sexual Harassment

Sexual harassment includes the following:

Unwelcome sexual advances (verbal and/or physical), intimidation, insults, requests for favors, and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, job assignment, overtime opportunity, wage increase, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

Sexual harassment under this definition may range from sexual innuendo, perhaps in the guise of humor, to coerced sexual relations. It may include, but certainly is not limited to, the following:

- Sexual jokes or offensive sexual language;
- Unwelcome sexual references;
- Verbal harassment of a sexual nature;
- Subtle or direct pressure for sexual activity;
- Physical contact such as touching, patting, pinching, rubbing, or squeezing; and/or
- Displaying pictures or objects that have women and/or men as sexual objects.

Sexual harassment may have different definitions, but it has no place in our workplace. If you are unsure whether your behavior may be seen as harassment, then change your behavior. Using and insisting upon good manners, professional behavior, and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy. Should there be any incident, however, which runs afoul of this policy, it should be reported immediately as described in "How to Report Harassment/Discrimination" previously stated in this Employee Handbook.

If you have a complaint or observation about sexual harassment, you should raise the issue immediately with management, so action can be taken. The company will investigate all complaints and will attempt to handle these matters efficiently and in a professional manner. Confidentiality will be respected to the extent practical under the circumstances. No one will be punished for bringing an issue to our attention in good faith, even if you do not have all the facts. The company would rather hear about the problem sooner rather than later.

Violation of this policy may result in disciplinary action, up to and including termination of your employment. This policy applies on and off company property. Remember, we cannot help if we do not know about the problem.

Workplace Violence Policy

We are committed to preventing workplace violence. Conduct during and after work hours that threaten, intimidate, or coerce another employee, customer, vendor, or anyone else will not be tolerated. Any violation of this policy will lead to disciplinary action, up to and including termination of your employment. Impermissible conduct includes, but is not limited to the following:

- Making a verbal threat to harm another individual or destroy property;
- Making menacing gestures;
- Displaying or expressing an intense or obsessive interest (e.g., a grudge or romantic interest) in another individual or co-worker that appears to exceed normal interpersonal interest;

- Attempting to intimidate or harass others;
- Engaging in behavior indicating that the individual is significantly out of touch with reality, and that he or she may pose a danger to self or to others;
- Throwing dangerous objects at any individual; or
- Possessing or displaying weapons on company premises.

It is necessary that you understand the importance of your role in maintaining workplace safety and security. You should immediately report all threats or acts of violence, whether from an employee or non-employee, using the reporting procedure described above in “How to Report Harassment/Discrimination.” Any suspicious individuals or activities that lead you to suspect violence should be promptly reported to your immediate supervisor or any member of management.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

We have a zero tolerance policy regarding drug and alcohol use. We have a vital interest in maintaining a safe, healthy, and productive working environment. Employees under the influence of drugs or alcohol present safety and health risks to themselves and to their fellow employees and have a detrimental effect upon high standards of performance and conduct. Violation of these policies will result in appropriate corrective action, up to and including immediate termination of employment.

Alcohol

You may not report to work under the influence of alcohol. Alcohol may not be possessed or consumed in a company facility or while working, except at company-sponsored events during which moderate consumption of alcohol has been approved by management. At such events, employees should exercise moderation if they consume alcoholic beverages. You may not consume alcohol at any time when it would impact your job. Company automobiles, equipment or machinery, or personal automobiles, equipment or machinery used in the conduct of company business, must not be operated by an employee under the influence of alcohol.

Drugs

You may not report to work under the influence of any illegal drug or illegally prescribed drug. If you think, or have been informed by your medical provider, that your use of a legal drug may present a safety risk or may interfere in any respect with your job performance, judgment, or behavior, you must report such risk or interference to your supervisor immediately.

The unlawful manufacture, possession, use, offer for sale, sale, purchase, transfer, dispense or distribution of an illegal drug is prohibited in all company facilities and any location while at work or when scheduled to return to work, including lunch and break periods.

Drug and Alcohol Testing

We reserve the right to test any employee we suspect of using or being under the influence of alcohol or a drug. Examples of factors that constitute reasonable suspicion include, but are not limited to, reports of unlawful use, erratic behavior, slurred speech, difficulty in motor coordination, dilated pupils, bloodshot eyes, arrests, increased absenteeism/tardiness, unexplained job deterioration, odor of alcohol or drugs, and general inappropriate behavior.

In addition to alcohol, the Company may test for the following substances and for any other substance as may be required by state law, federal law, regulations or contractual agreement. The cut-off levels for a positive test will be the minimum level allowed by law.

- Phencyclidine (PCP)
- Benzodiazepines

- Amphetamines
- Methadone
- Cocaine Metabolites
- Barbiturates
- Hallucinogens Propoxyhene (Darvon)
- Opiate derivatives (Heroin, Morphine, Codeine)
- Marijuana (Cannabinoid Metabolites)

An employee who refuses to cooperate in required tests may be subject to disciplinary action up to and including termination of employment. If an employee receives notice that the test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice and at the employee's expense. An employee who tests positive for alcohol or illegal drug use may be subject to disciplinary action up to and including termination of employment depending on applicable state law.

The company may, at its discretion, also initiate pre-employment testing, random testing and/or post-accident testing. The company will conduct all drug and alcohol testing in accordance with applicable federal and state laws.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Medical Review Officer shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where required in a legal proceeding initiated by or for an employee or applicant.

GENERAL POLICIES

Orientation

You will receive an orientation at or near the beginning of your employment. This is not a formal training session about your specific job, but is instead designed to provide general information about your employment, a copy of this Employee Handbook, and applicable benefit information. You will be instructed/trained about your specific job duties by your immediate supervisor. You must read the Employee Handbook, and sign and return the receipt acknowledgement form that is included at the end of this Employee Handbook.

Immigration Law Compliance

As a condition of employment, and in compliance with applicable immigration laws, you will be asked to complete the Employment Eligibility Verification Form I-9 and present documentation establishing your identity and employment eligibility. If you are working on a temporary work permit, it is your responsibility to renew that permit, or your employment will cease on the last day you are legally eligible to work in the United States.

Employee Relations with Management

If you have a complaint, question, or concern about anything connected to your work, you should discuss it with your immediate supervisor. If the matter is of a nature that you feel discouraged, threatened, or intimidated by your immediate supervisor, please bring it to the attention of another member of management. Complaints and concerns will be addressed, and appropriate action will be taken.

Publicity and Confidentiality

We expect you to refrain from engaging in - directly or indirectly, on or off the job – any conduct that is disloyal, competitive, or damaging to the company. You may come in contact with highly sensitive, confidential information concerning your workplace. This may include but is not limited to customer lists, vendor lists, pricing histories, marketing data, accounting or financial data, negotiations and contracts, personnel information, business plans and strategies, and other trade secrets. Disclosing this information, whether accurate or inaccurate, could damage the company. All of this information is strictly confidential and must not be repeated or communicated, directly or indirectly, to any person (including, but not limited to, friends or relatives) outside of the workplace. This obligation continues even after your employment relationship with the Reset Staffing ends. The Company may, at its discretion, require all employees to sign a confidentiality agreement as a condition of continued employment.

Job References

We do not want to place you in the situation of having to respond to unsolicited inquiries. Only management is permitted to respond to reference and public inquiries. All requests from outside sources for personnel information concerning applicants for employment, current employees, and former employees must be directed to a manager.

Conflict of Interest

A conflict of interest exists where your loyalties and commitments are pulled against the loyalties and efforts of the Company. Even the appearance of an impropriety or conflict can create a conflict of interest. It is imperative that you adhere to a strict code of ethical conduct and avoid any impropriety or the appearance of any impropriety.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which you should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- Working for a competitor, supplier, or customer;
- Engaging in self-employment in competition with the Company;
- Using proprietary or confidential company information for personal gain or to the detriment of the Company;
- Having a significant direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
- Committing the Company to give its financial or other support to any outside activity or organization.

If you or a relative (defined as someone related by blood, marriage, or adoption, or whose relationship with you is similar to that of a person who is related by blood, marriage or adoption) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, you must disclose this fact in writing to management as soon as you become aware of it. Failure to adhere to this guideline, including failure to disclose any conflicts or potential conflicts of interest, may result in disciplinary action, up to and including termination of your employment.

Personnel Records and Change in Status

You must provide accurate information for personnel and applicable benefit purposes. This information includes, without limitation, your name, social security number, address, telephone number, names and addresses of spouse and dependents, beneficiaries covered under benefit plans, number of tax exemptions, and eligibility for work. Other information may also be required. You must promptly notify your supervisor of any changes in this information.

General Housekeeping

You must pay constant attention to safety. Follow these and other simple rules given by your supervisor:

- Keep work and storage areas clean and free from debris.

- Avoid cluttering restrooms and eating areas; clean up when finished.
- Keep all tools and equipment clean and in good condition.

Dress

You must report for work in clean, neat dress. It is the policy of Reset Staffing to present a professional image, and our employees are expected to dress in an appropriate and professional manner.

Work attire for the company is jeans (no shorts), preferably a red shirt with little or no writing on it, and tennis shoes or work boots. Also, no ball caps or head gear of any kind is authorized. Employees should take a pair of work gloves with them in case they are needed on the job. If you report to work in attire deemed to be inappropriate, you will be sent home to change. Time away from work for this purpose will be unpaid.

This is an overview of the company's policy on dress and grooming standards. You should ask your supervisor for specific standards that may vary depending on safety or other workplace conditions.

Performance Evaluation

You and your supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Neither comments made in the context of a written or oral performance evaluation, nor employment actions taken as a result of a written or oral performance evaluation, shall in any way alter the **at-will** nature of your employment with Reset Staffing.

PROPERTY AND EQUIPMENT POLICIES

Work-site Access

When off-duty, you are not permitted to be in the interior of the workplace or in other working areas for any reason unless you are reporting to work, on duty, or leaving work. Non-employees are not allowed on company property except on official company business. You are instructed to immediately report any unauthorized persons to your immediate supervisor or any other member of management. When you are on-duty, you must secure permission from your immediate supervisor before leaving the work-site during working hours and must report to your immediate supervisor upon returning. All authorized visitors to our office or work-site must be treated with professional courtesy.

Company Property

Written permission from your immediate supervisor must be obtained before removing company property from its premises or using company property for personal use.

Employee Personal Property

We do not provide insurance coverage for the personal property that you bring onto the worksite. Management reserves the right to inspect any item brought into, on, or taken from the premises.

Smoking

Smoking is prohibited on company premises and job sites.

Solicitation and Distribution

Solicitation and distribution of literature by non-employees on company property is prohibited. Solicitation by company employees on company property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are

expected to be working and does not include rest, meal, or other authorized breaks. Distribution of literature by employees on company property in non-working areas during working time, as defined above, is prohibited. Distribution of literature in working areas is prohibited at all times.

Internet, E-mail, and Technology

We may provide Internet, e-mail access, and technology (such as computers, voice mail, etc.) to some employees. These technologies are intended to be used for business reasons only. The company encourages the use of the Internet, e-mail, and technology because they can make communication more efficient and effective. However, the Internet service, e-mail, and technological equipment are company property, and their sole purpose is to facilitate company business. E-mail is to be used for business use only. You have a responsibility to enhance and maintain the company's public image and use the Internet, e-mail, and other technologies in a productive manner. To ensure that all employees are responsible, the following guidelines have been established. Any improper use of these resources is not acceptable and will not be permitted.

Equipment and Data are Company Property

Management reserves the right, at any time and for any reason, to access, search, inspect, and disclose any message or communication on a computer, technology system (including, but not limited to, Internet, e-mail, and telephones), or property owned or operated by the company. All equipment, software, files, communications, or messages created, maintained, sent, or received on any system or diskette provided by or owned/operated by the company are considered company property.

Unacceptable Use

Company Internet access, e-mail or other technology may not be used for accessing, transmitting, retrieving, displaying, or storing any communications of a discriminatory or harassing nature or materials that are pornographic, obscene, or x-rated. Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual's sex, race, age, disability, religion, national origin, physical attributes, or sexual preference shall be accessed, transmitted, retrieved, displayed, or stored. No abusive, profane, or offensive language is to be accessed, transmitted, retrieved, displayed, or stored through the company's Internet, e-mail or technology system. Our technological resources are not to be used for any other purpose that is illegal or against company policy or contrary to the company's best interest. Solicitation of non-company business or any use of the company's technology for personal gain is prohibited.

Communications

You are responsible for the content of all text, audio, or images that you receive or send over the company's Internet, e-mail or technology system. No e-mail or other electronic communications may be sent which hide your identity or misrepresent you as someone else or someone from another company. All messages communicated on the company's Internet or e-mail system should contain your name.

Incidental, occasional, and appropriate personal use of Internet and e-mail is acceptable.

Any messages or information sent by you to another individual outside of the company via an electronic network (e.g., bulletin board, online service, or Internet) are statements that reflect on the company. While some users include personal "disclaimers" in electronic messages, there is still a connection to the company, and the statements may be tied to the company. Remember, all e-mails are subject to review by others. You may not participate in on-line chat groups unless it is directly related to company business.

All communications sent by you via the company's Internet/e-mail system must comply with this and other company policies and may not disclose any confidential or proprietary company information.

Software

To prevent computer viruses from being transmitted through the company's Internet/e-mail system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the company. You may not duplicate company software to put on your personal computers. You should contact management if you have any questions.

Copyright Issues

Copyrighted materials belonging to entities other than this company may not be transmitted on the company's Internet/e-mail system. If you obtain access to other companies' or individuals' materials, you must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination of your employment.

Security

The company routinely monitors usage patterns for its Internet/e-mail communications. The reasons for this monitoring are many, including cost analysis/allocation and the management of the company's gateway to the Internet. All messages created, sent, or retrieved over the company's Internet/e-mail are the property of the company and should be considered public information. The company reserves the right to access and monitor all messages and files on the company's Internet/ e-mail and other technology systems. You should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

Violations

If you abuse the privilege of company-facilitated access to e-mail, Internet, or other technology, you will be subject to disciplinary action, up to and including termination of your employment. If necessary, the company also reserves the right to advise appropriate legal officials of any illegal violations.

WORK SCHEDULE

You are expected to report to work on time and remain at work during your assigned shift hours. We recognize that it may be necessary for you to work past the normal shift hours. When this is necessary, you are expected to work as needed.

Time Keeping

If you are a non-exempt employee, you are expected to accurately record your hours of work. Exempt employees may be required to record their time as well. You must follow a specific time keeping procedure, as instructed by your immediate supervisor. This may require filling out a timesheet, punching a time clock, electronic recording, or another method. Generally, you will be required to log times at the following points of a work day: when you begin working, when you take a meal break, when you return to work from a meal break, and when you stop working for the day.

Although punctuality and promptness are required, you should not clock in sooner than five (5) minutes before or clock out later than five (5) minutes after your regularly scheduled hours without prior authorization. Non-exempt employees are not permitted to engage in work activities unless they have clocked in. All time worked beyond your regularly scheduled hours must be authorized by your immediate supervisor. If you make an error in keeping track of your time, immediately inform your supervisor and have the time adjusted accordingly. You are not permitted to record time for another employee, unless specifically authorized to do so by your supervisor.

Overtime

You are required to work all assigned overtime. If you are a non-exempt employee you will be paid overtime wages for all actual hours worked in excess of forty (40) during a workweek if required by law. All work outside of your regular schedule must be scheduled and/or approved in advance by your immediate supervisor.

ATTENDANCE AND LEAVE POLICIES

We also recognize that occasionally you will be forced to unexpectedly miss work. For these reasons, we have instituted leave of absence policies to govern these situations. This section of our Employee Handbook is designed to inform you of our expectations and, when necessary, of your leave options. Failure to follow these policies may result in disciplinary action, up to and including termination of your employment.

Jury or Witness Leave of Absences

If you are subpoenaed to testify or serve as a juror, the company will grant unpaid time off. You must give as much notice as possible and at least seventy-two (72) hours advance notice to your immediate supervisor. As much as practical, you will be required to work during this leave when your presence in court or at the judicial proceeding is not required.

Military Leave of Absence

In accordance with USERRA, leaves of absence without pay are granted to employees for military or reserve duty. If you are drafted, enlist, or are recalled to extended military duty, you will be placed on extended military leave without pay. Upon returning to the company after separation from active military service, you will be eligible for re-employment in accordance with Federal law governing veteran's employment reinstatement. While on active duty, your record of continuous service will not be interrupted. If you are required to serve an annual two-week period of active duty in any recognized military unit, you will be granted leave without pay.

WORKERS' COMPENSATION AND SAFETY

Workers' Compensation

We provide a comprehensive workers' compensation insurance program. The program covers most accidental injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Neither the insurance carrier nor Reset Staffing will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty activities sponsored by the company.

Reporting an Injury or Illness

If you sustain a work-related injury or illness (no matter how minor an on-the-job injury may appear), you must inform your supervisor immediately. Report the incident/accident by following this procedure:

1. If the incident/accident is life threatening, dial 911 immediately and/or obtain emergency care.
2. Complete a "Notice of Injury Form." This can be found online at www.employersresource.com.
3. Fax the completed form to Employers Resource's Workers Compensation Department at 866.214.9505.

4. Call Employers Resource's Workers Compensation Department with questions or concerns at 800.775.2404.

Your supervisor may provide you with other "medical reporting forms" that either you or your doctor need to complete each time you go to the doctor. If so, the forms need to be returned to your supervisor timely. You may be required to seek care through a panel of pre-approved doctors, or your claim may be denied.

Safety

You must perform your duties in a manner that ensures safety for yourself, your co-workers, and the company. You must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination of employment.

PROGRESSIVE DISCIPLINE

Acceptable employee conduct is necessary for the orderly operation of any business and for the benefit, protection, and safety of persons and property. You, therefore, are expected to conduct yourself in an honest, responsible, and polite manner with respect for your fellow employees, management, and any person with whom we do business.

Under certain circumstances, the company may be required to address problems associated with your performance, attendance, or violation of company policy. Our approach to discipline is intended to maintain a productive and safe work environment for all employees.

When a problem develops, the immediate supervisor usually will meet with you to discuss the situation and to obtain information that will help determine the appropriate action to take. In most cases, the necessary action will fall into one of two categories: progressive discipline or immediate termination. None of these policies should be interpreted to alter your employment-at-will status. These are not guarantees, but are guidelines.

Progressive Discipline

We usually employ a progressive course of disciplinary action for problems involving your work performance, attendance/tardiness records, or policy violations. The progressive steps, if applicable, include the following:

- Counseling and coaching from the supervisor with specific recommendations for improving the situation;
- A verbal discussion about the issue with corresponding documentation for the your personnel file;
- A written warning that outlines the problem, a plan for improvement, and an explanation of the disciplinary consequences if improvement does not occur;
- A suspension without pay or a decision-making leave; and finally,
- Termination.

Progressive discipline is not mandatory or expected; however, management reserves the right to invoke any disciplinary action that it deems appropriate in each circumstance.

In case of termination of employment, the Company affirms its status as an "**at-will**" employer.

Job Performance

Discipline for poor job performance may occur for the following reasons (this is not an all inclusive list):

- Unsatisfactory work quality or quantity;
- Poor attitude (for example, rudeness, insubordination, failure to treat colleagues with respect, and lack of cooperation);
- Excessive absenteeism, tardiness or abuse of break and lunch privileges;
- Failure to follow instructions or Company procedures; or
- Failure to follow established safety regulations.

Attendance

In addition to the general rules stated in this section, disciplinary action will be taken when you fail to observe the following specific requirements relating to attendance may occur:

- Reporting to work on time, observing the time limits for rest and lunch periods and obtaining approval to leave work early; or
- Notifying the supervisor in advance of anticipated tardiness or absence.

Misconduct and Immediate Termination

In most cases, disciplinary action should occur in progressive steps, as outlined above, so that termination occurs only after efforts have been made to correct the problem. However, violations of some company regulations are so serious that immediate termination of employment may be appropriate. Such actions include, but are not limited to the following:

- Insubordination (for example, refusal to follow reasonable instructions);
- Dishonesty;
- Theft;
- Misusing or destroying Company property or the property of another on the company's premises;
- Disclosing or using confidential or proprietary information without authorization;
- Altercations;
- Possession, consumption, use, or being under the influence of illegal drugs or non-prescribed controlled substances or alcohol on company premises or while performing services for our business;
- Possessing a firearm or other dangerous weapon on company premises or while conducting company business;
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well being of the Company, its employees, or property;
- Discrimination or harassment in violation of company policies;
- Misstatement of facts contained in the employee's application/resume or otherwise during the hiring process; and
- Falsification of company documents, reports or files.

TERMINATION

Both the company and the employees reserve the right to end the employment relationship at any time. All items belonging to the company, including but not limited to, keys, documents, and equipment, must be returned on or before the employee's last working day. If such items are not returned to the company on or before the last working day, the value of the item(s) may be deducted from the final paycheck. As a general rule, terminations will fall into one of two categories: voluntary termination or involuntary termination.

Voluntary Termination

Reset Staffing will consider you to have voluntarily terminated your employment if you do any of the following:

- Elect to resign from the Company;
- Fail to return from an approved leave of absence on the date agreed upon or specified by the Company; or
- Fail to report for work without notifying the Company for three (3) consecutive scheduled work days.
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Involuntary Termination

Reset Staffing may terminate an employee involuntarily for reasons including but not limited to the following: implementation of business plans that require reductions in force, business relocations, and shutdowns; inadequate work performance, excessive absenteeism, excessive lateness, and violation of other rules, policies, and/or procedures. Notwithstanding this list of rules, the Company reserves the right to discharge any employee with or without cause and with or without prior notice in accordance with its at-will employment policy.

WAGES AND BENEFITS

Wages and Payday

Your wages are determined at the time you are hired. You are paid on a weekly pay schedule. When your regular payday falls on a day our business is closed, or a weekend, you will be paid (including direct deposits) on the next business day following the regular payday.

Workers' Compensation

You are covered under the workers' compensation laws. We maintain workers' compensation coverage to provide benefits as a result of accidental injury, illness, death, or disability incurred in the course of, and arising out of, the injured employee's employment. Eligibility for workers' compensation benefits is governed by applicable law. You must immediately report any work-related injury to your supervisor, no matter how slight. See the Workers' Compensation and Safety section of this Employee Handbook for instruction on what to do in the event of a work-related injury.

Unemployment Compensation

Employees covered under the unemployment compensation laws may utilize this benefit in accordance with the law's rules and regulations.

Social Security

You are covered by the federal Social Security system, which provides retirement, disability, survivor, and Medicare benefits to persons who meet governmentally imposed eligibility requirements.

Acknowledgement of Receipt of Employee Handbook

This is to acknowledge that I have received a copy of the Reset Staffing Employee Handbook.

I have read and familiarized myself with its contents and understand that I am expected to adhere to the policies, procedures, and practices of Reset Staffing.

I understand that the Employee Handbook is not a contract and that all policies, procedures, practices, and benefits of Reset Staffing, including those in the Employee Handbook, may be changed at management's discretion.

I further understand that employment with Reset Staffing is at the mutual consent of the employee and Reset Staffing. Accordingly, either the employee or Reset Staffing can terminate the employment relationship at will, with or without cause, and with or without notice, at any time.

Print Name

Employee Signature

Date