

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*



BBSI Staffing

Contingent Employee Handbook

for 'Temporary' BBSI Employees

01.01.2020

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Section 1 - Employment

1.1 Welcome to BBSI Staffing

We provide direct hire, temp-to-hire, contingent (temps), and recruiting services and support, sourcing qualified, skilled personnel to serve in a wide variety of professional, technical, specialized, and general labor positions. We provide employees for permanent, long term, and short-term obligations. Even though you may be working at one of our BBSI job sites, you remain a BBSI employee, not an employee of the client and therefore not entitled to any of the employment benefits offered by the client. When your assignment ends, you may have the opportunity to be reassigned to another BBSI job site and continue working for BBSI. Please contact the BBSI office immediately upon completion of each assignment towards another assignment.

All BBSI Staffing Ontario policies and procedures, including this handbook and our Illness and Injury Prevention Program, are available for viewing via our websites www.bbsistaffingmodesto.com.

1.2 About this Handbook

This employee handbook contains information about the employment policies and practices of the Company. We expect each employee to read this handbook carefully, as it is a valuable reference for understanding BBSI and your employment with our Company. All previously issued handbooks or any inconsistent policy statement – oral or written – are superseded by this handbook.

BBSI reserves the right to revise, delete, or add to any and all policies, procedures, work rules, or benefits stated in the handbook, with the exception of the at-will employment policy. All such revisions, deletions, or additions must be in writing.

Nothing in this handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a contract, promise, or representation of continued employment for any employee. Our policy of 'at-will' employment cannot be changed except by a written agreement specifically entered for this purpose signed by the Company's CEO and by the employee.

Not all the Company's policies and procedures are set forth in this handbook. This handbook is generally based upon Federal, California state, and local laws. As to each employee, BBSI will comply with the laws of the jurisdiction where the employee is located. If you have any questions or concerns about this handbook or any other policy or procedures, please contact your BBSI Onsite Manager or BBSI Staffing Human Resources. Also, you must abide by the policies and procedures of each individual client company in which you are assigned.

1.3 Introductory Statement

As an employee of BBSI (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.

1.4 Your BBSI Branch Office

In those cases where you are placed at a location with an Onsite Manager, your Onsite Manager should always be your first point of contact for any and all issues that may arise. This includes those instances where you call in for absence or tardy.

However, should you not receive satisfaction from your Onsite Manager, please contact this branch office whenever you have any questions or concerns. From time-to-time you may receive other offers for assignments from other BBSI branch offices, however, you should direct any questions back to your initial branch office.

BBSI Modesto Office: 1111 I Street, #107
 Modesto, CA 95354
 209.576-0322 Office

1.5 Your Responsibilities

As a BBSI employee, you are responsible for, but not limited to, the following:

- Reading and understanding this Employee Handbook
- Identifying and reporting unsafe conditions at your workplace
- Adhering to the BBSI's policies and procedures, including safety regulations
- Asking for help if you have a concern of if there is anything you do not understand
- Arriving at your assignment on time everyday
- Working safely and doing your best work always
- Displaying a positive and helpful attitude
- Representing BBSI to the best of your ability
- Completing your work assignment

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- Take care of all company and client equipment
- Maintaining all issued safety equipment; request replacement when necessary

1.6 Call Us if You Have Questions or Concerns

Your BBSI Onsite Manager and BBSI Recruiter are available to assist you whenever you have any questions or concerns about your work assignments, your employment with BBSI, your worksite assignment, or any issue you may have with your supervisor, co-workers, or others.

1.7 When BBSI Offers You an Assignment

When BBSI has an assignment for you, you will be provided the following information:

- The company name and the location where you will be working
- Your start date, work hours, and length of your assignment, if applicable
- The name of the person to contact at the work site on your first day
- What your responsibilities will be
- Your hourly pay rate
- Appropriate work attire
- A list of any protective clothing or safety equipment that may be required for this assignment

*** All BBSI assignments require the contingent employee to perform other duties and responsibilities as assigned that may or may not be specifically related to the position assigned.

It is very important that you receive this information before you start your new assignment. Make sure you have everything necessary to perform the required tasks.

1.8 Before You Accept an Assignment

Prior to accepting a position, ask yourself these questions:

- Do you understand the job description and the required hours for work?
- Do you have reliable transportation?
- Do you know the location of and directions to the assignment?
- Do you have any prior commitments such as personal appointments which may conflict with you accepting the assignment?

Before you arrive on assignment, be sure you have asked any questions you may have about the job site, your responsibilities, etc. You should have a clear picture of what is expected of you on each assignment. You should plan to arrive early on your first day of the assignment.

1.9 Availability for Work

After each assignment is completed, you must contact your branch office each week to let us know of your availability for work. If you fail to contact us each week, we will assume you have voluntarily resigned your employment with BBSI.

1.10 Policy Against Harassment, Discrimination, and Retaliation

The Company is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation. In furtherance of this commitment, the Company strictly prohibits all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, ethnicity, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other category protected by applicable state or federal law. This is inclusive of any harassment and/or discrimination based on a person's hair physical traits, hair texture and protected hairstyles.

The Company's policy against unlawful harassment, discrimination, and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. The Company prohibits managers, supervisors, and employees from harassing co-workers as well as the Company's customers, vendors, suppliers, independent contractors, and others doing business with the Company. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. The Company likewise prohibits its customers, vendors, suppliers, independent contractors, and others doing business with the Company from harassing our employees, unpaid interns and volunteers.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender transition, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion, or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or images, cartoons, or posters;

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- Verbal sexual advances, propositions, requests, or comments;
- Sending or posting sexually-related messages, videos or images via text, instant messaging, or social media;
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's appearance, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations;
- Physical conduct, such as touching, kissing, groping, assault, or blocking movement;
- Physical or verbal abuse concerning an individual's gender, gender transition, gender identity, or gender expression; and
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a woman is too masculine.

Other Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the Company strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial or ethnic slurs, epithets, and any other offensive remarks based on a protected characteristic;
- Jokes, whether written, verbal, or electronic that are based on a protected characteristic;
- Mocking or ridiculing another's religious or cultural beliefs, practices, or manner of dress;
- Threats, intimidation, horseplay, or other menacing behavior that are based on a protected characteristic;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or images via text, instant messaging, or social media; and
- Other harassing conduct based on one or more of the protected characteristics identified in this policy.

Whether or not the person meant to give offense or believed his or her comments or conduct were welcome is not significant. Rather, BBSI's policy is violated when conduct based on a protected characteristic sufficiently offends, humiliates, or distresses an employee or other individual(s), whether recipients or mere observers, so as to disrupt their emotional tranquility in the workplace, interfere with their personal sense of well-being, or affect their ability to perform their job as usual.

If you have any questions about what constitutes prohibited harassing behavior, ask your supervisor or another member of management.

Prohibition Against Retaliation: The Company is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing notice to the Company regarding alleged unlawful activity;
- Assisting another employee who is engaged in any of these activities.

The Company is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and practices. In addition, the Company will not penalize or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for requesting leave time or changes in the workplace to ensure the employee's safety and well-being.

What You Should Do If You Feel You Are Being or Have Been Harassed, Discriminated Against, or Retaliated Against

If you feel that you are being or have been harassed, discriminated against, or retaliated against in violation of this policy by another employee, supervisor, manager, customer, vendor, independent contractor or third party doing business with the Company, you should immediately report it to your manager or supervisor or to BBSI Onsite Manager or to BBSI Human Resources.

In addition, if you observe harassment by another employee, supervisor, manager, or non-employee, please report the incident immediately as indicated above.

Supervisors who receive any complaint of harassment, discrimination, or retaliation must promptly report such complaint to Human Resources.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so we can take appropriate steps to address the situation. The Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible by an impartial and qualified person and, upon conclusion of such investigation, appropriate corrective action will be taken where warranted. The Company prohibits employees from refusing to cooperate with internal investigations and the internal complaint procedure. All complaints of unlawful harassment reported to management will be treated as confidentially as possible, consistent with the Company's need to conduct an adequate investigation.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. **Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.**

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Employee Training

All BBSI Staffing employees will complete harassment prevention training as required by law.

1.11 At-Will Employment Status

BBSI personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

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 Branch Manager of BBSI Ontario has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment.

1.12 Equal Employment Opportunity

BBSI is an equal opportunity employer and makes 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, color, creed, sex (including pregnancy, childbirth, or related medical conditions), gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant or employee by any employee of the Company, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, contact your BBSI Onsite Manager, client supervisor, the individual with day-to-day personnel responsibilities, or BBSI Staffing Human Resources. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

Any BBSI employee, including supervisors and managers who receive complaints or who observe discriminator conduct should immediately report the information to BBSI Staffing Human Resources so that an investigation may be initiated.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be 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 or your coworkers.

When necessary, the Company also makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact your BBSI Onsite Manager, client supervisor, or BBSI Staffing Human Resources to discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact your BBSI Onsite Manager, client supervisor, or BBSI Staffing Human Resources to discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

1.13 Gender Identity

Congruent with California law, BBSI will change our records to reflect the correct gender identity upon request of any employee. The employee need only submit a written, signed, dated request. That request will be forwarded to Human Resources for processing.

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Section 2 - Hiring

2.1 Contingent (Temporary) Employees

Contingent or temporary ('temp'), employees are those employed for specific assignments of varying duration.

2.2 Intake Process

As part of the hiring intake process, these procedures are completed:

- Form I-9 including proper work authorization documents
- eVerify
- Drug Screening
- Criminal Background Review

Every applicant for contingent and temp-to-hire must fully complete the BBSI Staffing intake process prior to being placed. Applicants for direct hire positions are required to complete a separate application process as they are not actual BBSI employees.

Additionally, every BBSI employee is required to complete harassment prevention training before placement. This training is required every two (2) years. Failure to successfully complete this training may affect your qualifications to be placed.

2.3 Health Benefits Extension

Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Contact Human Resources for more information.

2.4 Job Duties

Your BBSI Onsite Manager and/or company supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the jobsite. Your cooperation and assistance in performing such additional work is expected.

BBSI and the client reserve the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

2.5 Selection Process

BBSI undertakes a stringent, professional process to ascertain if any applicant would be acceptable, professional, and exceptional for our clients needs. Not everyone who applies with BBSI is accepted. It shall be our policy and practice to qualify employees based on specific criteria as provided by BBSI policy.

2.6 Rehiring Past Employees

Past employees who have not worked for, not been placed, or had no contact (defined as no in-person or telephonic conversation) with BBSI for a period of nine (9) months shall be considered as a 'rehire' required to complete a full intake process, including all documentation therein. The applicant must qualify within the confines their past employment status with BBSI as well as a new applicant.

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Section 3 - Leaves of Absence

*For all leaves provided in this section, written documentation of some measure is required.
Contact BBSI Staffing Human Resources for additional information.*

3.1 Domestic Violence, Sexual Assault, or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible.

Employees who are victims of domestic violence, sexual assault or stalking and need reasonable accommodation for their safety at work should contact their BBSI Onsite Manager or BBSI Human Resources to discuss the need for accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any, which are effective and will make reasonable accommodations unless an undue hardship will result.

BBSI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

3.2 Domestic Violence, Sexual Assault, or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including contingent or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact your BBSI Onsite Manager or BBSI Human Resources.

BBSI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

3.3 Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, BBSI will pay you sick pay for the period of time equivalent to your accumulated sick pay earned.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. BBSI makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

3.4 Family Care, Medical, and Military Family Leave (FMLA)

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 more than 12 months of service. If the leave is for FMLA only, the 12 months of service must have accumulated within the previous seven years. There is no such cap under CFRA;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave*; and
- The employee is employed at a work site where there are 50 or more employees within a 75-mile radius.

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

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only);
- For a serious health condition that makes the employee unable to perform their job (FMLA/CFRA).

For additional information about eligibility for family/medical leave, contact BBSI Human Resources.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *

The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, BBSI uses rolling year.

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.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

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). However, 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, or once the employee has exhausted Pregnancy Disability Leave (PDL) and has given birth they 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.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

- Please contact your supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least 30 days before leave is to begin. The employee must consult with their supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- 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.

Certification

BBSI 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 recertification from the health care provider if additional leave is required. (For example, if employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

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

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

The Company will require certification by the employee's health care provider that the employee is fit to return to their job.

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.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

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 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) 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 continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover from an employee premium paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The Company may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact your supervisor.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job 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.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue other company provided paid leave benefits (such as sick leave) during unpaid Family and Medical Leave Act/California Family Rights Act leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in a 12-month period. The 12-month period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 30 minutes.

3.5 Jury Duty and Witness Leave

BBSI encourages employees to serve on jury duty when called. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. BBSI does not compensate employees for time off for this leave.

Fees Paid by the Court

You may retain any mileage allowance or other fees paid by the court for jury services.

3.6 Military Leave

Employees who wish to serve in the military and take military leave should contact BBSI Staffing Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

3.7 Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to their supervisor within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

3.8 Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow are entitled to certain leave and benefits. Contact Human Resources for additional information.

3.9 Parental Leave

The New Parent Leave Act (NPLA) provides an employee with up to a maximum of 12 weeks of unpaid Parental Leave within one year of a child's birth, adoption, or foster care placement if you meet all the following eligibility requirements:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave;
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a worksite where there are 20 or more employees within a 75-mile radius.

If you are eligible for Parental Leave, you need to be aware of the following:

- You have the right to take up to a maximum of 12 weeks of unpaid, job protected Parental Leave within one year of the child's birth, adoption, or foster care placement.
- You are guaranteed employment in the same or comparable position at the end of your Parent Leave.
- Your group health benefits will be maintained during your Parental Leave at the same level and under the same conditions as if you continued to work (not to exceed 12 weeks over the course of a 12-month period for Parental Leave).
- If you do not return to work after your Parental Leave, you may be required to reimburse the Company for its share of any group health insurance premium paid on your behalf during your Parental Leave – unless your failure to return is due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond your control.

You may be eligible for Paid Family Leave (PFL) wage replacement benefits or other forms of wage replacement during your Parental Leave. Contact Human Resources for additional information.

3.10 Pregnancy-Related Disability Leave (PDL)

Any female employee planning to take pregnancy disability leave should advise their supervisor as early as possible. The individual should advise their BBSI Onsite Manager or client supervisor to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- BBSI will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform BBSI when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with their supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider.
- If 30 days' advance notice is not possible, notice must be given as soon as practical.
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide BBSI with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because they are disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of 30 minutes. If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premium paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date.

Please contact your BBSI Onsite Manager or client supervisor for more information.

3.11 School and Child Care Activities Leave

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents, or a person who stand in loco parentis to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The time off for school activity participation cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child’s school or licensed child care provider. The time off for these purposes cannot exceed 8 hours in a calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor;
- Covered employees can also use time off to address a “child care provider or school emergency” if the employee gives notice to the employer. A child care provider or school emergency means that the employees’ child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including but not limited to, fire, earthquake, or flood.
- Employees must provide documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;
- Employees may use sick leave in order to receive compensation for this time off; and
- Employees who do not have sick leave available will not be compensated for time missed from work.

3.12 School Appearance Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

3.13 Sick Leave

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act. This paid sick leave policy is intended to comply with the requirements of this act and applies to all BBSI contingent employees. NOTE: This sick leave policy includes mandated requirements from 3 different jurisdictions – Los Angeles City, Los Angeles County (unincorporated areas), and State of California.

Eligible Employees

For all jurisdictions, employees who have worked for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the Company for 90 days from their date of hire.

Sick Leave Accrual

Excluding Los Angeles City and Los Angeles County (unincorporated areas), after 30 days or more of employment, sick leave will accrue at the rate of 1 sick hour per 30 hours worked. There is an annual maximum of 48 accrued sick hours with an accrual stop balance of 48 sick hours.

Days of Service	Sick Hours Accrued Per Hour Worked	Maximum Annual Accrual	Accrual Stop Balance	Annual Usage Cap
30	.034	48 hours	48 hours	3 days

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

For Los Angeles City and Los Angeles County (unincorporated areas) only, after 30 days or more of employment, sick leave will accrue at the rate of 1 sick hour per 30 hours worked. There is an annual maximum of 72 accrued sick hours with an accrual stop balance of 72 sick hours.

Days of Service	Sick Hours Accrued Per Hour Worked	Maximum Annual Accrual	Accrual Stop Balance	Annual Usage Cap
30	.034	72 hours	72 hours	6 days

Employees will not accrue sick leave during any unpaid leave of absence.

Usage

For all jurisdictions:

Employees may use sick leave after 90 days of employment, to a maximum of the Annual Usage Cap. Sick leave has a minimum usage increment of 1 hour.

Sick leave may be taken at the leisure of the employee. The Company does not generally require documentation, except for payment processing (see below), and we may require medical certification of any absence covered under FMLA, CFRA, PDL, ADA, workers compensation, and other work time missed that is protected by federal, state, and/or local law.

Sick leave may be used only for regularly scheduled work hours missed. It may not be used for work hours missed for any recognized holiday or any other event in which the client has unexpectedly closed. Sick leave will only be paid for hours used during an employee's placement period. Sick leave pay requested for hours outside any placement period shall not be honored.

Compensation for Sick Leave

For all jurisdictions:

Eligible employees will receive sick pay at their current hourly wage for any sick leave taken.

Payment for Sick Leave Used

For all jurisdictions:

Upon return from a sick leave absence, to ensure the sick leave is paid, employees must complete an *Approved Time Off* (ATO) form and submit to:

- Their BBSI Onsite Manager; OR
- At worksites where there is no BBSI Onsite Manager:
 - The employee may, with the worksite's approval, submit an *Approved Time Off* form through the worksite/client by submitting the ATO form with payroll each Monday; OR
 - The employee may call the BBSI Modesto Office at (209) 576-0322, to complete the *Approved Time Off* form over the phone.

Any ATO form for sick leave payment must be presented by the end of the following pay period after the pay period in which the sick leave was taken.

Failure to complete the above process may result in non-payment of sick hours.

Separation

For all jurisdictions:

Accrued, unused sick leave is not paid upon termination of employment. However, should the employee return to the Company within one year, unused accrued sick leave will be reinstated, with immediate accrual and use.

Paid Sick Leave and Workers Compensation Benefits

For all jurisdictions:

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers compensation insurance. However, workers compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused paid sick leave, you may use paid sick leave to receive pay for these absences.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

3.14 Time Off for Voting

If an employee does not have enough time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their BBSI Onsite Manager or client supervisor at least two days' notice.

3.15 Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid.

For more information regarding this leave, including whether you are covered, and when and what type of documentation is required, please contact BBSI Human Resources.

3.16 Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen (14) days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your supervisor if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Section 4 – Employee Benefits

4.1 Holidays

BBSI offers paid holidays for workers who have worked at least 500 hours and have worked at least 24 hours in the same week as the paid holiday. BBSI does not allow usage of sick hours for work time missed due to a holiday.

4.2 Lactation Policy

BBSI accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid.

To request lactation accommodation the employee must:

- Submit a written request to the BBSI Onsite Manager or BBSI Recruiter.
- BBSI will respond in writing outlining the employees right to accommodation and information pertaining to the next paragraph

We will provide employees who need a lactation accommodation:

- Use of a room or other private location that is located close to the employees work area.
 - This room will not be a restroom and will be near, private, and free from intrusion.
- A surface for pump, place to sit, clean, safe, electricity, and closed to sink and refrigerator.

Discrimination based on sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

4.3 Paid Family Leave (PFL)

Employees may be eligible for PFL wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, child, spouse, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with their newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

4.4 Workers' Compensation

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

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance 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:

- Report any work-related injury to your supervisor within a reasonable period after the injury occurrence;
- Seek medical treatment and follow-up care if required;
- Promptly complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC-1) and return it to your supervisor.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their 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 they 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 their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their 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.

The law requires BBSI to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Company-Provided Physician

BBSI provides medical treatment for work-related injuries through a medical provider network which the company has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period starting from the date leave is first taken.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers compensation insurance. However, workers compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused paid sick leave, you may use paid sick leave to receive pay for these absences.

4.5 Medical Benefits

As an employee of BBSI, you may be eligible for medical plan benefits based on your employment classification and hours of service. Upon becoming eligible for these benefits, you will receive a Welcome Kit describing the benefits in greater detail along with instructions on how to enroll.

For information regarding employee benefits and to answer any questions, you may contact the BBSI corporate benefits team at (360) 597-1529 or visit our website at www.barrettbusiness.com/aca.

All medical plan benefits and the eligibility requirements for such benefits are governed by the terms and provisions of the legal plan documents. The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason.

4.6 401k Benefit

BBSI offers qualifying contingent and temp-to-hire employee's 401k benefits. Contact Human Resources for additional information.

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Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Section 5 - Management

5.1 Employee Property

An employee's personal property, including but not limited to, lockers, packages, purses, backpacks, and vehicles parked on client premises, may be inspected upon reasonable suspicion of unauthorized possession of BBSI property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

BBSI is not responsible for the loss or damage to your personal belongings while at work. You are expected to exercise proper care and judgment to protect against loss or damage to personal property.

BBSI is not responsible for damage or theft to your car or its contents while parked on BBSI property. Always lock your car.

BBSI will not make restitution for any lost or damages items.

5.2 Names and Addresses Policy

BBSI is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

5.3 Open-Door Policy

Suggestions for improving BBSI are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Company. We ask you to discuss your concerns with your BBSI Onsite Manager or client supervisor. Should you need further assistance, contact BBSI Human Resources.

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, BBSI values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

5.4 Personnel Records

You have a right to inspect or receive a copy of the personnel records that BBSI maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to BBSI Human Resources.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. BBSI may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or, at your request sent to you via certified mail to the address you specify. The records will be made available no later than 30 calendar days from the date BBSI receives your written request to inspect or copy your personnel records.

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, BBSI will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

5.5 Workplace Privacy

Employees may not use any audio or video recording devices at any jobsite or any BBSI office or location or in the course of any assignment or placement. A single violation may result in termination.

Client and BBSI may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance may include audio recording.

Section 6 - Company Property

6.1 Bulletin Boards

BBSI staffing employees may not post any item on BBSI's or client's bulletin boards without prior permission from BBSI and client management.

6.2 Electronic and Social Media

This policy is intended to protect the BBSI's and client's computer systems and electronic information.

For purposes of these policies, the following definitions apply:

- "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Blackberries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and any other IT device owned by BBSI or the client.
- "Electronic communications" includes all email, text messages, telephones, cell phones, and other handheld devices (such as cell phones, Blackberries or smart phone or writing tablets or iPads), fax machines, and online services including the internet.
- "Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through BBSI or client servers are BBSI or client property owned by BBSI or the client for the purpose of conducting company business. These items must be maintained according to BBSI and client rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of BBSI or the client and are to be used exclusively for BBSI or client business. For example, email messages are considered BBSI/client records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of BBSI and/or the client and remains the property of the BBSI and/or the client.
- Information stored in BBSI and/or client computers and file servers, including without limitation (customer lists, vendor lists, research data, etc.) is the property of the BBSI and/or the client and may not be distributed outside BBSI and/or the client in any form whatsoever without the written permission of the BBSI or the client.
- Violation of any of the provisions of this policy, whether intentional or not, will subject employees to disciplinary action, up to and including termination.

6.3 Monitoring of Company Property

BBSI and the client reserve the right to inspect all BBSI/client property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. BBSI/client computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. BBSI and the client reserve the right to access, review and monitor electronic files, information, messages, text messages, e-mail, internet history, browser-based webmail systems and other digital archives and to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of BBSI/client policy or any law occurs. Email may be monitored by BBSI and the client, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security, but the use of a password does not affect BBSI and the client's ownership of the electronic information or ability to monitor the information. BBSI and/or the client may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by BBSI/client management.

Employees are not permitted to access BBSI or client communication or computers systems at any time for personal use.

6.4 Prohibited Use

All existing BBSI/client policies apply to employee use of computers, electronic communications, electronic information, and the internet. This includes policies that deal with misuse of BBSI/client assets or resources. It is a violation of BBSI/client policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against BBSI and/or client policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any BBSI or client computer is a violation of the BBSI policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of BBSI to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Employees are not permitted to access BBSI or client communication or computers systems at any time for personal use.

6.5 Computer and Internet Use

BBSI and the client provide computers, electronic communications, electronic information and information technology resources, including the internet, to its employees to help them do their job.

BBSI and client provided computers; electronic communications, electronic information and the internet are only to be used only for work related purposes. No personal use of this BBSI and client property is permitted at any time. However, this policy is not intended to limit the ability of employees to use BBSI and client email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or coworkers.

All policies relating to monitoring usage of BBSI and client property apply. BBSI reserves the right to adjust this policy on a case by case basis as it deems appropriate.

6.6 Social Media

BBSI/client uses social media in limited circumstances for defined business purposes. Social media is a set of internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs BBSI and/or the client deems to be social media, consult with BBSI or client management.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Company goals. However, only authorized individuals are allowed to speak/write in the name of BBSI or the client using the social media tools of the BBSI and the client.

BBSI or client management will authorize you in writing if you can use these social media tools of behalf of BBSI and/or the client to perform your job duties. Authorized individuals using BBSI and/or client social media tools shall identify themselves honestly, accurately, and completely and comply with all BBSI/client policies in using this media.

Your authorization is limited to business purposes and personal use of these BBSI/client social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Company property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as rest and meal breaks. All other BBSI and client policies against inappropriate usage, including BBSI's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Nothing in the BBSI social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

6.7 Employee-owned Devices

Employees own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices only during non-working times, such as rest and meal breaks; however, BBSI and client policies against inappropriate usage, including the BBSI's no tolerance for discrimination, harassment or retaliation in the workplace, apply. BBSI reserves the right to adjust this policy on a case by case basis as it deems appropriate.

6.8 Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, and vehicles are BBSI or client's property and must be maintained according to BBSI/client rules and regulations. They must be kept clean and are to be used only for work-related purposes. BBSI and the client reserve the right to inspect all company property including computer or phone data or messages to ensure compliance with rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any BBSI/client property may be removed from the premises.

BBSI and client voice mail and/or electronic mail (email) including texting, pagers and mobile email are to be used for business purposes. BBSI and the client reserve the right to monitor voice mail messages, email messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

BBSI or the client may periodically need to assign and/or change "passwords" and personal codes for system access, emails, texts, and other forms of electronic and voice communications and technologies. These communication technologies and related storage media and databases are to be used only for BBSI/client business and they remain the property of BBSI or the client.

BBSI and the client reserve the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on BBSI/client computer, voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

No personal locks may be used on client provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a client locker.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

6.9 Facility Security

Security of BBSI and client facilities and the welfare of our employees require that every individual be constantly alert to security risks. In this regard, please note the following:

- Immediately notify your supervisor of suspicious persons, or persons acting in a suspicious manner, in or around the facility;
- Immediately notify your supervisor of the loss of keys, security passes, or identification badges.

Employees and visitors to any BBSI location or office, and/or any jobsite are subject to search at any time as a matter of personal and location security. This includes an employee and visitor's person, packages, backpacks, clothing, vehicle, or any other possession or property of the employee and visitor.

6.10 Guests and Visitors

BBSI employees may not have guests and visitors at a client worksite without express advance permission of the client or BBSI Onsite Manager.

6.11 Housekeeping

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

Employees are responsible for maintaining their own work areas in a presentable manner.

6.12 Off-Duty Use of Facilities

Employees are prohibited from remaining on BBSI or client premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using BBSI/client facilities, property, or equipment for personal use.

6.13 Parking

Employees may park their vehicles in designated worksite areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of client's property. Neither BBSI nor the client are responsible for any loss or damage to employee vehicles or contents while parked on BBSI, client, or public property.

Parking areas may be monitored with video or other surveillance for purposes of protecting BBSI and client property only. This surveillance system is in no way intended to provide employees with personal security.

6.14 Smoking

Smoking is not allowed in any enclosed area of any facility and may only be done in designated exterior areas in concert with state law. Employees are responsible for extinguishing their cigarettes, cigars, pipe tobacco, etc. in an appropriate and safe manner in the provided receptacle.

6.15 Solicitation and Distribution of Literature

In order to ensure efficient operation of the client's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on client's property. BBSI has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor.

No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on client's property.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Section 7 – Employee Conduct

7.1 Conducting Personal Business

Employees are to conduct only the client's business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours, except during assigned rest and meal breaks. Employees are prohibited from selling, offering to sell, purchasing, or conducting any other consumer transaction during work hours.

It is understood that personal transactions, financial or otherwise, between BBSI employees and/or between BBSI and client employees is a personal matter and BBSI will not intervene or assist in cases where the transaction goes wrong.

BBSI employees are expected to notify Human Resources should any BBSI or client lead, supervisor, or manager contact them towards any personal purchase or to request any financial benefit.

7.2 Confidential Information

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, trade secrets, or similarly protected proprietary or confidential information regarding BBSI and/or the client's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners, or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a need-to-know basis and must be authorized by BBSI or client management. Any breach of this policy will not be tolerated, and legal action may be taken by BBSI and/or the client.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed.

7.3 Personal Appearance Standards

All BBSI contingent employees are expected to wear clothing and accessories that are appropriate for the environment of their assignment and the type of work performed. Our goal is to create an atmosphere that provides a safe, productive, and comfortable workplace, while maintaining an appropriate business-like workplace.

BBSI contingent employees are required to wear all required Personal Protective Equipment for their current worksite. Your BBSI Onsite Manager and/or client supervisor will provide this equipment and instruct you on proper usage.

BBSI allows reasonable personal appearance self-expression:

- Tattoos - marking of the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment
- Scarification - intentional cutting of the skin for the purpose of creating a design, form, figure, or art
- Piercings – usually small holes in the body, typically other than the ears, made so as to insert a ring, stud, or other piece of jewelry

However, if it conflicts with an employee's ability to perform their position effectively or in their specific work environment, or it is regarded as offensive or harassing toward or by others. Factors that management will consider determining whether jewelry or tattoos may pose a conflict within the work environment include:

- Personal safety of self or others, or damage to company property
- Productivity or performance expectations
- Offensiveness to coworkers, clients, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
- Corporate or societal norms
- Client requirements

If management determines an employee's jewelry and/or tattoos may present a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative department or client, or other reasonable means to resolve the conflict.

An environment of cooperation, respect, and fair and consistent treatment for all employees is BBSI's goal. Nonetheless, BBSI is legally responsible for ensuring that no employee is subject to harassment, a hostile work environment, or workplace violence.

Clients reserve the right as sole arbiter in deciding what acceptable appearance at their worksite is.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

7.4 Drug and Alcohol Abuse

Policy Statement

BBSI is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee work performance, efficiency, safety and health, and therefore seriously impair the employees' value to BBSI. In addition, the use of possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes BBSI to the risks of property loss or damage or injury to other persons.

As a condition of continued employment with the Company, each employee must abide by this policy.

Definitions

For purposes of this policy:

- "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.
- "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.
- "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.
- "Possession" means that an employee has the substance on their person or otherwise under their control.
- "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, but 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.

Prohibited Conduct

The prohibitions of this section apply whenever the interests of the Company may be adversely affected, including any time an employee is (1) on Company premises; (2) conducting or performing Company business, regardless of location; (3) operating or responsible for the operation, custody, or care of Company equipment or other property; or (4) responsible for the safety of others in connection with or while performing Company related business.

Alcohol: The following acts are prohibited and will subject an employee to discipline up to and including immediate discharge: (1) the unauthorized use, possession, purchase, sales, manufacture, distribution, transportation, or dispensation of alcohol; or (2) being under the influence of alcohol. The Company may provide alcohol for consumption at certain events, such as social functions. Moderate, responsible consumption of alcohol at these events does not violate this policy.

Illegal Drugs: The following acts are prohibited and will subject an employee to discipline up to and including immediate discharge: (1) the use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or (2) being under the influence of any illegal drug or other controlled substance.

Prescription Drugs: This policy prohibits (1) the abuse of any legal drug; (2) the purchase, sales, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or (3) working while impaired by the use of a legal drug, whenever such impairment might endanger the safety of the employee or some other person, pose a risk of significant damage to Company property or equipment, or substantially interfere with the employee's job performance or the efficient operations of the Company's business or equipment. Nothing in this policy is intended to prohibit the customary and ordinary purchase, sales, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy.

Drug Testing

Applicant Testing: As part of the Company's employment screening process, any applicant, to whom an offer of employment is made, must pass a test for controlled substances under the procedures described below. The offer of employment is conditioned on a negative test result. Applicants will be informed of the Company's drug testing policy in the employment application.

Reasonable Suspicion Testing: If the Company has reasonable suspicion that the employee is working in an impaired condition or otherwise engaging in conduct that violates this policy, management shall follow *Reasonable Suspicion Procedures* form.

If the employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive final test result.

Post-Safety Sensitive Event: Any employee involved in a safety sensitive event, which includes, but is not limited to, accident with no injury, injury with declined treatment, or injury with treatment, may, upon reasonable suspicion, participate in a drug test as indicated below.

If the employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive final test result.

Procedures for Drug Testing: The Company will:

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

- Provide applicants an initial drug test during the Intake Session:
 - Should the initial drug test show an 'inconclusive' result, the employee shall be afforded a second initial drug test.
 - Should the second initial test show an 'inconclusive' result, the employee shall be afforded the option of testing at a clinic as outlined in the *Drug Test Confirmation Authorization for Secondary Drug Test* procedure.
 - Should any initial drug test show a 'positive' result, the applicant is afforded the option of testing at a clinic as outlined in the *Drug Test Confirmation Authorization for Secondary Drug Test* procedure.
- Provide any employee suspected of being under the influence, reasonable suspicion, and/or involved in a safety sensitive event, as described above, an initial drug test at the jobsite.
 - Should the initial drug test show an 'inconclusive' result, the employee shall be afforded a second initial drug test.
 - Should the second initial test show an 'inconclusive' result, the employee shall be afforded the option of testing at a clinic as outlined in the *Drug Test Confirmation Authorization for Secondary Drug Test* procedure.
 - Should any initial drug test show a 'positive' result, the employee is afforded the option of testing at a clinic as outlined in the *Drug Test Confirmation Authorization for Secondary Drug Test* procedure.
 - For purposes of this policy, should any drug test completed at a clinic show a 'positive' result, it is understood that the clinic protocol may require mandatory immediate retesting of the same sample provided towards verification of the 'positive' result.

Acknowledgment and Consent: Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing and consenting to (1) the collection of urine and/or saliva samples for the purpose of determining the presence of alcohol or drugs, and (2) the release to the Company of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicants' job offer or will subject an employee to discipline up to and including termination.

Confidentiality: All drug testing records will be treated as confidential.

Disciplinary Action

Violation of these rules and standards of conduct may result in disciplinary action up to and including immediate termination, however, any positive result on any final drug test will result in termination of employment of the employee, or non-hire of the applicant. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event will be deemed to have violated this policy. The Company may also bring the matter to the attention of appropriate law enforcement authorities. All client rules and procedures must also be followed.

In order to enforce this policy, BBSI reserves the right to conduct searches of the Company's property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

Rehabilitation Accommodations

BBSI encourages employees with chemical dependencies (alcohol or drugs) to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. BBSI's support for treatment and rehabilitation does not obligate BBSI to employ any person whose job performance is impaired because of drug or alcohol abuse, nor is BBSI obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, if an employee who is given the opportunity to seek treatment and/or rehabilitation fails to successfully overcome their dependency and is involved in a second violation of this policy, the employee will not be given a second opportunity to seek treatment and/or rehabilitation. This policy does not affect BBSI's treatment of employees who violate the regulations described herein. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

7.5 News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the President may comment to news reporters on BBSI policy or events relevant to BBSI.

This policy does not limit an employee's right to discuss the terms and conditions of their employment, or to try and improve these conditions.

7.6 Professional Relations

Employees are expected to be polite, courteous, prompt, respectful, and attentive to BBSI and client coworkers and management. When an employee encounters an uncomfortable situation, they should immediately contact their BBSI Onsite Manager, client supervisor, or BBSI Human Resources.

7.7 Prohibited Camera Phones

To maintain the security of BBSI and client premises and systems, and the privacy of our employees and customers, BBSI prohibits all photography and audio and video recording of any type at any time while at any BBSI location or office, and at any BBSI jobsite. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities.

Employees may not use a cell phone, camera phone, PDA or any other handheld device in a manner that violates the BBSI anti-harassment, equal employment opportunity, or other Company policy.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Employees may not use a cell phone, camera phones, PDA, or any other handheld device in any way that may be insulting, disruptive, obscene, offensive, or harmful. Employees are absolutely prohibited from taking any photographs or videos on client premises. Employees who violate this policy are subject to discipline up to and including termination.

7.8 Prohibited Conduct

Each contingent employee is required to be productive, reliable, and trustworthy. The following list of conduct is prohibited and will subject an individual to disciplinary action, up to and including termination. This is not an exhaustive list of every form of conduct which may result in disciplinary actions and is subject to modifications.

FRAUD / FALSE REPRESENTATION

1. Falsifying employment records, employment information; providing false employment authorization documents.
2. Falsifying time records by:
 - a. Clocking in/out for another employee.
 - b. Allowing another employee to clock in/out for you.
 - c. Clocking yourself in and not returning to work immediately thereafter.
 - d. Clocking yourself out and in fact returning to work while not on the clock.
 - e. Any activity that falsely reflects your actual time working.
3. Committing or participation at any level in any fraudulent or breach of trust event.
4. Providing any verbal and/or written false or fraudulent information.
5. Violating BBSI and/or client rules regarding confidentiality or information received by the employee in the course of performing their job.

SAFETY

6. Participating in horseplay, pranks, or practical jokes during work time on BBSI or client property.
7. Causing, creating, or participating in any disruption while on BBSI or client property.
8. Failure to provide medical provider note/certificate when required to do so.
9. Any possession or use of any cell or other communication device during work hours, excluding rest and meal breaks.
10. Violation of any health or safety rule or regulation as set forth in BBSI or client policy while on BBSI or client property.
11. Failing to report any work-related accident and/or work-related injury within a reasonable period after the event.
12. Excessive unnecessary PPE replacement.

LAW / THEFT

13. Theft or deliberate removal of any property of another employee, BBSI, or the client without proper prior authorization.
14. Deliberate or careless damage or destruction of any property of another employee, BBSI, or the client.
15. Engaging in any illegal or criminal activity while on BBSI or client property.
16. Gambling on BBSI or client property.

UNACCEPTABLE BEHAVIOR / INSUBORDINATION

17. Engaging in any act of insubordination as proscribed in BBSI policy towards any BBSI or client management, or any other person or entity of authority.
18. Any use of abusive, threatening, or intimidating language while on BBSI or client property.
19. Any undesirable or aggressive cursing or cussing towards any person while on BBSI or client property.
20. Refusal to adhere to or obey any rule, regulation, or direction by BBSI or client management or security personnel.
21. Presence in any area of BBSI or client property in which you do not have clearance, permission, or purpose to be in.
22. Rudeness towards or concerning any co-worker, management, or others at any worksite.
23. Smoking in prohibited areas.
24. Unauthorized solicitation of any kind while on BBSI or client property.
25. Any conduct or behavior which is detrimental to the safety and well-being of co-workers or BBSI or client operations.

PERFORMANCE

26. Failure to follow instructions, procedures, and work rules of BBSI and/or client.
27. Inefficient or careless performance of job responsibilities.
28. Willful failure to perform job duties satisfactorily.
29. Unauthorized use or misuse of BBSI or client equipment, time, materials, or facilities.
30. Sleeping or malingering during work hours.
31. Working overtime without proper prior authorization from the client.
32. Refusing to work overtime as may be required by the client.
33. Failing to abide by applicable appearance and personal hygiene guidelines of BBSI or the client.
34. Inadequate or substandard work performance.

BULLYING / HARASSMENT / DISCRIMINATION / INAPPROPRIATE CONDUCT

35. Committing any act, verbal or physical, of bullying, harassment, discrimination, or sexual harassment as provided in BBSI or client policy, or any federal, state, or local law.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

36. Failure to report any act, verbal or physical, of bullying, harassment, discrimination, or sexual harassment to BBSI Onsite Manager or BBSI Human Resources. This includes any person that witnesses same.

WORKPLACE VIOLENCE

37. Provoking or participating in any verbal or physical altercation while on BBSI or client property.
38. Provoking or participating in any verbal or physical altercation that was recently initiated on BBSI or client property that continued just off/outside BBSI or client property.
39. Possessing firearms, explosives, or other weapons while on BBSI or client property.

DRUGS / ALCOHOL

40. Distributing, possession, or use of any illegal drug(s) and/or alcohol while on BBSI or client property.
41. Being under the influence of any illegal drug(s) and/or alcohol while on BBSI or client property.
42. Being under adverse influence of any drug(s) prescribed for the employee, which impedes the employee in the performance of their work duties in a safe and prudent manner. A warning on the prescription may enhance this.

ATTENDANCE

43. Failure to notify BBSI and/or client management when unable to report for your work shift per policy. This is considered a No Call No Show (NCNS); 1 NCNS may result in termination per BBSI policy.
44. Any absence in which you do not notify BBSI and/or client management. This is considered a No Call No Show (NCNS); 1 NCNS may result in termination per BBSI policy.
45. Leaving the job site without notify BBSI and/or client management. This is considered a Walk Off; 1 Walk Off may result in termination per BBSI policy.
46. Failure to observe work, rest break, and/or meal breaks schedules.
47. Excessive absenteeism, tardiness, or early departures.

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

7.9 Disruptive Employees

Employee morale, productivity, and customer service levels are at their highest when employees work effectively as a team and practice basic tenets of dignity and respect for each other. This unfortunately is not always the case because of inappropriate behavior by disruptive employees. Behavior that is not consistent with basic collegial and professional expectations can result in significant negative consequences to the organization and its people.

Disruptive behaviors often exhibited by difficult employees can create risks for other individuals, the client, and BBSI. Some of the most frequent actions taken by disruptive or problematic employees include:

- Making rude, condescending, insulting, and demeaning statements to others.
- Using angry, hostile tones.
- Habitual complaining and irritability.
- Shouting, throwing things, or slamming doors when displeased.
- Berating staff and co-workers in front of others or through spreading of rumors, innuendo.
- Showing insensitive, curt, and disrespectful treatment of peers, staff, or clients.
- Being verbally abusive towards others.
- Cursing, cussing, assaultive verbalization.
- Attacking immediately if criticized or questioned.
- Threatening litigation when displeased or challenged.
- Disdaining authority and believing that rules do not apply to them.
- Regularly being the source of many issues that, if taken singly, would be of limited relevance, but when taken together, become significant.

Disruptive behavior may comprise of a single event or of multiple events, but, when several of these negative behaviors occur in tandem, they can rise to the level of workplace bullying, a destructive form of interpersonal abuse.

When disruptive behaviors become a concern to management the company is obligated to investigate. BBSI has a zero tolerance for this type of harmful behavior and reserves the right to implement progressive disciplinary action as warranted, including termination for any single event.

7.10 Progressive Discipline

Occasionally the need arises to address an employee when their performance and/or conduct do not correspond with Company standards, expectations, and/or policy. Progressive discipline may be provided as a result of client and/or BBSI policy violations.

The standard process is usually composed of three (3) steps, however, this is not a rigid system and, at the discretion of the Company, deviations may be implemented depending on the severity of the issue and overall circumstances. All discipline documentation remains viable for a period of twelve (12) months, except for violations listed in Section 7.10, Removing Employee Disciplinary Events, which remain viable indefinitely.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

1. Verbal Counseling with Written Verification

This is defined as oral communication initiated by the Company for the purposes of informing an employee that work performance and/or conduct is falling below Company standards. Verbal counseling is intended as an informal method of correcting performance and/or behavior and may occur numerous times before proceeding to written warning.

2. Final Written Warning

If the issues remain uncorrected after a verbal counseling and a written warning, the employee will receive a final written warning. Depending upon the circumstance(s), this discipline may be implemented at any time at the discretion of the Company.

3. Termination

When the above process has been ineffective, termination may be necessary. Depending upon the circumstance(s), termination may be implemented at any time at the discretion of the Company.

Investigatory Suspension

The Company reserves the right to impose employee suspension during investigations. These events will be administered per Company policy.

Appeals Process

Should an employee not agree with and/or wish to appeal any disciplinary action, they will need to furnish a written statement outlining facts of the event(s) and their reasons on why they believe the disciplinary action was incorrect. The written statement should be furnished to Human Resources.

Upon receipt, the original event(s), disciplinary action(s), and appeal will be reviewed. The employee shall be advised in writing of the final decision.

7.11 Punctuality and Attendance

As an employee of BBSI, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Absences

If you are unable to report to work on any particular day, you must, under all but the most extenuating circumstances, call your supervisor at least two (2) hours before the time you are scheduled to begin working for that day. If you call less than two (2) hours before the shift begins, and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence, employees must provide their supervisor with an honest reason or explanation. Employees must also inform their supervisor of the expected duration of any absence.

BBSI describes excessive absenteeism as more than two (2) days absence in any three (3) month period, unless those absences are covered by BBSI sick leave or other leave protected by law.

Employees who have been absent three (3) or more consecutive days may be required to complete a Fitness for Duty form.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of one (1) day, also known as No Call No Show (NCNS), BBSI will consider that you have voluntarily abandoned or quit your employment. One (1) NCNS event may result in termination.

If you become ill while at work, report to your supervisor immediately.

Absences that have been pre-approved by your supervisor, emergencies, and absences protected by state and federal law do not count as a violation of this policy.

This policy may be superseded by a client's specific policy and, in those instances, employees shall be advised accordingly.

Tardies

A tardy is any instance in which an employee is absent more than five (5) minutes from the assigned start time of their scheduled work shift.

BBSI describes excessive tardiness as more than two (2) tardies in any three (3) month period.

This policy may be superseded by a client's specific policy and, in those instances, employees shall be advised accordingly.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Tardies that have been pre-approved by your supervisor, emergencies, and tardies protected by state and federal law do not count as a violation of this policy.

Early Departures

An early departure is any instance in which an employee departs more than five (5) minutes before the assigned end time of their scheduled work shift.

BBSI describes excessive early departures as more than two (2) early departures in any rolling three (3) month period.

This policy may be superseded by a client's specific policy and, in those instances, employees shall be advised accordingly.

Tardies that have been pre-approved by your supervisor, emergencies, and tardies protected by state and federal law do not count as a violation of this policy.

Walk Offs

A walk off is any instance in which an employee departs the job site without notifying the BBSI Onsite Manager and/or client management prior to leaving the premises and prior to end of shift.

BBSI prescribes that a single instance of a walk off may result in termination.

Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Section 8 – Getting Paid

8.1 Advances

BBSI does not permit advances against future wages.

8.2 Alternative Workweek Schedule (AWS)

BBSI may participate in an alternative workweek schedule for certain clients to address their specific needs. In the event this is applicable for your job assignment, you will be notified in advance. Please consult your BBSI Onsite Manager, client manager, or BBSI Human Resources should you have any questions about AWS.

8.3 Reporting Time Pay

BBSI will comply with all applicable state regulations regarding reporting-time pay for non-exempt employees.

BBSI will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities
- Interruption of work because of natural causes or other circumstances beyond the Company's power to control
- Reporting to work not completely prepared (safety equipment, dress code, ID badge, etc.)
- Reporting to work tardy, this includes the possibility that the position has been backfilled
- Reporting to work after having been notified not to do so

Contact BBSI Human Resources for additional information.

8.4 Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out. You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

Generally, you will be entitled to one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

The 10-minutes do not include the reasonable time it takes to walk to and from a break area.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

There may be practical considerations that make this general timing infeasible and that require BBSI to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Your rest break will be scheduled by your supervisor.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing.

The 30-minutes do not include the reasonable time it takes to walk to and from a break area.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by supervisor

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by supervisor.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify your supervisor.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your supervisor and document the reason for the missed meal period or time worked.

Please also refer to the BBSI Timekeeping Policy.

8.5 Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. BBSI will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. BBSI provides compensation for all 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; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Worksites approved for and using Alternative Work Schedules may vary in qualifying hours worked per day. Contact Human Resources for additional information.

8.6 Pay Differentials

Pay differentials may be offered at some client sites. The client is the sole arbitrator of providing these differentials. Your recruiter will advise you of this information upon job assignment.

8.7 Pay for Mandatory Meetings/Training

BBSI will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

8.8 Payment of Wages

All employees of BBSI are paid on Friday for work performed during the previous one-week pay period. If a regular payday falls on a holiday, employees will be paid on last work day before.

Payment Options

BBSI strongly recommends, though optional at your request, that all wages be paid via direct deposit. This may be via:

- Direct deposit to your checking and/or saving account(s)
- Direct deposit to the BBSI issued US Bank debit pay card account
- Direct deposit to your debit pay card account

BBSI also provides, upon request, live pay checks. Should you choose this option the live pay check must be picked up at the BBSI Ontario office and is available from 8am each pay date.

Direct Deposit Documentation

When originally signing up for any direct deposit option, replacing one direct deposit option (different bank account, etc.) with another, or cancelling a direct deposit option, it is necessary for you to contact your onsite manager or BBSI Staffing office in order to complete the Payroll Payment Form. All direct deposit information must be documented to ensure account numbers, banks, etc., so that your pay goes to the correct account.

Electronic Check Stubs / Wage Statements

Electronic check stubs are available online for your convenience. On this site you may also review and adjust personal information such as address, phone, dependent information, paycheck detail, and available sick. For additional information or contact BBSI at (209) 576-0322.

Payroll Deductions

BBSI is required by law to withhold certain deductions from your paycheck by state and federal law. They include:

- Federal Income Tax
- Social Security Tax
- Medicare Tax
- State Income Tax
- Local Tax (if applicable)
- State Disability Tax

In addition, we are required to recognize court orders, liens, and wage assignments. If we receive notification that such payroll deductions are required, we will begin withholding immediately. You may request certain payroll deductions for safety equipment purchases, medical insurance coverage, etc. Please see your BBSI recruiter regarding any limitations on any ability to process these deductions.

Payroll Error

In case of an error on your paycheck or direct deposit, please contact your BBSI Onsite Manager or BBSI Staffing Payroll immediately. Except in certain cases, any necessary adjustments will appear on your next paycheck.

Lost or Stolen Paycheck

If your paycheck is lost or stolen, notify BBSI Staffing Payroll immediately. We will replace the check only after we have received bank authorization; you may be subject to a stop payment fee.

Lost or Stolen Visa Debit Global Cash Card

Should you need a replacement US Bank Card, please contact BBSI Payroll at 209.576-0322 immediately.

8.9 Timekeeping Requirements

All nonexempt hourly employees are required to use either an automated time clock or written timesheet, depending on the worksite, to record time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees must clock out and in for their meal period.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Employees are not allowed to work "off the clock". Working off the clock violates company policy.

Employees will be required to certify that their time record is accurate. It is your right and responsibility to view your timecard/punches prior to submittal for processing.

Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action, up to and including termination.

Any errors on your timecard should be reported immediately to your BBSI Onsite Manager or client supervisor.

Please also refer to BBSI's Meal and Rest Break Policy in this handbook.

8.10 Work Schedules

Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your BBSI Onsite Manager or client supervisor, who may, or may not, authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek generally begins at 12:01am Monday and ends at midnight the following Sunday, however, there are clients whose workweek differs. You will be notified when this occurs.

Section 9 - Safety and Health

9.1 Employee Rights

- You have the right to know what chemical and physical hazards you are working around and how to safeguard against them.
- You have the right to have proper personal protective equipment and/or request it if needed.
- You have the right to file a complaint, concerning the safety and health of a client's location and/or processes. The steps to be followed are:
 - Step 1 – notify client of the concerns and/or hazards. If concerns are not being addressed, then
 - Step 2 – notify BBSI immediately of all safety concerns. All concerns are immediately investigated. If concerns are not being addressed, then
 - Step 3 – notify OSHA (Occupational Safety and Health Administration) if your concerns have not been addressed to your satisfaction.
- You have the right to refuse work based upon your safety. If you feel that a location is unsafe and/or the client is asking you to perform an unsafe act, you are to refuse the assignment and notify your BBSI branch office immediately.
- You have the right to work in a safe work environment free of hazards that could result in serious harm and/or death.

9.2 Employee Responsibilities

- As an employee, you will comply with all occupational safety standards, rules, and regulations while on the job.
- You will also adhere to all BBSI policies and procedures including the job site location rules and regulations regarding BBSI's safety and health policies.
- You will not work outside the scope of your experience or assignment, including areas that are not authorized by BBSI.
- You are to report all unsafe acts, assignments, injuries, and complaints to BBSI immediately.
- If you are asked to drive, you must show your valid CDL and proof of insurance.

9.3 Ergonomics

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

BBSI 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 risk-free environment. If you have any questions about ergonomics, please contact your supervisor.

9.4 General Safety Rules

BBSI has developed these general safety rules patterned after Cal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. **Report all injuries to your supervisor and to BBSI as soon as practicable after the injury occurs.**
2. Report any observed unsafe condition to your immediate supervisor and BBSI.
3. Horseplay is always prohibited.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered to be under the influence of alcohol or drugs will have their employment terminated.
5. If you do not have current First Aid Training, do not move or treat any injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must always be worn on the job.
7. Where a hazard of falling objects exists, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
9. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good conditions, and worn when required.
10. Learn safe work practices, when in doubt about performing a task safely, contact your supervisor for instruction and training.
11. The riding of a hoist hook, or on other equipment not designed for such purposes, is always prohibited.
12. Never remove or bypass safety devices.
13. Do not approach operating machinery from the blind side, let the operator see you.
14. Learn where fire extinguishers and first aid kits are located.
15. Always maintain a general condition of good housekeeping in all work areas.
16. Obey all traffic regulations when operating vehicles on public highways.
17. When operating or riding in company vehicles, or using your personal vehicle for business purposes, always wear a seatbelt.
18. Be alert to hazards that could affect you and your co-workers.
19. Obey safety signs and tags.
20. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

9.5 Safe Work Methods

At BBSI, the health, wellness, and safety of everyone are of the utmost importance to us. We train everyone to avoid injury to themselves and others in all aspects of their work. We do not tolerate unsafe work practices.

We are committed to fostering the most effective safe practices in our work. By meeting high safety standards and goals, we contribute to the well-being of everyone, our company, and the communities we serve.

These Safe Work Methods will help provide a safety culture on your various assignments. The BBSI Safe Work Methods support the fact that no job is so important that you must risk injury to get the job done.

Job Setup – Preparation for the workday prevents injuries

- Dressed for the job – cold weather requires layers to absorb the sweat, to protect your skin, and to keep your body warm. In hot and/or humid weather, it is recommended that one wear cotton or breathable clothing. Clothing should be comfortable and loose but no baggy. Long hair should be restrained. A sturdy work shoe with slip resistant soles is vital to success on the job. Substantial work shoes provide needed protection, support, and ultimately prevents fatigue and injury to the ankles, knees, and lower back.
- Physically ready for the job – being rested is part of being physically ready to do the job. Adequate rest improves concentration and makes us more efficient. Stretching helps our bodies wake up and prepare for activity. Hydration is essential – drink water early and often.
- Mentally ready for the job – everyone should arrive early to get organized for the work day. Concentrating and focusing on the job are vital to completing the job safely and productively.
- Work area ready – ensure that you have tools/equipment necessary to complete the job safely. Report any defective tools/equipment immediately. Store tools and equipment properly when finished.

Lifting and Lowering

- Know your Power Zone – the Power Zone is the area within your range of motion that gives you the maximum strength capability with utmost comfort. When lifting, using the Power Zone means keeping the object close to the body and from mid-thigh to the arm pits.
- Eliminate or minimize end-range motions – end-range motions occur at extreme, end limits of a body part's movement. For example, when your elbows move in front of your body while reaching out to lift, you are using an end-range motion. The farther an object is held away from the body, the greater the strain is on the back.

The Eight Keys to Lifting and Lowering

1. Get close to the object – keep the object within your Power Zone, bring the object into your Power Zone by pulling or sliding it toward your stomach.
2. Position your feet – your feet should be approximately shoulder width apart, with one foot slightly ahead of the other so you can lift between your knees. This not only maximizes your ability to keep an object close, but also gives you the best balance to handle the motion.
3. Bend at the knees – keep the natural curve of the back; remember that the muscles in your legs are the strongest in the body. Bending at the knees maximizes use of these muscles. Also, keeping the natural curve of the back minimizes forces applied to it.
4. Test the object for weight and shifting contents – tilt or slide the object to test its weight.
5. Get a firm grip and grasp opposite corners – grasp the top corner with one hand and the opposite bottom corner with the other hand. This causes the object to come to a resting position in the Power Zone during lift and reduces the potential to use a jerking motion. Avoid grasping by straps and bands as they might break or result in a cut/laceration to the hand.
6. Lift with a smooth and steady motion – lift with a smooth, steady motions. Don't jerk. Let all the muscles work together when lifting and/or lowering an object.
7. Move your feet – step or pivot, don't twist. Feet are used to change direction. If you try to change direction without moving your feet, you are forced into an end-range position. To avoid a twist, take at least one step.
8. Use equipment to assist in the lift or lower – look for opportunities when existing equipment and/or facilities can support all or most of the weight of the object being handled. The less time you spend bearing the weight of the object the better.

Slips and Falls

- The Five Keys to Preventing Slips and Falls
 1. Walk at a brisk pace, do not run
 2. Establish firm footing, maintain your balance
 3. Stay off unsecured conveying equipment
 4. Look before stepping
 5. Adjust for changing conditions
- Use safe walk paths – eyes ahead of work, scan work area, and use designated walk paths. Use three points of contact with equipment and ladders; this means you must keep two hands and one foot in contact with the equipment or ladder while you move the other foot or you must keep two feet and one hand in contact with the equipment or ladder while you move the other hand. If you slip, you will be better able to stop the fall.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Pushing and Pulling

- Think Power Zone – the Power Zone is the area within your range of motion that gives you the maximum strength capability with the most comfort. The Power Zone for push/pull is with the hands in front of the body positioned from slightly above or near waist level up to the armpits.
- Know your Power Zone – to get your body in position to stay in your Power Zone, follow these guidelines:
 - Feet – shoulder width apart, one foot ahead of the other.
 - Torso
 - Push – lean slightly forward throughout the movement.
 - Pull – lean slightly backward. You may need to lean more to start the motion.
 - Arms – bent slightly (not locked).
 - Hands – in front of the body, at or slightly above waist level.
 - Shoulders – square shoulders to the direction of movement you plan to create.
 - Rule of Thumb – align yourself with the object and the path in which you want the object to travel.
- Minimize end-range motions by improving body position – end-range motions occur at extreme, end-limits of a body part's movement. For example, when your elbows move in front of your body while reaching out to push/pull, you are using an end-range motion. Get close to the object, with arms slightly bent. Move your feet to maintain your Power Zone.
- Know your limits – the capacity for pushing and pulling varies by individual. The employee needs to know their limits.
- Pushing preferred over pulling – you should take the current conditions into account when you choose between pushing and pulling. The goal is to maintain control of the object, while reducing the amount of effort required.
- Secure footing – sturdy work shoes with slip-resistant soles will prevent/reduce slips and falls on the various surfaces encountered.
- Slide, walk, or roll bulky objects – working within your limitations, slide, walk (move one side at a time), or roll the object. Always use existing equipment when available to assist you in pushing/pulling, seek assistance when necessary.

Powered Equipment – be aware of your surroundings. If it can move, it will.

- Safety as a pedestrian – stay within designated walk paths when in the operating area of powered equipment. Designated walk paths may provide slip resistance, protection from powered equipment, and safe egress.
- Conveyors – the purpose of conveyor systems is to move packages. Do not climb on conveyor systems. Wear clothing, jewelry, and hair styles that prevent entanglement with conveyors and other equipment. Keep fingers, thumbs, and feet away from belts and drive rollers. Stay out of restricted areas.

Plan for the Unexpected – if it can happen, it will.

- Although there is no way to prevent every unexpected event from occurring, we can take steps to minimize the risk of injuries during such events.
 - Have a set routine
 - Use designated walk paths
 - Place object securely – an object is placed securely when the bottom is fully supported by the surface.
 - Face your work
 - Open doors cautiously – open overhead doors cautiously and report if difficult to open. Be prepared to move out of the way of falling objects that begin fall

Know Location of Emergency Equipment

- Know emergency response plan – everyone should be familiar with the work area and the emergency evacuation plan to allow them to safely get out of the area in case of emergency.
- Maintain adequate egress – in all work tasks and areas we need to maintain a safe path or egress.
- Be aware of sharp and splintery objects.
- Keep work area clean – a 'clean-as-you-go' philosophy allows you to work more efficiently and safely.

9.6 Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety-conscious. **Report all injuries to your supervisor and to BBSI as soon as practicable after the injury occurs** As part of our safety protocol, based on information known to BBSI Staffing, an employee may be required to provide a Fitness for Duty from their medical provider and/or engage in an interactive process to ascertain the employee's ability to continue in their current position in safe, prudent manner. This is to ensure the employee and co-worker safety.

In compliance with California law, and to promote the concept of a safe workplace, BBSI maintains an Injury and Illness Prevention Program. The Illness and Injury Prevention Program is available for review by employees and/or employee representatives in the BBSI office or via any Onsite Manager.

In compliance with Proposition 65, BBSI will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

9.7 Heat Illness

The Company is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Employees who work outside are allowed and encouraged to take a recovery cool-down period in the shade for not less than five minutes to prevent heat illness. The Company has procedures in place for employees to request recovery periods and for ensuring that recovery periods are provided when appropriate. Please refer to the Company's Illness and Injury Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

9.8 Illness and Injury Prevention Program (IIPP)

BBSI has prepared an exhaustive IIPP program as required by OSHA. This document is available:

- At time of hire and orientation – the full document is provided to each new employee; and
- At any time during off-work hours while employed by BBSI for review – the full document is available by asking your onsite supervisor or by contacting your BBSI branch office, or online at www.bbsistaffingmodesto.com.

This document is also part of this Contingent Employee Handbook.

9.9 Recreational Activities and Programs

BBSI or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

9.10 Workplace Violence

BBSI HAS A ZERO TOLERANCE FOR ANY FORM OF WORKPLACE VIOLENCE AND WILL ACT SWIFTLY TOWARDS ADDRESSING ANY WORKPLACE VIOLENCE EVENT.

BBSI recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, BBSI has adopted this policy regarding workplace violence.

The safety and security of BBSI employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect BBSI, BBSI employees, or which occur on BBSI or client property, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in BBSI operations, including but not limited to, BBSI personnel, contract and contingent workers, and/or anyone else on BBSI or client property. Violations of this policy by any individual will lead to disciplinary and/or legal action as appropriate.

Definitions

Workplace violence is an intentional conduct which is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends, and/or property such that employment conditions are altered, or a hostile, abusive or intimidating work environment is created for one or several BBSI employees. Examples of workplace violence include, but are not limited to the following:

- Threats or acts of violence occurring on BBSI or client premises, regardless of the relationship between BBSI and the parties involved in the incident;
- Threats or acts of violence occurring off BBSI premises involving someone who is acting in the capacity of a representative of BBSI;
- Threats or acts of violence occurring off BBSI premises involving an employee of BBSI if the threats or acts affect the business interests of BBSI;
- Threats or acts of violence occurring off BBSI premises of which an employee of BBSI is a victim and if BBSI determines that the incident may lead to an incident of violence on BBSI or client premises;
- Threats of acts resulting in the conviction of an employee or agent of BBSI, or of an individual performing services for BBSI on a contract or a contingent basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of BBSI.

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual;
- Threatening an individual or their family, friends, associates, or property with physical harm;
- The intentional destruction or threat of destruction of BBSI property or another's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or intimidation.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

Regardless of where you are placed, you remain a BBSI Staffing employee.

Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify their BBSI Onsite Manager, client supervisor, or BBSI Staffing Human Resources immediately.

Further, employees should notify their BBSI Onsite Manager, client supervisor, or BBSI Staffing Human Resources if any restraining order is in effect or if a potentially violent non-work-related situation exists that result in violence in the workplace.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, BBSI will inform the reporting individuals of the results of the investigation. To the extent possible, BBSI will maintain the confidentiality of the reporting employee and of the investigation. BBSI may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. BBSI will not tolerate retaliation against any employee who reports workplace violence.

Enforcement

Any person who engages in any threat or violent action, verbal or physical, on BBSI or client property may be removed from the premises as quickly as safety permits and may be required, at BBSI's discretion, to remain off BBSI or client premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a BBSI employee, a judgment will be made by BBSI as to what actions are appropriate, including possible disciplinary action.

Once a threat has been substantiated, it is BBSI's policy to put the threat maker on notice that he/she will be held accountable for their actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decision may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing BBSI policy or procedure should be interpreted in a manner that prevents the above from occurring.

IMPORTANT NOTE: BBSI will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by BBSI. In making this determination, BBSI may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at BBSI.

*Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.*

Section 10 – Separation

10.1 Employee References

All requests for references must be directed to BBSI Human Resources. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, BBSI discloses only the dates of employment and the title of the last position held of former employees only, except as requested by any government agency or legal request. If you authorize the disclosure in writing, BBSI also will inform prospective employers of the amount of salary or wage you last earned.

10.2 Involuntary Termination and Progressive Discipline

Violation of BBSI policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and termination. The system is not formal, and BBSI may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship. An employee who has been involuntarily terminated must generally wait twelve (12) months to return should they desire to do so, however there are instances, per BBSI policy, in which a terminated employee may never return.

Refer to Progressive Discipline section of this handbook for additional information.

10.3 Voluntary Resignation

Voluntary resignation from BBSI results when an employee voluntarily resigns their employment at BBSI. All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon resignation of employment. An employee who voluntarily resigns from BBSI must wait ninety (90) days to return should they desire to do so.

An employee may also, at their discretion, resign their current assignment. Unless so stated, this is a voluntary resignation of that assignment, not BBSI and the person remains a BBSI employee, eligible for placement at another location.

10.4 Exit Interview

Any employee leaving BBSI may be asked to attend an exit interview. The purpose of the interview is to determine the reasons for termination or resignation, and to resolve any questions of compensation, Company property, or other related matters. It is also an opportunity for the employee to express their opinions.

10.5 Assignment Ended

Most of the job assignments BBSI provide our contingent employees will, at some point, end. When you have been advised by your supervisor that your current job assignment has ended, it is your responsibility to contact your recruiter on a weekly basis to keep them informed of your availability for work. Without this information, your recruiter may not contact you with the next most favorable job assignment opportunity.

Even though an assignment may end, you remain an employee of BBSI and as such are eligible for placement at another location.

Regardless of where you are placed, you remain a BBSI Staffing employee.
Report all absences, protected leaves, harassment, and discrimination events to your BBSI Onsite Manager or BBSI Human Resources.

Section 11a - Confirmation of Receipt – Employee Copy

11a.1 Confirmation of Receipt

I acknowledge that I have received and will read a copy of BBSI's Contingent (Temporary) Employee Handbook. I understand that a copy of the Handbook is available to me at any time to review in the BBSI Staffing and online at www.bbsistaffingmodesto.com.

I understand that BBSI has adopted the Handbook only as a general guide about policies, work rules, and the work environment, and that they are subject to change at any time in BBSI's sole discretion. I also understand that the Handbook policies control over any other contradictory statements. I acknowledge that the Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term of condition of employment.

I understand that either BBSI or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this 'at-will' statement.

I understand that BBSI complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to my client supervisor, BBSI Onsite Manager, or BBSI Human Resources, or any manager or supervisor.

During my employment with BBSI, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies as issued, and to ask questions about any interpretation of any of the policies.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, expressed or implied, relating to the subjects covered in the Acknowledgment.

11a.2 Confirmation: Review & Receipt of Illness and Injury Prevention Program Plan

I acknowledge that I have received and will read a copy of the BBSI Illness and Injury Prevention Program Plan. I understand that a copy of the IIPP is available to me at any time to review at BBSI Staffing and online at www.bbsistaffingmodesto.com.

I acknowledge that I have been provided the opportunity to review, ask questions, and to express any concerns I may have concerning the purpose and requirements of BBSI's Illness and Injury Prevention Program (IIPP).

I acknowledge that I also have the right to review BBSI's IIPP during any non-work hours, throughout the course of my employment with BBSI, by contacting my BBSI onsite supervisor or by contacting my BBSI branch office.

I understand violations of any provision of the IIPP or any established BBSI and/or client safety rules, policies, procedures, or practices may result in disciplinary action up to and including termination.

I have read this Acknowledgment carefully before signing.

Employee's Signature _____

Employee's Printed Name _____

Date _____

Employee's Social Security Number _____

**EMPLOYEE COPY
DO NOT SIGN**

Section 11b - Confirmation of Receipt – Company Copy

11b.1 Confirmation of Receipt

I acknowledge that I have received and will read a copy of BBSI's Contingent (Temporary) Employee Handbook. I understand that a copy of the Handbook is available to me at any time to review in the BBSI Staffing and online at www.bbsistaffingmodesto.com.

I understand that BBSI has adopted the Handbook only as a general guide about policies, work rules, and the work environment, and that they are subject to change at any time in BBSI's sole discretion. I also understand that the Handbook policies control over any other contradictory statements. I acknowledge that the Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term of condition of employment.

I understand that either BBSI or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this 'at-will' statement.

I understand that BBSI complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to my client supervisor, BBSI Onsite Manager, or BBSI Human Resources, or any manager or supervisor.

During my employment with BBSI, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies as issued, and to ask questions about any interpretation of any of the policies.

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I understand violations of any provision of the IIPP or any established BBSI and/or client safety rules, policies, procedures, or practices may result in disciplinary action up to and including termination.

I have read this Acknowledgment carefully before signing.

Employee's Signature

Employee's Printed Name

Date

Employee's Social Security Number -----

**COMPANY COPY
PLEASE SIGN, DATE,
RETURN TO BBSI**