



Set and Service Resources

Employee Handbook

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Table of Contents

Welcome to Set and Service Resources (SaSR)!	4
Description of Company	5
Mission Statement	5
Our Core Values	5
Open Door	5
Employment At-Will	5
Anti-Discrimination & Harassment	5
Equal Employment Opportunity Policy	5
Policy Prohibiting Harassment and Discrimination	5
Americans with Disabilities Act	6
Compensation & Work Schedule	7
Pay Day, Pay Cycle and Timekeeping	7
General Pay Information	8
Deductions	8
Child Support Reporting Requirements	8
Attendance & Punctuality	8
Meal & Breaks Periods	9
Conduct Standards	9
Conduct Standards & Discipline	9
SaSR Career Levels	10
Dress Policy	10
Workplace Bullying	11
Zero Tolerance for Workplace Violence	11
Drug Free Workplace Policy	11
Blogging/Social Media & Networking Sites	12
Ethical and Legal Business Practices	13
Use of Cell Phones While Driving	14
Use of Cell Phones and Other Electronic Communication Devices	14
Smoking Policy	15
Lactation Policy	15
Leaves	15
Family Medical Leave Act (FMLA)	15
Jury Duty	17
Military Leave	17
General Employment	18
Work Eligibility Records	18

E-Verify.....	18
Driver’s License and Proof of Insurance	18
Employee Records.....	19
HIPAA Privacy and Security Compliance.....	19
Identity Theft Protection.....	19
Background Checks.....	20
Reference Checks.....	20
Termination, Resignation and Discharge.....	20
Return of Company Property upon Separation	21
Confidential Information & Conflict of Interest.....	21
General Confidentiality Obligations.....	21
Safety & Emergency	21
Emergency Measures	22
Fire Safety.....	22
Company Communication with Employees	23
Employee Benefits.....	23
Travel & Expenses	23
Workers' Compensation.....	23
Unemployment Compensation.....	24
Acknowledgment.....	24

Welcome to Set and Service Resources (SaSR)!

Dear Employee:

Welcome! The minute you start working here, you become an integral part of the Company and its future. Every job in our Company is important and you will play a key role in the continued growth of the organization.

As you will quickly discover, our success is based on delivering a high-quality quality experience for our customers and associates and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs and doing whatever it takes! We do it by treating each other and our customer with respect. We do it by acting as a team.

Our mission is simple: To serve our clients, associates and team members as we would like to be served. We are guided every day by our core values of service, respect, integrity and passion to accomplish this mission.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook and keep it available for reference since it will answer many questions about your employment with SaSR.

We welcome you as an employee and look forward to your successful - future with SaSR. We hope your experience here will be challenging, enjoyable and rewarding.

Again, welcome!

This Handbook replaces all previous Handbooks and supersedes all earlier oral and written materials about Company policies and procedures. SaSR reserves the right to change, add or delete benefits and policies as necessary.

This Handbook does not create a contract for employment for any specified period or definite duration.

Description of Company

Mission Statement

Set and Service Resources, LLC. (SaSR) is committed to hiring the best employees in our industry. Our mission is to serve our clients, associates and team members as we would like to be served and in doing so to ultimately be the number one supplier of temporary labor and recruiting for the Retail Service Industry.

Our Core Values

Service: Whoever wants to be great among you must be your servant

Respect: Do to others as you would have them do to you

Passion: Whatever you do, work at it with all your heart

Integrity: The man of integrity walks securely, but he who takes crooked paths will be found out

Open Door

SaSR has an open-door policy whereby any field rep employee can speak to any member of the SaSR corporate team on any matter. In addition, we have a dedicated SaSR Support line available for questions and employee concerns at (929) 600-9955 or Support@sasrlink.com. Our corporate team is dedicated to being available and attentively listening to the needs and concerns of our employees.

Employment At-Will

Unless expressly proscribed by individual states or contract, your employment is "at-will." All SaSR employees are at-will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time for any reason or no reason, with or without cause, and without prior notice.

Anti-Discrimination & Harassment

Equal Employment Opportunity Policy

SaSR provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic information or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

SaSR strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Every employee is expected to treat others with respect in all aspects of their working relationships. SaSR does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, marital status, height, weight, arrest record, genetic information, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature.

Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment;
- is used as the basis for employment decisions;
- unreasonably interferes with an individual's work performance; or
- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy includes, but not limited to, the demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Examples of misconduct include, but are not limited to:

- repeated sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender.

Harassment by Nonemployees

SaSR will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter. For issues of this nature, please contact SaSR Human Resources at (929) 600-9955 or Support@sasrlink.com.

The Company will conduct a prompt investigation. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Company in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, up to and including termination.

Retaliation

SaSR does not condone retaliation of any kind. Any employee who files a complaint or cooperates in an investigation of a complaint of harassment or other discrimination will not be retaliated against. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Americans with Disabilities Act

It is the policy of SaSR to not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. The Company is committed to complying with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. Additionally, the Company recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact SaSR Human Resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job. The Company is not required to provide an accommodation that could cause the business an undue hardship as defined by law.

The Americans with Disabilities Act defines "disability" as: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Compensation & Work Schedule

Pay Day, Pay Cycle and Timekeeping

Employees will be paid weekly on Fridays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at 12:00am on Saturday and includes all work you perform up to 11:59pm on the following Friday.

Employees must validate their attendance starting at the beginning and conclusion of each assignment by submitting timesheet documentation, which must include an authorized signature to confirm hours worked and that the assignment was completed satisfactorily, to SaSR. Enter hours online in MyHireFlex, daily, and submit your time before Saturday at 11:59pm, EST.

MyHireFlex Website URL: <http://myhireflex.com/>. You must take a paper time sheet with you to each assignment. A PDF version of the time sheet can be located in MyHireFlex under the Info/ Forms -> Instructions and Time Sheets section. Below is the email address and available fax #s for submitting timesheets:

- Payroll@sasrlink.com
- Fax: (818) 827-1797

The deadline noted on the assignment. Failure to do so may delay payment of wages unnecessarily when due exclusively to employee neglect and may subject the employee to disciplinary action up to and including termination of employment.

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the work assignment performing assigned duties.

Nonexempt employees will receive time-and-one-half their regular hourly rate for all hours worked over forty (40) hours in a work-week (seven-day work period) unless state specific law specifies a different calculation with regard to overtime.

Altering, falsifying, tampering with time records or recording time on another employee's time record is considered misconduct and may result in disciplinary action, up to and including termination of employment. This includes subcontracting out work to another individual.

All timesheets must be submitted to payroll for approval no later than Saturday at midnight of the work week. Timesheets that are not submitted and/or approved within 2 weeks of the date worked may be paid at the prevailing minimum wage rate.

Fair Labor Standards Act

SaSR strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and overtime. The rules below are designed to help the Company with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination.

- You must keep an accurate record of all of your work hours in the manner designated by the Company and/or assignment (e.g., handwritten time card, time clock, timekeeping computer program, etc.).
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- Enter the exact time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. You should not be performing any work during your recorded breaks.

- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.
- If an employee accepts work, they are required to complete the job. Events, demos and assignments must be worked by the employee accepting the work. Work cannot be subcontracted out.

General Pay Information

SaSR offers 3 methods of payment for time worked which include Direct Deposit, Pay Cards and Paycheck.

Direct Deposit - SaSR uses direct deposit as the preferred method of payment and strongly encourages employee enrollment. Employees should enter an/or confirm the necessary banking information for direct deposit when completing their online onboarding process. Alternatively, they can complete a Direct Deposit Form at any time after their employment begins and submit it to the Payroll Department at payroll@sasrlink.com. If an employee elects Direct Deposit their net pay will be deposited directly into the back account(s) of their choice in accordance with the Company's pay day schedule.

Pay Cards - The Company encourages electronic deposit and offers payment via the Pay Card Program. Signing up for the Pay Card Program will guarantee your pay will be loaded onto your pay card on your designated pay date. There is no waiting for paychecks to arrive in the mail. Lost or stolen paychecks may incur stop payment fees upon reissuance and can only be requested after allowing ten (10) business days for all mail deliveries. It is in the employee's best interest to sign up for an electronic method of payment. Information regarding electronic deposits can be requested by emailing payroll@sasrlink.com.

Paycheck - If a paycheck is lost or stolen, please notify SaSR immediately at (929) 600-9955, or payroll@sasrlink.com. Employees must wait ten (10) business days and may incur a "stop payment" charge of \$30 per transaction if it is determined that the employee was responsible for the lost or stolen paycheck and the original paycheck must be voided and subsequently reissued. If the employee elects to implement direct deposit when replacing a lost or stolen paycheck then the "stop payment" charge will be reduced to \$15.

Deductions

Certain deductions will be made in accordance with federal and state laws. In addition, the Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Child Support Reporting Requirements

Federal and state laws may require the Company to report basic information about new employees, including name, address, and social security number, to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. Please be advised that if a state determines that you owe child support, that state will send the Company an order requiring the withholding of money from your paycheck to pay your child support obligations. The Company is required to comply with such orders as a matter of federal and state law.

Attendance & Punctuality

Every employee is expected to attend work when scheduled and report to work on time. We understand that sometimes life happens and that there may be occasions where you need to cancel a scheduled assignment. We expect our employees to let us know as soon as possible when this happens so that we can plan accordingly and meet our commitment to our clients. If you are unable to work your confirmed assignment for any reason, please cancel as soon as possible through your myhireflex.com dashboard. If you cancel at the last minute or do not show for the work assignment, it will result in a point penalty which may affect the ability to get scheduled for future assignments.

Unsatisfactory attendance may be cause for disciplinary action up to and including termination. Any employee who fails to report to work or a specific assignment for three (3) or more consecutive days and does not notify his or her supervisor or scheduler in advance will be considered to have voluntarily resigned their employment with the Company. Employees with one (1) no call no show may be subject to disciplinary action up to and including termination of employment.

Occasionally assignments will be cancelled and/ or hours reduced, SaSR will make reasonable attempts to notify employees. Employees are required to check their dashboard and email prior to leaving for the assignment.

Meal & Breaks Periods

SaSR is committed to following state specific regulations regarding mandated meal, rest or break periods. Meal and break periods vary by state and all employees are required to take legally required meal, rest and break periods. No employee, supervisor or client may waive or modify the state regulations. If your state has a specific regulation you are required to comply with state regulation. In the event that you are unaware of the rules that are specific to the state you are working in, you must notify SaSR Human Resources at Support@sasrlink.com immediately and the regulation will be provided to you. Employees that fail to follow state specific mandated meal or break periods, or supervisors that fail to allow employees their state mandated meal, rest or break period, will result in disciplinary action up to and including termination of employment. In the event that an employee is denied a state regulated and/or mandated meal, rest or break period, please contact SaSR Human Resource at Support@sasrlink.com to report the potential violation.

Conduct Standards

Conduct Standards & Discipline

SaSR expects every employee to adhere to the highest standards of performance and of personal conduct, including individual involvement with Company employees and clients.

The Company reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. SaSR has discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor work assignment performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or Company procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other Company records or documents
- Failing to record working time on a timesheet accurately, or recording a co-worker's timesheet as their own
- Submitting falsified timesheets regarding work performed
- Attendance issues including but not limited to not reporting for a work assignment, canceling a work assignment without notice, leaving work or a work assignment early, or abusing break times
- Insubordination or other refusal to perform work or work assignments
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Disruptive or inappropriate conduct which includes written, verbal and nonverbal communication including but not limited to harassment of any nature and unprofessional workplace behavior on company time
- Misusing, destroying or stealing Company property, client property or another person's property
- Possessing, entering with or using weapons on Company or client property, or while at work or on a work assignment
- Possessing, selling, using or reporting to work or a work assignment with alcohol, controlled substances or illegal drugs present in the employee's system, on Company property or on Company time

- Engaging in non-work activity while on company time including but not limited to cell phone use, internet use or social media use
- Disclosing or using confidential or proprietary information without authorization
- Violating the Company's or clients computer or software use policies
- Being convicted of a crime that indicates unfitness for a work assignment, or presents a threat to the Company or its employees or clients in any way
- Substituting another unauthorized person for a work assignment without Company approval

SaSR Career Levels

SASR uses levels of Entry, Qualified, Journeyman and Expert to rank employees based on their point levels in the system. Everyone joins SASR as an Entry Level employee. Your experience level will be upgraded as you earn more points.

How to move up the ranks:

- Receive more points
- +200: Become preferred by a customer
- +200: Receive a compliment from a customer
- +150: Passed drug screen
- +10: Paid timesheet
- +10: Completing all sections of your profile
- +1: Checking in on the IVR system on time
- +.01: Apply for a job

Avoid these negative points:

- -5: Not checking in through the IVR Check-In system on time
- -10: Cancelling a confirmed work assignment
- -100: Cancelling a work assignment within 12 hours of the start time (late cancellation)
- -100: Failing a drug test
- -200: Not showing up for a scheduled drug test
- -200: No showing on a work assignment without calling before the start time
- -200: Getting a grievance filed by a customer

Dress Policy

Appropriate attire is required and will be defined by your work assignment. Failure to follow the below guidelines may result in an employee being asked to leave the work assignment and the employee may be subject to discipline. Multiple offenses will result in disciplinary action up to and including termination.

Dress and Appearance Guidelines

- Must wear attire as defined by the work assignment.
- Required shoes must be closed toed and provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops or shorts may not be worn under any circumstances.
- Visible tattoos need to be covered.
- Mustaches and beards must be clean, well-trimmed and neat.
- Hairstyles are expected to be in good taste.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with work performance, if applicable.
- Offensive body odor and personal hygiene is not professionally acceptable.
- Jewelry should be worn on a limited basis and not be functionally restrictive, dangerous to work performance, or excessive. Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn while at work or on a work assignment.

Workplace Bullying

SaSR is committed to providing all employees with a healthy and safe work environment that is free from bullying. Bullying is repeated unreasonable behavior directed toward an employee, or group of employees, that creates a risk to health and safety.

Examples of bullying including:

- Verbal abuse and yelling
- Humiliating someone through sarcasm, criticism or insults
- Constant criticism
- Exclusion of a person from workplace activities
- Giving someone the majority of unpleasant tasks

The Company expects all employees to behave in a professional manner and to treat each other with dignity and respect. We encourage all employees who experience bullying to report it. All reports of bullying will be treated seriously and investigated promptly, confidentially and impartially.

Any employee found to be bullying will be disciplined accordingly up to and including termination of employment.

Zero Tolerance for Workplace Violence

To ensure a workplace safe and free of violence for all employees, SaSR prohibits the possession or use of weapons anywhere on Company or client property, including Company-owned or leased buildings and surrounding areas such as walkways, driveways and parking lots.

Drug Free Workplace Policy

SaSR is committed to providing a safe and drug-free work environment for our clients and our employees.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE-JOB ASSIGNMENT TESTING:** Employees may be required to complete a drug and/or alcohol test in order to work select assignments
- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the

employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test upon seeking medical attention. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Drug Testing – Job Assignment Requirement

Drug testing may be required for certain job assignments at SaSR.

SaSR may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

If an employee fails a drug test, they will not be assigned to any work assignments requiring a passed drug test.

If an employee misses their drug test appointment, they will not be assigned to any work assignments requiring a passed drug test.

Searches

SaSR may conduct searches for illegal drugs or alcohol on Company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

This policy also applies to all Company-owned or leased vehicles and all vehicles that come onto Company property. To enforce this policy and protect our employees' safety, we reserve the right to search all Company-owned or leased vehicles and all vehicles, packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on Company property. Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

Blogging/Social Media & Networking Sites

Generally, SaSR views the use of social networking sites (Facebook, Twitter, LinkedIn, Instagram, and Google+ etc.), weblogs and personal websites positively. The Company recognizes the right of employees to use these sites as a medium of self-expression and can be a fun and rewarding way to share life and opinions with family, friends and co-workers around the world. However, the use of social media also presents certain risks and certain responsibilities and should not be used while at work or while on a Company assignment.

Definition & Policy:

Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with SaSR, as well as any other form of electronic communication.

The same principles and guidelines found in this Handbook also apply to an employee's online activities. Each employee is responsible for what you post online. Any conduct that adversely affects work performance, the performance of fellow associates, or otherwise adversely affects members, customers, suppliers, people who work on behalf of SaSR or SaSR's legitimate business interests, may result in disciplinary action up to and including termination.

Personal use of social media or networking sites must be outside of work hours and on personal time.

To assist you in making responsible decisions about use of social media, the Company has established the below guidelines for appropriate use of social media.

- Should you choose to identify yourself as an employee of SaSR, you must ensure that readers understand that the views expressed are entirely your own, and that these views do not necessarily reflect the views of SaSR. Please include a disclaimer that is easily visible to all visitors to the site.
- Employees must abide by the Ethics Policy and Discrimination & Harassment Policy, outlined in this Handbook, and ensure all postings related to the Company are consistent with these policies.
- All bloggers should reveal their identity on the blog and should not use a pseudonym to post their views.
- Do not disclose any sensitive, financial, proprietary or confidential company information. This may include, but is not limited to financial data, trade secrets or corporate announcements that are not made available to the public.
- SaSR expects that employees will be respectful to the Company, fellow employees, our customers, partners and competitors. Employees must not post materials that violate the privacy or publicity rights of another individual or entity.
- Blogging or posting activity should not interfere with work requirements at any given time.
- Copyrights and laws regulating what can be written must be respected at all times. Blogs and social networking sites should not be used to make statements that are libelous, defamatory, profane, harassing or obscene.
- Ask SaSR Human Resources at Support@sasrlink.com for guidance if you are uncertain whether the content of your blog will conflict with the Company's blogging policy.

Ethical and Legal Business Practices

SaSR expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our clients, and our community. This policy provides general guidance on the ethical principles that we all must follow.

If you have any questions about this policy or you witness unethical or illegal activity, you should contact SaSR Human Resources at Support@sasrlink.com.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

Employees are prohibited from giving money or gifts to any supplier, government official or other organization. Likewise, employees are prohibited from receiving money or gifts from any supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions. If you do receive a gift or other benefit of more than nominal value, report it promptly to SaSR Human Resources at Support@sasrlink.com.

Employee Privacy and Other Confidential Information

SaSR collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Company's Senior Management Team must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the Company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

The Company's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with the Ethical and Legal Business Practices policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Use of Cell Phones While Driving

This policy applies to: (1) the operation of Company-provided vehicles at any time; and (2) the operation of private vehicles while an employee is on work time or conducting business on behalf of the Company.

Effective and accurate communication is an essential part of an organization and in many circumstances employees may be required to have a cell phone. While the Company understands and supports the necessity to maintain open communication when working, it is imperative that controllable distractions are eliminated.

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving if such conduct is prohibited by law, regulation or other ordinance. Employees are prohibited from texting, using the internet and gaming while driving to comply with state regulations. Violation of this policy may subject an employee to disciplinary action up to and including termination.

Use of Cell Phones and Other Electronic Communication Devices

The use of cell phone and other electronic communication devices is prohibited in the workplace to alleviate distractions and the disruption of regular work routines and assignments. These devices are prohibited from use during work hours and in work areas, unless the company has provided such device(s) to the employee for business use only or the client has approved. Cell phone and other electronic communication devices must be silenced during work hours or in work areas and should only be used during approved meal and break times. Violation(s) of this policy may result in discipline up to and including termination.

Smoking Policy

Smoking is prohibited inside working facilities. Smoking is permitted only in designated smoking areas and during approved meals and breaks. Violation(s) of this policy may result in discipline up to and including termination.

Lactation Policy

The Company will provide reasonable unpaid breaks each day to an employee who needs to express breast milk for her infant, up to one year from the child's birth. The break time will, if possible, run concurrently with any break times already provided to the employee.

To promote the practice of workplace breastfeeding, the Company will provide, when possible, the following:

- Flexible work schedules, including breaks to provide time for the expression of milk
- Access to locations, other than a restroom, that provide privacy
- Access to a clean, safe sink for washing hands and rinsing out breast-pumping equipment

The Company will comply with all federal and state laws regarding breastfeeding breaks or storage of breast milk in the workplace.

Leaves

SaSR is committed to adhering to all state and local laws related to employee leave including but not limited to FMLA, Jury Duty and Military Duty.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a federal regulation that became effective on August 5, 1993. It was established to assist employees in balancing their work and family life. SaSR complies with this federal regulation and therefore has established this corresponding policy.

FMLA is an unpaid leave of absence that qualified employees can utilize for the following reasons:

- Birth or the placement of a child in the employee's home due to adoption or foster care.
- The serious health condition of a family member, when the employee is needed to care for the family member
- The serious health condition of an employee, which renders the employee unable to perform the key job functions.
- Any "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter or parent is a covered member of the National Guard or military reserves (or was recalled from retirement) and has been ordered to active duty in support of a contingency operation.
- To provide care for a covered service member with a serious injury or illness that is the spouse, child parent or next of kin of the employee.

The FMLA has defined a serious health condition as an illness, injury, impairment or physical or mental condition that requires inpatient care or continuing treatment by a healthcare provider.

FMLA has been expanded to allow for eligible employees to take up to a total of twenty-six (26) weeks of leave in a single twelve (12) month period in order to care for a covered service member who suffered a serious illness or injury while on active duty. While employees may be entitled to take leave on an intermittent basis, each employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the normal business operation.

Eligibility

Eligible employees may request family or military exigency leave only after having completed 365 calendar days of service and have worked a minimum of 1,250 hours within the last calendar year. This 12-month period does not need to be consecutive. Exceptions to the service requirement will be considered to accommodate disabilities or work place injury. Eligible employees should make

requests for family or military exigency leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting FMLA related to the serious health condition of a child, spouse, parent or service member may be required to submit a health care provider's statement verifying the need for FMLA to provide care, its beginning and expected ending dates, and the estimated time required. Likewise, for employees requesting military exigency leave, documentation will be required to substantiate such leave.

Eligible employees may request up to a maximum of twelve (12) weeks of family or military exigency leave within any twelve (12) month period. Any combination of family, medical or exigency leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty (30) calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family or military exigency leave. Married employee couples may be restricted to a combined total of twelve (12) weeks leave within any twelve (12) month period for childbirth, adoption or placement of a foster child; or to care for a parent with a serious health condition.

Procedure for Requesting Leave

In all cases, an employee requesting leave must complete the "Application for Family and Medical Leave" form available through Human Resources and return it to Human Resources at Support@sasrlink.com. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. The employee must outline on the application if the leave is continuous, intermittent, reduced schedule, etc.

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to Human Resources as soon as the necessity for the leave arises.

Medical Certification

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must also be accompanied by a "Medical Certification Statement", completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. Employees must submit this certification within fifteen (15) days of any request to do so. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will need. If the employee has a serious health condition, the certification must specifically state that the employee cannot perform the functions of his or her job.

Continued Health Insurance Coverage

Subject to the terms, conditions and limitations of the applicable plans, the Company will continue to provide health insurance benefits to eligible employees for the duration of the approved leave – up to the maximum allotment of twelve (12) weeks or twenty-six (26) weeks (service member care). Moreover, eligible employees who pay a portion of any health or benefit premium will be required to make regular monthly payments to the Company. The employee's portion of the premium must be received by the Company no later than the 15th of each month. More frequent payment schedules, such as weekly, are encouraged and may be arranged by contacting SaSR Human Resources at Support@sasrlink.com.

If leave is requested for an employee's own serious health condition, the employee must use all his/her accrued paid vacation leave and sick leave (if applicable). If leave is requested for any of the other reasons listed below, an employee must use all his/her accrued paid vacation. The remainder of the leave period will then consist of unpaid leave, unless disability or workers' compensation benefits are received.

The obligation of the Company to maintain health benefits under FMLA stops if and when an employee informs the Company of any intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The Company's obligation also stops if the employee's premium payment is more than fifteen (15) days late.

As stated above, exceptions to the service requirement will be considered to accommodate disabilities or work place injury. This however, does not oblige the Company to provide and pay its portion of the health insurance. Employees not eligible for the Company FMLA may continue their benefits through COBRA.

Under COBRA, the employee pays the full cost of coverage at the Company's group rates plus a small administration fee. The Company will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the group health insurance plan. The notice contains additional information about the employee's rights and obligations.

In order to properly schedule an employee's return to work, an employee on FMLA is requested to provide the Company with at least two (2) weeks advance notice of the date the employee intends to return to work. In the event an employee was taking leave for a serious personal health condition the employee must provide a return to work release, prior to returning to work, from the treating physician.

When the employee is able to return to work, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If applicable, benefit accruals, vacation and holiday pay, will be suspended during the leave and will resume upon return to active employment. If an employee fails to return to work on the agreed upon return date, the Company will assume that the employee has resigned.

Sick Leave

SaSR is committed to the health and well being of our employees. SaSR will provide sick pay to eligible employees based on federal and state laws. If you have questions in regards to your state requirements please contact SaSR Human Resources at Support@sasrlink.com.

Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately. Unless otherwise required by state or local law, SaSR will not compensate employees for the time they are required to serve. Employees must provide evidence of service upon request from the Company.

Military Leave

Your Rights under USERRA – Uniformed Services Employment and Reemployment Rights Act

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation Rights

If you:

- Are a past or present member of the uniformed service;

- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service; then an employer may not deny you:
- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Enforcement

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

General Employment

Work Eligibility Records

The federal government requires that on your first day of work, you must complete an employment eligibility verification form (I-9 Form), and within three (3) business days show documentation proving your identity and your eligibility to work in the United States.

If you have previously worked for this Company, you need only provide this information if it has been more than (3) three years since you last completed an I-9 Form for the Company, or if your current I-9 Form is no longer valid. I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact SaSR Human Resources at Support@sasrlink.com. Failure to complete the federally required I-9 Form or any other required new hire paperwork will result in your voluntary termination.

E-Verify

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The Company complies with state driven regulations that require upon hire that employees are processed through the E-Verify system. Federal law requires companies to employ only individuals who are legally able to work in the United States.

Driver's License and Proof of Insurance

Employees whose work requires operation of a motor vehicle must maintain a valid driver's license and proof of insurance. You may be asked to submit a copy of your driver's license and proof of insurance from time to time.

The Company reserves the right to conduct a Motor Vehicle Records (MVR) check on all employees with a driver's license who will be required to drive a Company vehicle or a personal vehicle for Company business. If an MVR will be performed, an authorization form allowing the Company to run an MVR will be required. Driving eligibility for a Company Vehicle or personal vehicle for

Company business is contingent on meeting the established “Approved” driver criteria. A standard method of evaluation for all prospective and current drivers’ MVR will be used and drivers will be classified as “Approved” or “Unapproved” drivers. Any employee that cannot provide a valid driver’s license will automatically be considered an “Unapproved” driver.

Employee Records

An employee's personnel file consists of an employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data and other appropriate employment-related documents.

It is your responsibility to update your MyHireFlex.com dashboard myhireflex.com of any changes in your name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident. It is also important to do so after your employment with SaSR ends so that your Form W-2 documents are properly sent to you. Personnel records are considered Company property. In accordance with applicable state laws, you may review and/or request a copy of your records from SaSR Human Resources

You are also free to insert written rebuttals to any information with which you disagree. Access to personnel records does not apply to employee references, staff planning reports, medical reports, or records related to the investigation of a grievance or criminal matters. You may be dismissed for misrepresenting any fact on your application or in your personnel file.

HIPAA Privacy and Security Compliance

It is the intent of SaSR to safeguard and protect the privacy and security of its applicants', employees' and customers' "protected health information" as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

"Protected health information" includes individually identifiable information, maintained or transmitted through any medium, relating to an individual's past, present, or future physical or mental health or healthcare. Health information is considered “individually identifiable” if it either identifies a person by name or creates a reasonable basis to believe the individual could be identified (through identifiers such as address, social security number, dates of service, telephone number, email address, or vehicle identification number).

It is the policy of SaSR to ensure the confidentiality, integrity, and availability of protected health information entrusted to the Company by its applicants, employees and customers by protecting those assets from unauthorized access, alteration, deletion, or unauthorized transmission and to ensure their physical security. Employees and managers of SaSR cannot at any time access, use, or disclose to any person or entity, any protected health information of the Company's applicants, employees or customers, except as necessary and authorized in the course of their duties and responsibilities with the Company. Similarly, employees and managers are prohibited from making any unauthorized transmission, alteration, deletion, or unauthorized access of protected health information. Such unauthorized transmission includes, but is not limited to, removing and/or transferring protected health information in the Company's computer system to an unauthorized location.

It is the policy of SaSR to take all reasonable steps to prevent security breaches with respect to protected health information and to notify all affected individuals when their protected health information is breached. Employees and managers of SaSR must notify the Company of any suspected or actual breaches of protected health information and support the Company in meeting its obligations in the event a breach occurs.

These privacy and security obligations apply regardless of the manner in which the employee or manager acquires the protected health information, whether it was communicated verbally, in writing, electronically, or in any format, and regardless of whether it was communicated directly to the individual or intended for his/her access.

The unauthorized access, use, disclosure, alteration, deletion, or unauthorized transmission of protected health information in violation of this policy may subject you to disciplinary action up to and including termination of employment.

Identity Theft Protection

SaSR respects the privacy of your personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. In all circumstances, we take reasonable steps to:

- Give you clear notice when we are requesting information from you, the types of information we request from you, the general purposes for which that information will be used or disclosed, and the categories of users to whom we provide the information; and
- Use safe and secure systems, physical and electronic, to safeguard your non-public personal information, including your social security number.

It is the policy of SaSR to protect the confidentiality of its employee's social security numbers. No person will knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that the Company obtains or possesses except in accordance with this policy.

Only personnel who have legitimate business reasons to know will have access to records containing social security numbers. The department heads having access to records containing social security numbers will determine which other personnel within their departments have a legitimate reason in the Company's ordinary course of business to have access to such social security numbers. Personnel using records containing social security numbers must take appropriate steps to secure such records when not in immediate use.

Documents containing social security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing social security numbers may be disposed of, such disposal will be accomplished in a manner that protects the confidentiality of social security numbers, such as shredding.

The Company will take reasonable measures to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses social security numbers for unlawful purposes or contrary to the requirements of this policy will be subject to discipline up to and including discharge.

If at any time you feel as if your personal data has been misused or improperly accessed, please report your concerns to SaSR Human Resources at Support@sasrlink.com for further investigation.

Background Checks

SaSR reserves the right to conduct background checks on new employees. The Company agrees to follow the provisions of the Fair Credit Reporting Act (FCRA), Equal Employment Opportunity Commission (EEOC) and all other applicable state and local laws when making employment based decisions after reviewing criminal convictions. Employees found to have falsified information on their employment applications will be disciplined, which could include termination.

Per FCRA, applicants disqualified from employment will be provided a pre-and post-adverse action letter via mail. In the event the applicant does not agree with the findings of the background check, they will need to contact the consumer reporting agency designated in the pre-adverse action letter. The Company will be notified of disputed results and the consumer reporting agency's updated findings. The applicant will be contacted by the Company with the final decision on their employment eligibility.

Reference Checks

In response to a reference check or outside request for information regarding a current or former employee, SaSR Human Resource will provide or verify only an employee's name, and dates of employment., No other data or information regarding any current or former employee, or his/her employment with the Company, will be furnished unless the employee authorizes the Company to furnish this information in a writing that also releases the Company from liability in connection with the furnishing of this information or the Company is required by law to furnish any information.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with SaSR is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, we request at least two weeks' notice.

Employees who are discharged or resign will receive their final paycheck on the next regular payday unless mandated differently by state law. Final paychecks will include all wages accrued but not paid through the date of separation. Former employees should continue to inform the Company of changes to their mailing address and contact information until a final Form W-2 has been issued.

Return of Company Property upon Separation

When an Employee's employment with SASR terminates, the Employee is required to immediately return all Company-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to the Company. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to SASR.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to the Company, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to SASR products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are property of SASR.

Confidential Information & Conflict of Interest

General Confidentiality Obligations

Information that pertains to SaSR's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by SaSR.

Please help protect confidential information -- which may include, for example, trade secrets, customer lists and Company financial information -- by taking the following precautionary measures:

- Discuss work matters only with other SaSR employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to ensure that they do not have access to confidential information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- When applicable, secure confidential information in desk drawers and cabinets at the end of every business day.
- Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult your supervisor.

Safety & Emergency

Safety First! Policy

SaSR is committed to providing a safe workplace for our employees. It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and special safety concerns identified by SaSR for use in a particular area or with a client. SaSR employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing duties.
- Report any work injury to SaSR
- Report unsafe conditions to SaSR
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment
- Keep the work area neat and tidy
- Request assistance in lifting heavy loads
- Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business
- Do not use tops of cabinets or bookcases for extra storage or displays
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways

- Keep merchandise, debris, and other objects off the floors
- Open and close doors cautiously, and use extra caution at blind hallway intersections
- Report or clean up all spills immediately
- Use stepstools, platforms or ladders for climbing. Never use chairs
- Report or replace frayed electrical cords

In any emergency, employees should follow alarms or other alerts to evacuate the building or area near the premises. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence.

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers. If you have concerns about the safety of your work environment, please reach out to SaSR Human Resources at Support@sasrlink.com.

Reporting Workplace Injuries

If you or another employee is injured, contact your supervisor or manager immediately. In addition, if you sustain an injury that is not life threatening please contact Medcor at 1-800-775-5866 before you seek any medical care or advice. A Medcor representative is available 24 hours per day / 7 days per week.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete an Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from SaSR Human Resources at Support@sasrlink.com.

A federal law, the Occupational Safety and Health Act, requires the Company to keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Please contact the SaSR Human Resources at Support@sasrlink.com any questions or concerns.

Please see the Drugfree Workplace policy located in the Employee Handbook for additional information.

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. However, you are expected to make a diligent effort to report to work when conditions have improved. If you determined that you are unable to report to work because of the conditions, inform your supervisor or scheduler as soon as possible.

If it becomes necessary to shut down a work assignment due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one (1) hour after the normal start time, assume the office is closed.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Unsolicited Messages

SaSR strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) will not be tolerated. The electronic mail system is reserved for Company business. It may not be used for personal solicitation or any other improper purposes.

CAN-SPAM

Controlling the Assault of Non-Solicited Pornography and Marketing Act (CAN-SPAM) was passed by Congress and took full effect on January 1, 2004. This anti-spam legislation imposes new requirements on the use of commercial e-mail messages (known as CEMMs).

The Act prohibits transmission of a CEMM without disclosing: (a) clear identification that the message is an advertisement or solicitation; (b) an opportunity to decline or "opt-out" of receiving further e-mail messages from the sender; and (c) a valid physical postal address of the sender. To comply with this Act, the Company requires employees sending commercial e-mails on behalf of the Company to follow these guidelines.

The use of misleading subject lines and headers are prohibited. Subject lines/ headers should be a true reflection of the subject matter or message. Unsolicited CEMMs must be labeled in the subject line. CEMMs must bear clear notice that they are advertisements or solicitations.

Each CEMM must contain a working "opt-out" mechanism. To fulfill this requirement, one must provide a return e-mail address or another internet based mechanism that permits a recipient to request that future email messages are not sent to this address.

When a recipient selects the opt-out option, the sender is required to honor the request and must stop sending e-mail messages to the recipient's address within 10 days of receiving the request. The sender (or any other individual made aware of the request) is prohibited from selling or transferring the e-mail addresses of individuals who have selected the "opt-out" option, except in cases where the recipient has granted consent.

Employee Benefits

Travel & Expenses

Employees may be eligible for per diems, mileage reimbursement or expense reimbursement for expenses incurred in the course of employment. Reimbursement is driven by work assignments or state regulation. Please refer to your job description to determine your eligibility for specific employment related reimbursements. In the event your incurred business expenses are approved for payment or mandated by state regulation, documented proof must be submitted to comply with Company requirements.

Workers' Compensation

SaSR provides insurance to compensate for any illness or injury an employee might suffer while working on Company premises, traveling on official Company business, or attending an activity officially sponsored by the Company.

If you become ill or injured, contact your supervisor or manager immediately. In addition, if you sustain an injury that is not life threatening please contact Medcor at 1-800-775-5866 before you seek any medical care or advice. A Medcor representative is available 24 hours per day / 7 days per week.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete an Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the SaSR Human Resources at Support@sasrlink.com.

Employees must complete all applicable Forms for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Unemployment Compensation

Unemployment procedure and compensation will be governed based on individual state and local laws. The law provides unemployment compensation benefits to protect workers from economic hardship due to a loss of employment. A terminated employee who is unable to secure new employment may file a claim for unemployment compensation. An employee may be eligible for unemployment compensation if he/she was terminated for reasons other than misconduct, as defined by state law. Generally, employees who voluntarily resign without “good cause” are not eligible for benefits.

When an employee files a claim for unemployment compensation, the employer is required to provide a written statement detailing the circumstances or reasons for the employee’s termination. The employer will also be asked whether payment of unemployment compensation is opposed. The answer provided by the employer may determine the employee’s eligibility for benefits. If either party disagrees with the initial determination with respect to coverage, an appeal can be made. A formal hearing is held in the event that there is an appeal.

Upon the successful completion of a work assignment, employees are required to be in contact with the Company on a daily basis to make themselves available for further work and to accept work assignments as they become available. Failure to maintain contact and accept suitable work assignments may jeopardize the employee’s ability to collect unemployment benefits. Individuals who have questions concerning your unemployment benefits please contact SaSR Human Resources at Support@sasrlink.com.

Acknowledgment

By acknowledging receipt of company policies, I affirm that I have read and understand the Set and Service Resources (SaSR) policies and the Employee Handbook.

I understand that this Employee Handbook represents only current policies and benefits, and that it does not create a contract of employment. The Company retains the right to modify these policies and benefits at any time based on changes in law or business practice.

Unless expressly required by statute or contract, my employment is "at-will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at-will" employee may not be changed except in writing and signed by CEO of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties, or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health and emergency procedures, as outlined in this Handbook or in other documents.