



A-LINE STAFFING SOLUTIONS, LLC

EMPLOYEE HANDBOOK

Field Staff Employees

We're glad you've joined us!

AUGUST, 2017

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LETTER FROM THE PRESIDENT

Thank you for joining **A-LINE STAFFING SOLUTIONS**! We hope you agree that you have a great contribution to make by way of **ALSS**, and that you will find your employment at ALSS a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with ALSS will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of **ALSS's** team, you will be expected to contribute your talents and energies to further improve the environment and quality of the company.

This Employee Manual may provide answers to most of the questions you may have about **ALSS's** benefit programs, as well as company policies and procedures. You are responsible for reading and understanding the Employee Manual. If anything is unclear, please discuss the matter with your manager.

I extend to you my personal best wishes for your success and happiness at **A-LINE STAFFING SOLUTIONS**.

Sincerely,

Ray Lichocki
President
A-Line Staffing Solutions

INTRODUCTION

Welcome

To you who are joining A-Line Staffing Solutions, LLC ("ALSS" or "the Company"), a sincere welcome. And, to you who have been with us through the years, our thanks for your loyal cooperation which has contributed to our past growth.

This is your Employee Handbook. It is intended to cover all employees of the Company who are employed as Field Staff employees (e.g., that are hired to work on a temporary or leased basis at client worksites). If needed, employees working outside of Michigan will be provided a state-specific policy addendum for this Employee Handbook, and to the extent that any conflict may exist between the state-specific addendum and any portion of this Employee Handbook, the addendum shall control. Each of you, newcomer or veteran, will find this booklet (and any addendum) helpful. It describes the various benefits for which you, as an employee, are eligible and discusses the basic Company policies and rules. This Employee Handbook supersedes any prior contrary verbal or written handbooks, policies, statements, understandings, or agreements concerning your employment at the Company. Decisions on the interpretation and administration of all Company policies, benefits, and rules, including those in this Employee Handbook, are the sole responsibility of the Company.

The Company reserves the right at its sole discretion to amend the contents of this Employee Handbook at any time. No obligations or amendment or exception to our policies, benefits, and rules can be imposed upon the Company at any time, for any reason, except by President and it must be in writing, directed to you personally, and signed by him. No other employee, representative, or agent of the Company had in the past or now has the authority to amend, alter, or change the Company's policies, benefits, and rules set forth in this Employee Handbook. Written amendments will be issued directly to employees or posted on the Company's bulletin boards.

Orientation

During your first 90 days, we will spend time with you reviewing our Company policies and procedures. In this initial period, the Company, ALSS clients, and everyone else you come in contact with at work will get an opportunity to know you, your skills, and whether you are well-suited for the position, and you will learn more about the Company and responsibilities of being an employee. Employees are encouraged to ask questions. It is natural for parties to a new relationship to try to create a favorable first impression and it is rare and noteworthy when performance or conduct difficulties arise in the first weeks of employment. In the event it is determined that the hiring decision has not proven to be a good match, we will let you know as soon as practicable so we may hopefully part ways without hard feelings. **Completion of this orientation period does not imply guaranteed or continued employment, and employees' at-will status continues during and after this orientation period.** Employees are not eligible for benefits during this time unless otherwise set forth in this Employee Handbook.

Employee Status and Job Classifications

A *regular full-time* employee is one who is hired as such, regularly works 40 hours or more a week, and has completed 90 days or more of continuous service. *Regular full-time* status will be determined solely by the Company. Employees who are not designated as *regular full-time* by the Company are classified as either part-time, temporary/seasonal employees, leased, casual, merely full-time (e.g., employees who have not reached *regular* full-time status), or inactive (e.g., employees on unpaid leave of absence for medical

reasons, personal reasons, etc.). Employees in these categories are not eligible for benefits, even though they may occasionally work 40 hours or more in a given week, unless otherwise set forth in this Employee Handbook or required by law. In addition, all employees are classified as either exempt (typically salaried) or non-exempt (typically hourly), as defined under the Fair Labor Standards Act, state laws, and applicable regulations. Lastly, employees are assigned the status of either Corporate Office Employees (those working at ALSS' home office in ~~Sterling Heights~~, Michigan or at any ALSS branch office) or Field Employees (those who typically are assigned to work for ALSS clients on a temporary and/or leased basis and do not regularly perform services at ALSS' home office or branch offices). Job classifications, employees' status, and duties are determined by the Company, and may be changed by the Company, at any time, as it deems appropriate.

YOUR PAY AND BENEFITS AT A-LINE STAFFING SOLUTIONS, LLC

Some of the employee benefit plans described in this Employee Handbook (or its addendums) may be subject to legal requirements concerning reporting and disclosure. This Employee Handbook (or its addendums) contains highlights of these plans. For complete details, you should consult the summary plan description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents control. ALSS, in its discretion, reserves the right to add to, modify, amend, alter, reduce, or eliminate any or all of the benefits or other compensation described in the Employee Handbook or which may otherwise be provided. Benefits beyond those listed in this Employee Handbook may be available, as well, and will be communicated to you in writing in a separate document.

Holidays, Vacation, and Other Time-Off Benefits

ALSS does not offer paid holiday, vacation, bereavement or other time-off benefits to Field Employees. The only exceptions to this are: (1) where an employee is placed in a state, county or city which entitles employees to paid time off benefits (which will be set forth in a specific addendum) and (2) is when a client where the employee is placed agrees to pay for such benefits. In such cases, the eligibility, payment amounts, and use guidelines will be communicated to you and will depend on the individual agreement between ALSS and the client and other factors within ALSS' determination.

Where an employee is eligible for paid time off benefits, ALSS will provide a paid time off request form as applicable.

Medical, Dental, Vision, Group Life and Short Term Disability Benefits

ALSS offers comprehensive health care insurance to eligible employees and the option to ~~for~~ participate in a voluntary dental and/or vision plan and Life and Disability Insurance. To be eligible, employees must regularly work at least 30 hours per week and complete 90 days of service with ALSS. For employees that regularly work 30 hours per week or more, ALSS pays a portion of your individual health care premium per month. Otherwise, employees are responsible for all other premium costs (e.g., the full premiums for dental plan premiums, vision plan premiums, life and short term disability, dependent and family health care premium costs). Coverage for all healthcare benefits is effective on your 91st day of employment. Further details of the plans will be set forth in the respective plan documents. Employees wishing to participate remain responsible for their respective portions through payroll deductions. Employees will be asked to sign a form authorizing the Company to deduct appropriate amounts from their paychecks.

These Medical plans comply with the Affordable Care Act's affordability and minimum coverage rules. Please note that since A-Line Staffing is offering creditable Medical coverage as of January 1, 2016~~5~~, you

will not be eligible for a subsidy if you decide to purchase individual coverage on your state's Health Insurance Marketplace.

You are required to complete the A-Line Staffing Benefit Enrollment online using the tools provided by the benefits administrator even if you decide not to participate in any of the employee benefits available to you.

Please direct any questions about completing your A-Line Benefits Enrollment online to our Benefit Coordinator at 877-782-3334 or our benefits agent, Rick Sherline of Diversified Benefits at 248-352-6600.

401(k)

In addition to Company payments toward your Social Security benefits, ALSS has also established a 401(k) plan which is available to regular full-time employee who have completed 1 year of continuous service, are at least 21 years old, and have at least 1,000 hours of service. Complete details on eligibility requirements are outlined in the summary plan which you can get from the Dan Lichocki.

Expense Reimbursement

ALSS does not offer expense reimbursement to Field Employees. The only exception to this is when a client where the employee is placed agrees to pay for such benefits. In such cases, the eligibility, payment amounts, and use guidelines will be communicated to you and will depend on the individual agreement between ALSS and the client and other factors within ALSS' determination.

Employee Referral Bonus

ALSS is always looking for qualified employees and appreciates recommendations made by existing employees. If you recommend someone who is hired by ALSS and that employee completes 120 hours of service with ALSS, you are eligible to receive an employee referral bonus. To receive this benefit, you must be employed both when the referred employee is hired and continuing through the payroll period after the referred employee completes his/her 120 hours of service, and must complete a proper form which must be submitted by no later than 30 days after the referred employee completes his/her 120 hours of service with ALSS. The referral fee will generally be paid in the payroll period following the referred employee's completion of 120 hours of service.

Family and Medical Leave (FMLA)

Employees who work within 75 miles of 49 other employees are eligible for up to 12 weeks of unpaid family and medical leave during a 12 month period, provided they have worked for ALSS for 12 months or more of employment and have worked a minimum of 1,250 hours for the Company during the 12-month period immediately preceding the commencement of leave. Employees, who reach the 12 month /1250 hour requirement after their leave commences, may have a portion of that leave designated as FMLA-qualifying if all other eligibility and qualifications criteria are met.

The Company calculates the amount of leave for which employees are eligible in any 12 month period by using a rolling method measuring backward from the date an employee uses any FMLA leave. This means that each time an employee takes FMLA leave the remaining leave entitlement becomes the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

FMLA leave may be used for the birth of the employee's child; at the time an adoptive or foster care child is placed in the employee's home; to care for a spouse, child or a parent who has a serious health condition, which renders the family member from participating in school or other daily activities, or because of the employee's own serious health condition which renders the employee unable to perform an essential function of the job. In the case of leave for childbirth and/or placement of adoptive or foster care, the leave must be completed within 12 months of the event for which leave is used.

FMLA leave may also be used in the event of a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is on covered active military duty (or notification of an impending call or order to active duty) or such military member's parent is incapable of self-care. Employees who are the spouse, son, daughter, parent, or next of kin (closest blood relative) of a covered service member may take up to 26 weeks of military caregiver leave during a single 12 month period to care for the service member.

Spouses employed by the Company may be required to aggregate their family and medical leave for a combined total of 12 weeks during any 12 month period for the birth of their child, to care for their child after birth, for the care of a parent with a serious health condition or at the time an adoptive or foster care child is placed in their home, including the time to care for their child after placement. With respect to military caregiver leave, spouses employed by the Company may be required to aggregate their family and medical leave for a combined total of 26 weeks during any 12 month period.

A request for family and medical leave must comply with the Company's customary and usual notice and procedural requirements for requesting time off work, absent unusual circumstances. Requests should be made at the earliest date possible and, in the case of a foreseeable leave, including the birth, adoption, placement of a foster child or planned medical treatment, a minimum of 30 days advanced notice must be provided to the Company unless absolutely not practicable. Employees must make a reasonable effort to have any planned medical treatment scheduled so as not to unduly disrupt the Company's operations. Failure to provide the Company with sufficient information and/or timely notice may result in a delay or loss of leave benefits and/or coverage. Employees must cooperate with Company requests for information. Failure to respond to reasonable requests may result in the denial of FMLA benefits for which employees may otherwise be eligible.

An employee requesting family and medical leave may substitute available paid leave time in accordance with the Company's normal paid leave policies. The Company may require employees to exhaust available paid leave time as part of an approved FMLA leave and any such leave shall be counted against the employee's allotment of FMLA leave. Moreover, workers' compensation and short-term disability benefits shall run concurrent with FMLA leave where all eligibility criteria are met. This means the time off work, while covered by workers compensation or a disability benefit plan, still counts as FMLA leave. Where an employee receives payment through workers compensation or a disability benefit plan, the employee may not substitute other available paid leave time and the Company may not require the employee to exhaust other available paid leave time, unless otherwise provided by law.

Employees must furnish the Company with a medical certification completed by the employee's health care provider within 15 days of the Company's request for certification due to the serious health condition of the employee or of a family member. Failure to provide medical certification or to correct an incomplete or insufficient medical certification upon request by the Company may result in the denial of FMLA benefits for which employees may otherwise be eligible. Employees may also be required to provide re-certification as provided by law.

Certification of adoption or placement into a foster care home as well as for certification for qualifying military exigencies and military caregiver needs must be furnished by the employee within 15 days of the Company's request for certification. Failure to provide a complete and sufficient certification upon request may result in the denial of FMLA benefits for which employees may otherwise be eligible.

The Company reserves the right to obtain a second medical opinion at its own expense by a health care provider who is not regularly employed by the Company to determine whether and to what extent a serious health condition exists. No second/third opinions are permitted when military caregiver leave is requested unless the medical certification has been provided by a healthcare provider other than one affiliated with the Department of Defense or Veterans Affairs or Tri-Care Networks. When a conflict exists between the employee's certification and the second opinion as determined by the Company, a third health care provider, jointly agreed to by the Company and the employee, and paid for by the Company will have the final say whether a serious health condition exists. Failure to authorize the release of relevant information to the health care provider conducting the second or third medical opinion may result in the denial of FMLA benefits for which employees may otherwise be eligible.

An employee, who requests leave for the birth of the employee's child or at the time an adoptive or foster care child is placed in the employee's home, may take leave on an intermittent or reduced leave schedule, provided that the Company agrees to such an arrangement. Intermittent or reduced leave may also be taken when medically necessary in the case of serious health conditions, military caregiver and qualifying exigency leaves without the Company's agreement. The Company, in its sole discretion, may temporarily transfer an employee seeking an intermittent or reduced leave due to a medical necessity to any equivalent alternative position that better accommodates the requested intermittent or reduced leave provided the employee is qualified for the alternative position. Employees must furnish the Company with a medical certification completed by the employee's health care provider within 15 days of the Company's request for certification.

For any leave exceeding 3 days, employees must submit a written release from their health care provider before returning to work which certifies that the employee can return to work. Failure to provide a return to work release or to cooperate in the return to work certification process may result in the delay or denial of FMLA benefits for which employees may otherwise be eligible. During the leave, the Company may require periodic reports from the employee's health care provider updating the Company on the status of the employee's health and may require periodic reports from the employee on his/her intent to return to work. Such reports may not be more frequent than every 30 days unless the Company has reason to question the validity or duration of the leave.

The Company is not required to hold an employee's position open if the employee has exhausted his/her FMLA leave allotment and remains off work unless otherwise provided by law. Employees, who do return to work during or at the conclusion of the 12 week period (26 weeks in the case of military caregiver leave), shall be reinstated to the same or an equivalent position as provided by law. All health care benefits for which the employee is otherwise eligible shall continue during the approved family or medical leave of absence on the same terms as if the employee had continued to work. Failure to timely remit any required premium payment may result in the termination of healthcare benefits. Continuation of non-healthcare benefits shall be determined in accordance with those specific policies as they are set forth in this Handbook. In addition, time missed for an approved leave shall be considered working time for purposes of vesting of certain retirement benefits but not for the accrual of other employer provided benefits.

An employee who fails to return to work upon the completion of a family or medical leave will be required to reimburse the Company for the employer portion of monies expended incident to the purchase of health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a

serious health condition which would entitle the employee to a leave or other circumstances beyond the control of the employee. A medical certification will be required for the exemption to apply and the certification must be returned in 30 days. The employee shall not engage in gainful employment during such leave without the prior written permission of the Company.

The Company may deny restoration to a former position to highly compensated employees where the denial is necessary to prevent substantial and grievous economic injury to the Company's operation. Highly compensated employees are those employees who are among the highest paid 10 percent of the Company's employees. The Company will notify such employee of its intention to deny reinstatement on this basis as soon as the Company determines that such injury would occur. If the leave has already begun when such notice is given, and the employee elects not to return to work immediately, the employee gives up all rights to restoration.

This policy has been developed to comply with the requirements of the Family and Medical Leave Act of 1993 and the Department of Labor's interpretive regulations. Should this policy conflict with the Act, the Act shall be deemed controlling. The Company also retains all rights under the Act and regulations even though they may not be incorporated into this policy. Nothing contained in this policy shall be construed to create greater rights or benefits than provided by the FMLA or other applicable law.

Employees may find further information regarding the FMLA in the Employee Rights and Responsibilities Notice issued by the U.S. Department of Labor, a copy of which is attached as Appendix B of this Employee Handbook.

Medical Leave

o require leave due to sickness, injury, including on-the-job injury or disease, pregnancy or pregnancy-related conditions and who do not qualify for Family and Medical Leave may be granted an extended unpaid leave for up to 60 days in the Company's discretion. Such medical leave may be extended for additional 30-day periods or portions thereof in the Company's discretion. A request for leave or leave extension must be made by the employee at the earliest date possible, stating the reasons for the request and the numbers of days of leave or leave extension desired. These requests must be submitted to your supervisor. All requests must be approved by the Human Resources Department.

A statement by your physician must be furnished at the time of the leave request if the leave will exceed 3 days, and it must state the approximate date you can return to work and whether you can, before and after the leave period, perform the work required of your job with or without an accommodation as provided by law. For any medical leave exceeding 3 days, you must submit a written release from your doctor before returning to work. The Company may require supplementary statements from your physician updating ALSS on the status of your medical condition(s) and your ability to continue to work with or without an accommodation as provided by law. ALSS may also require you to submit to a medical examination by a doctor, selected and paid for by the Company.

ALSS does not make contributions toward health insurance benefits during a leave of absence. If you wish to have these benefits continued during your leave, you are responsible for 100% of any applicable premium payments, which must be remitted to the Company on or before the first day of the month of coverage. Failure to make a timely premium payment will result in the termination of health care benefits subject to any applicable law.

ALSS is not required to hold your position open indefinitely and considerations of hardship on the operation and your co-workers as well as other factors will be evaluated to determine whether and when the Company will seek to locate other(s) to fill your position. However, if the position is no longer available, ALSS may attempt to place you in another open position for which you are qualified, depending on the circumstances surrounding the leave.

An employee who fails to return to work upon completion of an unpaid medical leave will be considered to have voluntarily terminated his/her employment. The employee shall not engage in gainful employment during such leave without the prior written permission of the Company.

Break Time for Non-Exempt Nursing Mothers

Employees who are considered non-exempt from the overtime requirements of the Fair Labor Standards Act will be provided reasonable break times to express breast milk for a nursing child for up to 1 year after the birth of the child. Such break time will be provided each time an employee has the need to express milk, and will be unpaid in accordance with applicable laws. In such cases, ALSS will provide a place (not a bathroom) that is shielded from view and free from intrusion by others (e.g., coworkers and the public). If you have questions about this policy, **please contact the Human Resources Dept.**

Military Service

If you are called to or voluntarily engage in uniformed/military service, you will be eligible for time-off and/or re-employment in accordance with State and Federal laws. If you go on leave or need time-off for these reasons, you are required to inform your supervisor as soon as you know so that appropriate arrangements may be made for your absence. Failure to give appropriate notice (unless you were unable to provide such) may be grounds to deny reinstatement and/or leave and also may be grounds for discipline up to and including termination. Leave under this policy will be considered unpaid, except to the extent required to maintain employees' salaried exempt status under applicable laws. Employees may, however, elect to use any paid time-off benefits for which they are eligible. Employees will be reinstated in accordance with applicable law. Employees may also be asked for proof of military service, honorable discharge, or other documentation to confirm employees' eligibility for reemployment or reinstatement under applicable laws.

Jury Duty

We believe jury duty is a civic responsibility and an educational opportunity to learn firsthand about our judicial system. If called to jury duty, ALSS will provide employees time-off in accordance with the law. Your absence will be excused, but unpaid, except to the extent required to maintain employees' salaried exempt status under the Fair Labor Standards Act, state law, and applicable regulations. When you receive your jury duty summons, immediately notify your supervisor of the day or days you expect to be absent. To the extent that you perform jury duty and can reasonably return to work (e.g., for a day you are not required to report to jury duty or when your jury duty and work hours do not exceed your normal workday or go beyond your normal scheduled hours for the day), we expect you to report back to work. If you have questions about this expectation during your jury duty, you should call your supervisor.

Health Insurance Continuation Coverage (COBRA)

Under federal law, most employers (those that sponsor health care plans and that have 20 or more employees) are required to offer covered employees and their qualified beneficiaries the opportunity to elect a temporary continuation of health coverage at group rates, when coverage under the plan would otherwise end due to certain qualifying events pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). This rate may include a 2% administrative fee. Continuation coverage extends 18 months but may continue for 29 or even 36 months in certain circumstances. Examples of COBRA qualifying events include termination, lay off, leave of absence without pay; death of employee or retiree, divorce or legal separation, and dependent child no longer meeting eligibility requirements. Either the Company or its health insurance carrier or administrator will provide notice with further information upon the occurrence of a qualifying event. Otherwise, **please contact our Benefits Coordinator at 877-782-3334** if you have any questions.

Direct Deposit

The Company offers employees the convenience of direct deposit. Employees wishing to participate will need to fill out a form providing their authorization.

POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION

A. No-Discrimination, Harassment, or Retaliation

It is our philosophy and policy that any unlawful discrimination against any employee or applicant based on race, color, sex (including pregnancy), religion, national origin, age, handicap/disability, genetic information, height, weight, veteran status, marital status, or any other classification that is protected by federal, state, or local laws or ordinances, will not be allowed or tolerated. The Company also prohibits any form of harassment, derogatory or joking remarks, retaliation, or other abusive or offensive conduct directed at employees on the basis of their membership in a protected class. This policy applies to all employment practices and all work and work-related activities (e.g., on business trips, during business social events, at business meetings, etc.).

B. Sexual and Other Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can, depending on the circumstances, take the following forms:

1. Unwelcome or uninvited physical contact with the body of another, even if you do not recognize the touching as offensive;
2. Sexualizing conversations, turning the subject to sex, discussion of sexual subjects, past or present romances, or double entendres;
3. Unsolicited or unwelcome flirtations, advances, comments on appearances or physical characteristics, excessive comments, leering, whistling, invitations to social outings or after work events, or propositions;
4. Improper jokes, cartoons, photos, graffiti, e-mails, voice messages, text messages, etc.;
5. Using terms of endearment, nicknames, or other monikers that suggest undue familiarity, such as "dear," "sweetie," "cupcake," "sweetheart," "darling," "honey," "handsome," etc.;

6. Displaying, discussing, or referring to pornographic, sexually explicit, or sexually offensive materials, including magazines, bathing suit calendars, websites or live performances;
7. Conditioning continued employment of an employee upon unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature;
8. Making submission to or rejection of verbal or physical sexual conduct the basis for employment decisions affecting the employee;
9. Stating or implying that employment advances of a particular employee have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship; and/or
10. Stating or implying that deficiencies in performance of an employee are attributable in whole or in part to the gender of that person.

Most of the comments and examples regarding sexual harassment set forth above also carry over to other forms of illegal harassment, including harassment based upon race, age, disability, or any other protected status set forth above. Examples include but in no way are limited to: ethnic, racial, or religious jokes; epithets; discussions of stereotypical notions or ideas; ridicule of beliefs or cultures; disparagement of ethnic or cultural figures; and, references or symbols related to hate groups.

C. Complaint Procedure for Reporting Harassment, Discrimination or Retaliation

Any employee of the Company who believes he or she has been the subject of or has witnessed any discrimination, harassment, or retaliation, should report the matter to the Company at the earliest possible opportunity, regardless of the offender's position within the Company and regardless of the offender's relationship to the Company, even if it is by a non-employee such as an independent contractor, guest, customer, customer employee or other contact, vendor, business visitor, or any other individual. Employees have a variety of ways to report harassment, discrimination, or retaliation: Reports may be made in writing (the preferred method), in person, by telephone, by facsimile, or by e-mail. One may report the harassment, discrimination, or retaliation to either President Ray Lichocki, Vice President Dan Lichocki, Director of Human Resources, Erik Snyder or Payroll Manager Rebecca Smith. If, for any reason, the individuals in the above-listed positions change, contact the newly assigned persons to those positions. At this time, the information for contacting either the above-listed individuals is set forth in Appendix A.

Upon receiving a complaint, the Company will immediately commence an investigation, which will include contact with you, the person against whom the complaint is made (if possible), and others who may know relevant facts. The Company will utilize all proper methods to resolve your complaint. When it is determined that an employee engaged in discrimination, harassment, or retaliation (including conduct that is considered unlawful and conduct that the Company deems a violation of this policy even if not unlawful), the offending employee will be subject to discipline up to and including termination of employment. Further, the Company will take any other corrective steps, as deemed appropriate. Complaints of this nature will be maintained in confidence, but may be divulged to the extent necessary to complete the investigation and determine the appropriate resolution or as otherwise provided by law.

D. No Retaliation

The Company strictly prohibits retaliation against an employee (or any other individual) who has registered a complaint (whether by way of the reporting procedure in this policy or otherwise), and also prohibits retaliation against any individual that participates in an investigation of a claim for harassment, discrimination, or retaliation. Any employee of the Company who, after investigation, has been determined to have retaliated against any employee (or any other individual) in violation of this policy will be subject to discipline, up to and

including termination. If you feel you are being retaliated against in violation of this policy or witness or suspect such conduct, immediately report the retaliation in accord and with the reporting procedures of this policy.

E. Appeal Procedure

If any party involved in an investigation of workplace discrimination, harassment, or retaliation is dissatisfied with the outcome or resolution, that individual may appeal the decision. If you wish to appeal, your appeal should be submitted in writing within 3 business days from the time you are informed of the decision. All appeals should be submitted to an individual listed in the above-reference Complaint procedure. Alternatively, you may contact the President Ray Lichocki. Contact information for these individuals is set forth in Appendix A. It is generally recommended that you submit your appeal to an alternate individual, if possible, from whom you placed your original complaint.

F. Supervisors' Responsibilities

This policy applies to all employees, including supervisors. **To the extent that you serve in a supervisor capacity and are made aware of a complaint, or suspect a violation of this policy (no matter who is involved), you are required to immediately report this to the persons named in the above-referenced Complaint Procedure - no exceptions!** Further, the Company strongly discourages personal relationships between supervisors and employees under their supervision. If this occurs, the Company requires that this be immediately reported to Dan Lichocki or Ray Lichocki.

NOTICE UNDER MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT

Under Michigan law, handicapped/disabled employees and applicants may request an accommodation of their disability by notifying the Company in writing of the need for accommodation within 182 days of the date the disabled individual knows or should reasonably know that an accommodation is needed (this requirement does not apply to an individual's rights under the federal *Americans With Disabilities Act*). Failure to properly notify the Company may preclude any claim that the employer failed to accommodate the disabled individual under State law.

COMPANY POLICY ON COMPLIANCE WITH BUSINESS ETHICS, AFFORDABLE CARE ACT, AND OTHER LAWS

As a company and employer of our size, we are required to adhere to many federal, state, and local laws including but not limited to laws prohibiting retaliation against employees (e.g., the Affordable Care Act, whistle-blower laws, etc.). It is our policy to conduct our business in a manner that is in compliance with these laws. If you become aware of a policy, practice, or procedure that is not in compliance with the law, or if you believe you are the subject of retaliation, immediately report this to the Company. . Similarly, if you feel that you have been retaliated against by an individual here at the Company, or by someone who you interact with in performing your job duties, because of your opposition to any policy, practice, or procedure you believe is unlawful or unethical, report this also. All complaints should be reported to Dan Lichocki, preferably in writing. If your complaint involves Dan Lichocki, or if you would like to appeal a response you got from Dan Lichocki, then see Ray Lichocki. Contact information for Dan Lichocki and Ray Lichocki is set forth in Appendix A.

A-LINE STAFFING SOLUTIONS, LLC'S EMPLOYEE RELATIONS

Keeping You Up-To-Date and Open Door Policies

ALSS' policy has been and will continue to be an open door policy under which all employees will have the right to deal directly with their supervisors and other members of management with reference to all working conditions. Our goal is to serve our customers by providing quality services at a competitive price while providing a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. We recognize the need to allow employees to call attention to work-related matters that they feel need correction or improvement. We strongly endorse an "Open Door" Policy where an employee has the right to meet with his or her supervisors or other members of management to discuss such matters of concern. Our success has been built on the free exchange of ideas, creative management, and the identification of problem areas and their quick resolution.

The Open Door Policy provides you with 4 different ways to let us know your problems, suggestions, or ideas. They are direct communications, company meetings, the problem resolution procedure, and employee suggestions, as further outlined below:

1. *Direct communications.* You are encouraged to communicate with your supervisor and other members of management directly on a day-to-day basis.
2. *Company meetings scheduled periodically.* ALSS values your right to speak for yourself and to have your say directly with management. We also value our privilege of speaking directly with you. Accordingly, we will periodically schedule meetings with you directly to talk about various things such as business developments, economic views, changes in policies and procedures, and our accomplishments. Employees are encouraged to offer suggestions and to ask questions during these sessions. The purpose of these Company meetings is to assist in the maintenance of two-way communication between the Company and the employees.
3. *The problem resolution procedure.* Because ALSS strongly believes in your right to speak for yourself, and to have your own say about your employment problems, we encourage you to make your problems known. If you feel you have an employment problem, use the following procedure which guarantees that you will, by doing so, in no way place your job in jeopardy. If your problem is found to be valid, appropriate corrective action will be initiated. Take your employment problems first to your immediate supervisor for resolution. If you are not satisfied with the decision of your supervisor, take your employment problem to the Vice President Dan Lichocki. If you are still not satisfied, you can take your problem to President Ray Lichocki. This is done by contacting the office within 3 working days of the event giving rise to your problem to arrange a meeting. Similarly, if you want to use the successive steps, you should do so no later than 3 days after getting your response.
4. *Employee Suggestions.* We realize that we don't always have all the answers. And, we know from time to time you may have ideas on how to make our workplace better or more efficient. We appreciate and welcome your ideas. By sharing previous work experiences that have proven to be successful, the business can operate more smoothly, and the Company can continue to be a good place to work and do business. At the moment you have an idea, put your ideas into writing and turn them in to your supervisor or Dan Lichocki.

A Word about Unions

While the decision to be represented by a union has and always will be yours to make, we have always prided ourselves on being direct with our employees and have enjoyed the right to communicate directly with employees on all matters pertaining to work. We enjoy this right as a union-free employer and feel that

it is our duty to let our feelings about unions be known. There are a number of misconceptions about what it means to become a member of a union and to work in a unionized environment. New members to a union are very important just as new customers are to us. Accordingly, a union will work hard to convince you to let them represent you. The union will likely tell you how they will get you more pay and benefits and job security. In truth, with or without a union, the Company must offer quality service to our clients at a competitive price in order to survive. The union cannot help ALSS survive. Only our hard work as a team can secure our success and all of our jobs. If the union or any other external factor makes us less efficient and less competitive, our customers have the choice to do business with our competitors instead. Should you have any questions about unions, our door is open and we will gladly answer any questions you have or listen to your concerns.

SAFETY, SECURITY, AND PRIVACY

Safety and Accidents

Safety and accident prevention are vital to all of us, and it is important that we strive to prevent injury to our employees, clients, and others we come in contact with while working. Even though we are not a manufacturing business with heavy equipment, injuries and accidents can still occur. Consequently, it is our goal that: (1) unsafe acts or conditions be detected, reported, and corrected; (2) safety consciousness be instilled in all employees and our operations; and (3) all jobs be performed safely.

Some important guidelines follow, but you must remember that no mere set of rules can ever assure safe operations or the elimination of accidents and injuries altogether. The assurance can only come from being proactive to minimize safety concerns and by observing the following safety procedures and practices at all times:

1. It is every employee's responsibility to immediately report to management and/or appropriate client contact any unsafe condition or practice which might cause injury to employees, patients, or damage to equipment.
2. Employees are required to put equipment away when not using it. Orderly conditions in your work place are as important to safety as is your appearance. You should at all times keep your individual work area clean and free from objects which could in any way cause accidents or injury to you or to others.
3. Employees are not permitted to work or remain on Company or client premises alone unless they have prior authorization from their supervisors. Otherwise, a supervisor must be present when employees are working.
4. Repair of any electrical device will ONLY be done by qualified personnel.
5. Keep all aisles and emergency exits clear at all times.
6. Always use the right tools and equipment for the job. Use them safely and only when you are qualified.
7. Never attempt to push or lift an object that could cause back injury. Ask for assistance.

You must report all accidents and job-related injuries, illnesses, and diseases by no later than 24 hours after your injury. Field Employees should report this to the Director of Human Resources, and Corporate Office Employees should report this to the Director of Human Resources, no matter how trivial you think it may be. See Appendix A for contact information. Do not ignore small scratches or cuts, burns, bruises or abrasions- these should be treated at once. Do not wait. Failure to report an injury could result in jeopardizing your

workers' compensation claim should the injury, illness or disease be more serious than first determined. If the injury, illness, or disease happened at work and requires medical treatment during non-business hours, you should still make attempts to get in touch with the above-named individuals who will provide you with information for a recommended clinic. In the event you are unable to contact anyone, then you should see a doctor of your choice or go the emergency room at the hospital and advise the above-named individuals of the name of the doctor and/or hospital or treatment facility where you received treatment as soon as you are able.

Vehicle Accidents

If you are driving a Company vehicle or driving any vehicle on Company time or business and are involved in an accident with the vehicle, you are required to call the police and file an accident report, regardless of the severity of the accident or the amount of damage. In these situations, employees are responsible to make every effort to obtain: (1) Names of the other drivers, other vehicles' owners, and any witnesses and their contact information (including their addresses and telephone numbers); (2) License numbers of any other vehicles involved; (3) Names of insurance companies for other drivers involved; and (4) Accident report number and which police department handled the accident. Do not make any statement as to responsibility for the accident at the scene. Report any damage to the Company immediately, regardless of whose fault or the severity.

Social Security Privacy

Consistent with the Company's policies on safeguarding non-public customer information, the Company recognizes that employees and others, including its customers, have privacy rights in their social security numbers in accordance with Michigan law. Accordingly, only employees with an absolute need for access to social security information will be given access to this information. Moreover, the Company treats social security numbers as confidential, non-public information. This means that the information must be kept secure in locked files and employees must have special clearance and special access codes to access the information on computers.

In those cases where authorized employees have accessed the information on their computer, under no circumstances should the information be visible to the public on the computer screen. The best way to secure the information on a computer is to limit your access to occasions when you are in a closed office or in a private area and your computer screen is not visible to those who might be passing by. The Company requires that employees shred any documents containing social security information.

Employees who access the information without proper authorization, who disclose the information or improperly dispose of documents containing social security information shall be in violation of this policy. Violations of the policy shall result in discipline, up to and including termination.

Threats and Violence

Acts and threats of violence will not be tolerated (whether serious or made as a joke, prank, in jest, or in connection with horseplay). For our purposes, a threat or act of violence shall include, but not be limited to: any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage company property; or, any act or gesture likely to leave another person injured or fearing injury.

Some examples of conduct that will not be tolerated include: yelling, using profanity, verbally abusing others, getting physically close to others, etc. in a threatening manner. Similarly, prohibited behaviors

include physical actions, even if short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property (e.g., “you better watch your back” or “I’ll get you”) as well as implicit threats (e.g., “You’ll be sorry” or “This isn’t over”) which cause intimidation, helplessness, or fear in another. Violent behavior includes any physical assault, with or without weapons, behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to hit, punch, slap, or shoot a named individual). Further, the Company strictly prohibits the possession of guns and other weapons at work or while on duty unless authorized in writing by management. This means employees may not even bring weapons into parking lots or leave them in cars no matter what the reason. However, in cases where state law provides to the contrary, ALSS will follow the guidelines of the specific state law as will be denoted in the specific state law Addendum to Employee Handbook.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to conduct him or herself accordingly. In addition, any employee experiencing an act or threat of violence, or who may know or suspect such activity, is required to report such act or threat to his or her supervisor or Director of Human Resources. This includes conduct by employees as well as anyone else (e.g., customers, vendors, visitors, etc.).

Employees should not place themselves in peril. If an employee sees or hears a disturbance or commotion, he/she should not try to get involved or to place themselves to get a better view. Instead, employees should report the conduct to management as outlined above. Also, we encourage employees to bring to management’s attention any dispute or difference so that we may attempt to address the situation before it escalates into potential violence.

Each act, threat of violence, or other violation of this policy will be investigated and appropriate action will be taken. Any such act or threat may lead to discipline, up to and including termination.

HIPAA Authorization and Personal Health Information

Occasionally, ALSS has the need for medical information concerning applicants and employees for such matters including but not limited to post-offer/pre-hire physical examinations; treatment and investigation of work-related injuries, illnesses, or diseases; assessment and accommodation of disabilities under the Americans with Disabilities Act or similar state laws; threat assessment; and/or, substance abuse testing. In many cases, such information may constitute personal health information under the Health Insurance Portability and Accountability Act (“HIPAA”). When the Company’s need for personal health information arises, employees are required to execute HIPAA authorizations for personal health information. Failure to execute a HIPAA authorization will be considered a failure to cooperate with the Company and may result in the loss of protection under the program for which the information is needed, such as the denial of accommodation or leave requested. In addition, under appropriate circumstances, failure to provide authorization may lead to discipline, up to and including termination, in the discretion of the Company.

Confidentiality of Patient Information and HIPAA Responsibility

As an employee of ALSS, you may be placed with a client that is subject to the Health Insurance Portability and Accountability Act (“HIPAA”), or receive such information otherwise in the course of your duties. HIPAA requires entities to honor the privacy of Personal Health Information (“PHI”). Also, HIPAA regulations set tight boundaries on the use and release of health records and give patients more control over and access to their PHI, enabling them to find out how their information may be used and about certain disclosures of their information that have been made. HIPAA rules provide clear standards for

protecting PHI recorded or transmitted on paper, e-mail, computer and/or telephone, including billing records and fund transfers. They also prohibit individuals from looking into patient records without a well-defined professional reason and place limitations on who can access such records. Where applicable, you are required to be familiar with and follow any client HIPAA policies, may be required to undergo client-specific HIPAA training, and are required to comply with all applicable HIPAA laws and regulations and any other related laws, regulations, or directives regarding patient privacy. In particular, employees must:

- Treat as confidential and private all information pertaining to patients, patient records, or client facility policies, procedures, etc. that is considered Personal Health Information (“PHI”) under HIPAA.
- Ensure that all PHI is safeguarded pursuant to the policies and procedures at each facility, respectively, and in accordance with HIPAA, the regulations issued thereunder, and any applicable state laws to prevent impermissible disclosure, loss, misuse, and to ensure that only authorized persons have access to such protected information.
- Consult the Facility Privacy Officer, if applicable, at any applicable worksite in the event any employee has questions regarding the scope or application of the privacy policies described at any facility or believes a violation of the facility policy and/or HIPAA, its applicable regulations, or other privacy laws has occurred.
- Only release PHI to outside parties when legally required to do so and to the extent minimally necessary to respond to any applicable request.

HIPAA includes civil or criminal penalties for those who violate patients’ privacy rights. Additionally, if you are found to be in violation this policy or HIPAA, you may be subject to discipline up to and including termination.

Policy on Substance Abuse and Substance Abuse Testing

It is essential that all employees be alert and in full possession of their faculties when working to protect the safety of our work force, our work place and work sites, and the public, as well as promote high standards of conduct, integrity and efficiency. Being under the influence of or being impaired by alcohol, controlled substances, or illegal drugs can cause permanent injury or death.

As part of the Company’s commitment to maintaining a safe and drug-free workplace, all employees are expected to follow these rules:

- Employees are prohibited from using or consuming alcohol, controlled substances, or illegal drugs on the job or while performing any work.
- Employees are prohibited from reporting to work in an unfit condition, being under the influence of, or having in their system alcohol, illegal drugs, controlled substances, or metabolites of any controlled substance, or while working (this means in any capacity and is not limited by any definition of impairment or influence used under civil or criminal statutes).
- No employee may manufacture, possess, sell, dispense, or distribute alcohol, illegal drugs, or controlled substances while on Company property or on Company time.

The Company also prohibits the use of over-the-counter medication which can affect workplace performance or safety. This policy does not prohibit the use of a controlled substance prescribed or authorized by a medical practitioner so long as the employee’s use is consistent with safe, efficient, and effective

performance of the employee's duties and the substance is used at the dosage prescribed or authorized. Employees may not, however, ingest cannabis (marijuana) at work or report to work while under the influence of cannabis even if prescribed by a licensed physician.

Employees may not operate a Company vehicle or drive on Company time after they have consumed alcohol or taken any controlled substances or illegal drugs, or have alcohol, a controlled substance, or any metabolite of a controlled substance in their system or if their ability to operate a vehicle is impaired in any way.

If you are convicted under any federal or state criminal drug statute, you must notify ALSS within 5 days. In many cases, ALSS may find this as grounds for immediate termination, particularly where it may affect your license status under applicable laws or directly relate to your qualifications for your position. However, in such cases, ALSS will make an individualized assessment and consider appropriate surrounding circumstance.

To prevent alcohol, controlled substances, or illegal drugs and other contraband from being brought onto the Company's premises, and in an effort to maintain a safe workplace, ALSS may, in its sole discretion, inspect any package, purse, or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace.

ALSS reserves the right to require employees and applicants for employment to undergo urine or breath testing (or any other substance abuse testing adopted by the Company), including but not limited to, pre-employment, upon reasonable suspicion, in connection with an employee's return to work after an absence of more than 12 weeks, post-accident or injury (no matter who is at fault), upon client request, and randomly in the Company's discretion. If you are required to undergo testing following an accident or injury or due to reasonable suspicion, you must immediately go (or permit a supervisor to take you) to the testing facility with no stops or detours. Failure to do so will be considered non-compliance and a voluntary quit.

In order to administer this Policy on Substance Abuse and Substance Abuse Testing, it may become necessary for us or the testing facility that we use to obtain personal health information under the Health Insurance Portability and Accountability Act ("HIPAA"). In those cases, it may be necessary for you to promptly provide your written release/authorization to the testing facility or us. Failure or delay in providing such release/authorization in accordance with our request or the request of the testing facility will be considered a failure to cooperate and a violation of this policy, which may result in discipline up to and including termination.

The cut-off limits recommended by the manufacturer or recognized by the testing laboratory designated by the Company will be used to determine whether the test result is positive for drugs and/or their metabolites. Nothing in this policy requires the Company to undertake testing as a prerequisite to any disciplinary action or restricts the discretion of the Company to proceed based solely on the evidence of behavior, personal observations, or other evidence.

Any employee who performs work for ALSS on or after the effective date of this policy (as amended) shall be deemed to have consented to testing under the conditions set forth herein. Nothing in this policy requires the Company to undertake testing as a prerequisite to any disciplinary action or restricts the discretion of the Company to proceed based solely on the evidence of behavior, personal observations, or other evidence.

Employees are required to cooperate in all investigations of suspected rule violations or of workplace safety. Employees, who violate this policy, fail a required test (including testing positive for alcohol, a controlled substance, or related metabolites in their system), refuse to sign a required consent, or refuse a test, will be subject to discipline up to and including immediate termination.

WHAT WE EXPECT OF YOU

Inspections and Searches

Although ALSS or its clients may provide desks, computers, cell phones, etc. (among other things) for the convenience of employees and for their use in connection with work, they remain the sole property of the Company or the client, as appropriate. The Company or the client (if appropriate) reserves the right to access and inspect these items, as well as any articles or containers found in them, at any time, either with or without prior notice. This is designed to keep our workplace and any client worksite safe.

ALSS has a policy prohibiting theft and unauthorized use/**removal** of Company or client property. This policy also extends to the property of other employees, visitors, customers, or any individuals present at our or client's job-sites. To facilitate enforcement of this policy, the Company, client, or its representatives may also inspect persons entering and/or leaving the premises or any job sites, and any packages or other belongings in their possession. Any employee who wishes to avoid inspection of items or materials should not bring them onto the Company's premises or with them when they are otherwise conducting work (e.g., to customer worksites).

Employees shall have no right or expectation of privacy in any item or location that the Company or its clients may inspect pursuant to this policy.

Personal Property

The Company is not responsible for personal property or items that employees bring to work, including but not limited to vehicles, purses, wallets, cell phone or other devices, ruined clothing, or any other personal belonging.

Company or Client Property, Supplies, and Documents

ALSS and its clients may provide some equipment, tools, and supplies (e.g., name badges, keys), as well as documents, for employees to use in the performance of their job duties. All property provided to you must be returned to the Company (or client, if appropriate) in the condition it was received.

Employees are responsible for the care of items in their possession, and may be held responsible for the loss or damage (beyond normal wear and tear) of items that are in their possession. And, upon your termination of employment with the Company, for any reason, or upon the Company's or a client's request, these items must be returned to the Company or client, or you may be charged. Before issuing you Company-owned items, the Company and/or client may require you to sign a form acknowledging these requirements.

Telephone, Electronic Devices, and Mail Systems

The Company, its clients, and your co-workers deserve your full attention to your duties. Therefore, we ask that you keep personal telephone calls and text messages to a minimum. Ringing personal cell phones or

other devices are disruptive, and can interfere with your ability to offer prompt and professional service. Further, surfing the internet, text messaging, playing games, or other activities on your telephone or other device is disruptive. Accordingly, if you bring these devices to work, we ask that you put them on “vibrate” or “silent” while working and refrain from using them while working. You should tell your friends and family to limit their calls and text messages to you and suggest that they contact you during your lunch period or outside of work hours. Personal telephone calls on Company or client telephones are permitted only in cases of an emergency. Employees may not place personal long distance, information calls, or toll calls without prior approval of their supervisor or appropriate client contact. Employees who abuse this privilege will: (a) be restricted from placing or accepting personal calls or text messages, and (b) be expected to reimburse the Company or client for long distance charges.

Employees are prohibited from using the Company’s telephones, electronic devices and mail systems or those of its clients in a manner that constitutes unlawful discrimination, harassment or retaliation, threatens others with violence or intimidates others, is intended to harm the reputation of ALSS, its customers, suppliers or employees, is in furtherance of any illegal activity, or which discloses trade secrets or confidential and proprietary information of ALSS or its clients. Examples of such prohibited conduct include offensive communications meant to intentionally harm someone’s reputation or that could contribute to a hostile work environment on the basis of sex, race, age, disability, religion, ethnicity or any other status protected by law or Company policy.

Also, the use of the employer-paid postage for personal correspondence is not permitted. Employees should not have personal items delivered to the Company or any client worksite. All mail addressed to employees is presumed to be work-related, and the Company reserves the right to open all mail that is forwarded to its home office or any worksite where you work. **Employees have no right or expectation of privacy in any such items.**

Employees, who drive as part of their job duties (whether regularly, occasionally, or incidentally), are expected to refrain from using a cell phone, PDA, or other handheld device while driving in connection with their job duties. This prohibition extends to any capacity, including calling, text-writing, surfing the internet, etc. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, or otherwise using any similar device. If acceptance of a call is unavoidable and pulling over is not an option, you should keep calls short, use hands free options if available, and keep your eyes on the road. Special care should be taken in situations where there is heavy traffic, inclement weather, or where driving in an unfamiliar area. Further, employees are required to adhere to all applicable laws prohibiting texting while driving, or any applicable local ordinances.

Computer/System, E-Mail, Voice-Mail & Internet Access and Usage Policy

As part of our communication systems, we utilize electronic mail (e-mail), voice mail, the Internet, and other similar systems. These systems enhance our ability to communicate and conduct business efficiently. We use the Internet to access important business information, and use e-mail and voice mail to communicate internally, as well as with our customers, potential customers, and suppliers. Similarly, our clients use these same systems.

As with all of our electronic and communication systems, the Company’s computers, computer files, all e-mail and voicemail systems, all Internet access systems, and similar systems, whether hardware or software (for purposes of this policy, collectively referenced as “Company Systems”) are Company property and are to be used for Company business only. Further, any client’s computers, computer files, all e-mail and

voicemail systems, all Internet access systems, and similar systems, whether hardware or software (for purposes of this policy, collectively referenced as "Client Systems") are client property and are to be used for work-related and authorized purposes only. All messages generated, composed, created, transmitted (uploaded), received (downloaded), stored on the Company Systems/Client Systems are and remain the property of the Company/client irrespective of their content, and no employee has a proprietary interest in this information. Even when messages are deleted or erased, or protected by password, it may be possible to retrieve and read them. All software is registered to the Company/client, and employee duplication is prohibited.

Employees may be given Company Systems/Client Systems access by way of Company/client assigned usernames and passwords. Employees are prohibited from allowing others to use any Company Systems/Client Systems from their account, from disclosing without authorization their access information, from using a Company System/Client System using another employee's username or password, from changing Company/client assigned usernames or passwords, or from taking any other action that would jeopardize the security of Company Systems/Client Systems, without prior management approval. An employee's use of a Company/client password or access code does not restrict or limit the Company's/client's right to access and review Company Systems/Clients Systems or to review information in any form on those systems. If any password or similar security information is assigned or changed in any Company System/Client System, or with respect to documents, files, etc. within such systems, employees must have proper authorization from management to do so and immediately notify a proper member of management with the appropriate password/security information.

Any use (whether work-related, personal, or during nonworking time) of the Company Systems/Client Systems may be monitored, accessed, audited and/or copied by the Company/client, including but not limited to, monitoring Internet sites visited, Internet chat groups or newsgroups visited, information downloaded or uploaded, or e-mails, voice-mails, or other messages sent or received.

Employees are only authorized to retrieve and read information on the Company Systems/Client Systems, including but not limited to, computer files, e-mail messages, voice mail or Internet messages, that are specifically addressed or directed to them or which they have Company/client authorization to access. Using company Systems/Client Systems for solicitation (in violation of the *No Solicitation/No Distribution* policy) and advertising for personal purposes is prohibited.

Any information that is considered confidential (as defined in the *Confidential and Proprietary Information* policy) should not be discussed over any systems that are not internal (e.g., over Internet chat groups, etc.).

The Company reserves and intends to exercise the right to review, audit, intercept, monitor, inspect, access and disclose, with or without notice, permission or consent, all Company Systems, including, but not limited to, computer files or e-mail, voice mail, or Internet messages which employees create, transmit, copy or receive, downloads, uploads and all other information, whether personal or otherwise. Such action may occur during or after working hours. The content or information associated with the above may be disclosed within the Company, and to third parties, without the employee's permission and without regard to whether it is business-related or personal. Clients at any worksite where you work retain these same rights. **As such, employees have no right or expectation to privacy with regard to such information.**

Employees are prohibited from using the Company's Systems/Client Systems in a manner that constitutes unlawful discrimination, harassment or retaliation, threatens others with violence or intimidates others, is intended to harm the reputation of ALSS, its customers, suppliers or employees, is

in furtherance of any illegal activity, or which discloses trade secrets or confidential and proprietary information of ALSS or its clients. Examples of such prohibited conduct include offensive communications meant to intentionally harm someone's reputation or that could contribute to a hostile work environment on the basis of sex, race, age, disability, religion, ethnicity or any other status protected by law or Company policy.

Employees are strictly prohibited from using their personal laptops, home computers, or other similar devices for Company business unless they have advance written approval from management. In cases where management has authorized use, employees are strictly prohibited from downloading confidential or proprietary information (as defined in the *Confidential and Proprietary Information* policy) without authorization and will be required to cooperate with a member of management upon termination or as otherwise requested, to inspect business-related information and/or remove information which is confidential or proprietary. **As above, employees have no right or expectation to privacy with regard to such information.**

Employees' use of any Company System/Client System constitutes full acceptance with the terms of this policy, and to any and all Company/client monitoring of that use consistent with this policy. **Employees shall have no right or expectation of privacy in any Company System/Client System or associated messages, information, etc.**

Social Media

We understand that social media can be a fun and rewarding way to communicate with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. These guidelines apply to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. For our purposes, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site (e.g., Facebook, LinkedIn, MySpace, Twitter, etc.), web bulletin board or chat room, whether or not associated or affiliated with the Company, as well as any other forms of electronic communication.

Employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action, up to and including discharge.

This policy and these guidelines are to be followed in conjunction with the Company's Policy Prohibiting Discrimination, Harassment, and Retaliation, Computer/System, E-Mail, Voice-Mail and Internet Access and Usage Policy. Inappropriate posting that may include discriminatory remarks, harassment, threats of violence, or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including discharge.

Always be respectful and courteous to fellow employees, customers, suppliers or persons with whom you work or on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related

complaints by speaking directly with your co-workers or by using our Keeping You Up-To-Date and Open Door Policies than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that specifically disparage customers, suppliers, and/or those with whom you work. Examples of such prohibited conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, age, disability, religion, ethnicity or any other status protected by law or Company policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, customers, suppliers or persons with whom you work.

Dress and Grooming Code

Our dress requirements are simple and reasonable – we expect you to dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards. We also expect you to dress consistent with the duties and responsibilities of your position. Although by no means inclusive, the following are a few dress requirements:

- a. Garments should cover the body and not be see-through or revealing.
 - b. Clothing containing suggestive words or pictures should not be worn. Examples include: obscenity, nudity, and other sexually suggestive printed designs on any items including hats, blouses, shirts, and pants.
 - c. Wear shoes that are comfortable and safe. Footwear must be appropriate for the job performed (crocs, flip-flops, hiking boots, Birkenstock-type sandals, and slippers are not acceptable). Shoes must be worn at all times.
 - d. Personal adornments, such as body piercings and tattoos, should not be visible. For example, pins, studs, or rings may not be worn in the nose, eyebrows, tongue, in or around the lips, etc.
 - e. Unacceptable clothing includes but is not limited to: jeans/denim; hats; sweat pants; capris, cropped pants, or leggings; jogging suits; hooded sweatshirts; tank tops; tee shirts; shirts with writing or large logos; tube tops or shirts that reveal the midriff or have low necklines; spaghetti strap, strapless, or backless tops or dresses; spandex; shorts; short skirts or dresses (e.g., more than 2 inches above the knee); sheer clothing; garments that are revealing, distracting or provocative (e.g., underwear that is visible through clothing or above the waistline of your pants); and, ripped, torn, or faded clothing.
 - f. All clothing should be clean and reasonably free from lint, animal hair and wrinkles.
 - g. Jewelry should be minimal. and not be unusual or overly large. In addition, male employees are prohibited from wearing earrings or facial jewelry.
- Additional rules also apply with respect to employees who work in the home or branch offices. In particular, home or branch office employees are generally allowed to dress in either professional or business casual attire. Examples of acceptable business casual attire for women include: dresses, suits, skirts, blouses, sweaters, dress pants, and conservative khaki or chino style pants. For men, examples of acceptable business casual attire include: suits, dress shirts and ties, slacks, and khaki style pants. Examples of

acceptable professional attire for women include: dresses, suits, skirts, blouses, and dress pants. For men, examples of acceptable professional attire include: suits, dress/button-down shirts and ties, and slacks. Corduroy or docker-style pants are not considered professional attire. Of course, even though business casual is permissible, employees may need to dress appropriately for particular circumstances (e.g. more formally in business attire for scheduled meetings, client/vendor visits, etc.).

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These additional rules apply with respect to Field Employees:

- Employees who must wear scrubs should also wear a lab coat over their scrubs. ALSS recommends that you select conservatively colored scrubs that are solid in color (such as soft pastels or earth tones) and avoid bright colors (such as orange, yellow, red, hot pink, etc.) and patterns. Denim scrubs are not permitted.
- Employees working with patients should be mindful of their jewelry. For example, multiple bangles that make noise, loose jewelry, etc. should not be worn.
- Gum chewing is not permissible at any time when employees deal with patients, the public, or employees who work on the phone etc.
- No artificial fingernails or nail enhancements, including but not limited to overlays, wraps, tips, or attached decorations are permitted for employees whose job responsibilities include direct patient care. Further, nails cannot exceed $\frac{1}{4}$ inch in length.
- Employees should refrain from using perfumes, colognes, after shaves or other fragrances as it may cause respiratory or other problems for patients.
- For employees not wearing scrubs, professional attire is required. Examples of acceptable professional attire for women include: dresses, suits, skirts, blouses, and dress pants. For men, examples of acceptable professional attire include: suits, dress/button-down shirts and ties, and slacks. Corduroy or docker-style pants are not considered professional attire.

Employees must follow any uniform or dress directive communicated to them by the client where they are assigned to work, which may be stricter or in addition to the guidelines set forth above.

In addition to the above guidelines, good personal hygiene is also expected of all employees, at all times. While by no means inclusive, the following are illustrative of what good hygiene habits include:

- Bathe or shower daily.
- Maintain good dental hygiene.
- Keep hair clean, and either shave daily or keep facial hair neatly trimmed. Hairstyles that obstruct eye contact and/or extreme colors or styles are not acceptable (e.g., long spiked or Mohawk haircuts).
- Keep your nails clean and neatly trimmed or manicured (e.g., no longer than $\frac{1}{2}$ inch beyond fingertips). Adhesive decorations such as rhinestones and fluorescent colors are not permitted.
- Use deodorant.
- As a courtesy to co-workers, perfumes, colognes, after-shaves and/or body odors should be unobtrusive as some individuals may be sensitive to strong smells.

Schedules, Lunches, and Overtime

At the Company, our business hours are generally 8 a.m. to 5 p.m. Monday-Friday. You will be provided your schedule which may or may not coincide with these hours. However, the demands of our business require flexibility in the work schedules and from time to time, it may be necessary for the Company to require you to work overtime, weekends, outside our business hours, or beyond your normal or otherwise communicated schedule. Guidelines for following employee schedules vary, depending on their position of *exempt* or *non-exempt*, as set forth below:

1. Non-Exempt Employees

Non-exempt employees are expected to report to work as scheduled, and leave no earlier than scheduled, unless prior arrangements have been made with management. Typically, full-time non-exempt employees are given 30-60 minutes as an unpaid lunch/break period each day. If you need to take a longer time, you must get advance approval from your supervisor. Lunch periods are generally staggered, so as to provide for continuity of service. Promptness is important so that other employees, and most important, our customers, are not kept waiting. From time to time, employees may be asked to work during their lunch. If you are an hourly employee, your lunch period is intended as your own personal time. Employees may do as they please during their lunch period and may leave the premises. Non-exempt employees are required to record their lunch periods accurately on their timesheets, and are not allowed to work during their lunch periods unless they have been asked to work or have their supervisors' authorization. If you are asked to work through lunch, you will be paid accordingly.

From time to time, depending on business situations or production demands, employees may be asked to work overtime hours, including before or after their regularly scheduled time or days beyond their normal workdays, or through their normal breaks or lunches. In these cases, the supervisor will attempt to give you sufficient notice concerning scheduled changes. However, non-exempt employees are not permitted to work overtime (e.g., more than 40 hours in a workweek) or beyond their normal work schedule (e.g., coming in early, leaving late, or working during their lunch) without advance approval from their supervisor. Non-exempt employees who work overtime without authorization or who fail to work overtime when requested may be subject to discipline up to and including termination.

Non-exempt employees (as determined by the Fair Labor Standards Act, its regulations, and other applicable federal or state laws), receive overtime pay at the rate of time and one-half for all hours worked in excess of 40 hours in any workweek. Only actual hours worked will be considered, and time away from work (e.g., holidays or vacation) will not be counted when computing overtime.

2. Exempt Employees

In addition to our expectation that all employees be here during our normal business hours, unless alternate arrangements have been made with management, white collar exempt employees (e.g., certain executive, professional, or administrative employees, certain outside salesmen, and certain computer employees) are also required to work any additional hours necessary to promptly and adequately complete their assigned duties. Pursuant to state and federal laws, white collar exempt employees receive a predetermined salary in most cases, and most exempt employees are not paid additional compensation or other benefits, for overtime hours.

Pay Day and Salary Payment Policy

Workweeks are measured from Sunday 12 a.m. to Saturday 11:59 p.m. Paydays differ depending how your payroll is processed and/or your department. Employees paid weekly will be paid every Friday for the one-

week payroll period ending the prior Saturday. Employees paid bi-weekly will be paid every other Friday for the two-week payroll period ending the prior Saturday. If you will not be here on a payday, and want us to give your check to another person, you must authorize release of your check to the other person in writing.

The amount of deductions taken for tax purposes will vary according to your earnings bracket and the number of dependents you claim. If you wish to make changes in payroll deductions, it is important that you complete the proper documents. These are available to you by contacting Payroll Manager Rebecca Smith.

The Company intends to pay white collar exempt employees, who are paid on a salary basis, in accordance with the Fair Labor Standards Act, state law, and applicable regulations, and will not make improper deductions. Any employee who feels that he/she has been subject to an improper deduction should contact Dan Lichocki. To the extent your complaint has merit, the Company will correct its mistake to promptly reimburse you and take steps to prevent similar improper deductions in the future.

If you feel there is an error in your pay, or there is anything about your pay that you do not understand, please contact either Rebecca Smith or Dan Lichocki.

Time Sheets & Time Keeping

But for employees considered exempt under the white collar exemptions of the Fair Labor Standards Act, all employees are required to keep track of their time worked. We will provide you with a method ~~form~~ for recording your time. You are expected to maintain an accurate record of your time by personally and carefully tracking your time worked. Employees are expected to accurately report all times when they are on duty (e.g., when reporting in the morning or after lunch, when going to lunch, leaving for the day, or otherwise not working). **Time sheets must be submitted to the office every Monday by 8:00 a.m. EST to Payroll, and such may be submitted either by facsimile to 877-782-3444 or e-mail to TimeSheet@ALineStaffing.com.** All time reported will be figured on the actual time, and rounded to the nearest quarter of an hour. This means that if you are scheduled to work, and arrive 15 minutes late, you will not be paid for the 15 minutes you were scheduled but were not working. Falsification of any time record is strictly prohibited and may result in discipline up to and including termination.

No Solicitation / No Distribution

Our company will continue as a successful competitor in the industry if we devote our full attention to quality work. As a consequence, employees may not use times when they are required to be actively performing their job duties, or interfere with other employees who are required to be actively performing their job duties, to sell, collect, or solicit for any other business, organization, or cause.

Also, in the interest of maintaining clean and orderly facilities and worksites, employees are not permitted to distribute any non-work advertising materials, or other non-work items, during times when they or persons they are distributing to, are actively performing work duties, or at any time in work areas used only for work. Non-employees are not permitted to solicit or distribute advertisements, literature, or other non-work matter on Company property at any time. There shall be no solicitation of customers or vendors for non-business related activities at any time.

Confidential and Proprietary Information

The Company's business is extremely competitive and the Company must take every precaution to insure that its confidential and proprietary information are protected. In the course of your employment, you will be exposed to and will learn confidential and proprietary information, including but not limited to: customer lists, identity, and contact information; prospects; preferred suppliers or shippers; techniques; cost structures, bidding strategies, pricing information, and profit margins; billing rates; negative research (e.g., which customers least likely to utilize services; materials, components, or recipes); processes or unique bundling of concepts; equipment; research; consultants; candidates for placement; resources; information regarding employees' addresses, job skills, past employment history, and employment; and other confidential information. Those of you on assignment at a customer site may also be exposed to and made privy to the confidential and proprietary information of ALSS's customer. You are to treat customer confidential and proprietary information with the same degree of care as ALSS confidential and proprietary information. You may even be required to sign a confidentiality agreement before you are even allowed on to a customer site. "Confidential" or "proprietary" information, within the meaning of this policy, will not be interpreted by ALSS and should not be interpreted by employees to include discussions/disclosures that are protected by Section 7 of the National Labor Relations Act such as an employee's discussions with a co-worker, union representative, or an agent of the National Labor Relations Board regarding the employee's own pay, benefits, and/or working conditions, but is intended to restrict employees from sharing information in a manner designed to compete against ALSS, harm an ALSS customer and/or business relationship, or violate applicable laws (e.g., making maliciously false disclosures to customers; making disclosures that violate applicable financial disclosure laws such as insider "tips"; or, disclosing to competitors information regarding an employee's profitability, productivity, ranking, commissions, strengths, or weaknesses for the purposes of an employee or a third-party competing with the ALSS or raiding ALSS's employees).

The Company will take every reasonable precaution to insure that this information does not come into the possession of our competitors and impair our opportunities for success. However, your role in that process is key, and you should never download, copy, or disclose any of the above-referenced confidential or proprietary information about the Company to anyone other than authorized persons as determined by the Company. Employees who are unsure about the confidential or proprietary nature of specific information should consult with Dan Lichocki, and any request for confidential or proprietary information (as defined above) should be passed along to him, as well.

The Company reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential or proprietary information or to recover damages incurred as a result of impermissible use of confidential or proprietary information. Certain employees may be required to enter into written confidentiality agreements confirming their understanding of the Company's confidentiality requirements.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that avoid actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms or agencies. However, if employees have any influence on transactions involving purchases, contracts, grants or leases, it is imperative that they disclose the existence of any actual or potential conflict of interest to management as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm or company with which the Company does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

Nothing herein, however, is intended to prohibit employees from engaging in union or other protected concerted activities pursuant to Section 7 of the National Labor Relations Act (e.g., discussing an employee's own wages, hours, and terms and conditions of employment with coworkers or third-parties, or engaging in conduct or discussions that are not egregious or malicious in nature) that relate to employee interests or working conditions.

Fraud, Waste and Abuse Awareness and Reporting

ALSS requires all employees to exercise due diligence in the prevention, detection and correction of fraud, waste and abuse. ALSS promotes an ethical culture of compliance with all local, state and federal regulatory requirements, and mandates the reporting of any suspected fraud, waste and abuse to the Vice President Dan Lichocki by any means including calling 1-877-782-3334. Some examples of activities that are unacceptable include:

- Billing for services not actually preformed
- "Upcoding" billing for a more costly service or medication than actually performed or provided
- Falsifying a diagnosis to justify testing, surgeries or other procedures that are not medically necessary
- Billing for services or medication under a provider that did not actually perform services
- Waiving co-pays or deductibles in contravention of acceptable insurance billing guidelines
- Accepting kickbacks for any fraudulent activity
- Lying about credentials such as a college degree
- Filling a fake or forged prescription
- Lying about a provider's credential

The "False Claims Acts" also includes specific provisions to protect whistleblowers from retaliation by their employers. Any private party who initiates or assists with the federal False Claims Act case is protected from termination, demotion, suspension, threats, harassment and discrimination. Employees should report any known or suspected conduct immediately. Any person found in violation of this policy may be disciplined up to and including termination, and may be subject to prosecution in accordance with the law by a federal, state or local government agency.

Moonlighting/Outside Employment

Employees must not have any additional jobs that are either inconsistent with the Company's interests, or have a detrimental impact on the Company's image with its customers and the public. Also, outside activities must not require devoting such time and effort that the employee's work here would be adversely affected. While taking time-off, whether under any policy in this Employee Handbook or otherwise, all employees are prohibited from engaging in outside employment while on leave unless they have the express written authorization from the Company. For full-time employees, you must first get approval from your supervisor prior to obtaining outside employment and any change in the status of your outside work must also be immediately reported to your supervisor.

Contracts, Monies, and Usage of Names

Only authorized individuals are permitted to enter or approve any contract for the Company. The only authorized signatures for approval of any contract committing the Company is the President, Vice President, or Director of Staffing. Also, **when dealing with individuals or clients, employees must direct them to write such checks payable to the Company and any checks, monies, etc. received must be immediately turned in to management.** Employees are prohibited from purchasing for personal use any item from any supplier of under the Company's name or from receiving monies directly from any client (for wages, expenses, etc.). Further, the company has a proprietary interest in its Company logo, trademark, and graphics. As such, employees should not engage in activities that would misuse or infringe upon these items. Similarly, due to FTC regulations, employees should not participate in testimonials for advertisements or promotional purposes as a representative or spokesperson of the Company. So, for example, an employee should not use the Company logo, without advance permission, in any commercial material. On the other hand, nothing in this policy should be construed to prohibit employees from identifying ALSS in the course of activities protected by Section 7 of the National Labor Relations Act pertaining to employees' working conditions.

Smoking

Effective May 1, 2010, Michigan law provides that an individual shall not smoke in a public place, which in most cases specifically includes any enclosed indoor work area at places of employment. Accordingly, all Michigan employees are strictly prohibited from smoking in any indoor, enclosed work area, in accordance with the law. Further, employees are required to adhere to any rules, ordinances, etc. applicable to their specific worksite. In cases where smoking is permitted on the premises, employees are required to smoke in designated smoking areas only and are required to properly discard smoking materials (including matches) in a designated receptacle. Do not litter or discard these items in the trash as this would pose a fire hazard. Employees are not provided with specific break times, etc. and should refrain from smoking except during designated lunch periods and should not abuse this privilege (e.g., by taking breaks during critical periods, excessively, or for long durations). Employees who violate this policy will be subject to discipline, up to and including termination. Further, employees who violate Michigan's no smoking law may be subject to monetary fines of \$100 for first offenses or \$500 for second and subsequent offenses, or injunctive action.

Notice of Changes

For your protection, convenience and benefit, you are requested to notify the office immediately of any change in your name, address, phone number or number of dependents. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits and compute your payroll deductions. This personal information will be handled with complete confidence. We will not supply personal information to unauthorized individuals.

Employee Licenses and Certifications

Employees in certain positions are required to have specific licenses or certifications. Employees in such positions are required to keep their licenses or certifications up-to-date, and remain in good standing. Also, employees in these positions are expected to provide the Company with proof of their current professional licenses or certifications, as well as renewals upon expiration. Employees must report any changes in their

licenses or certifications of any type or character, including any suspensions or revocations, to the Director of Human Resources, within 2 business days of receiving notice of said change.

Employee Medical Exams and Vaccinations

If employees are required to come in contact with samples of bodily tissues or fluids, they will generally be required to undergo tuberculosis testing at least once per year. We will let you know in advance of the testing dates. Also, in such cases and for your protection, we highly recommend that you have hepatitis B vaccinations unless one of the following conditions applies: (1) You have previously received the completed hepatitis B vaccine series; (2) You are hepatitis B surface antibody positive; or (3) You cannot receive it for medical reasons. If you elect not to receive the hepatitis B vaccination, the Company will ask you to sign a form acknowledging this. Any medical information obtained and or documented by the Company will be kept confidential in accordance with applicable laws.

Prescriptions/DEA Information

You may be employed employee in the medical staffing industry, you may learn DEA or other information applicable to prescribe controlled substances. Any unauthorized use of such information (e.g., to obtain prescriptions) is not only against Company policy, but a violation of the law. Any unauthorized use will be subject an employee to discipline up to and including termination. Further, the Company will report any unauthorized use to appropriate authorities.

When Absent or Tardy

To maintain a productive work force, the Company expects employees to be reliable and punctual in reporting for work. Work schedules are disrupted when employees are absent or tardy. Tardiness and absenteeism also place additional burdens on your fellow employees and on our clients. If you know you must be absent or late on a certain day, discuss it in advance with your supervisor to seek advance approval of your absence or tardiness. Your request will be given serious consideration.

When you do not have advance approval and cannot avoid being late or absent from work, must be away from work for part of the day, or are unable to work as scheduled due to an unexpected illness or other unavoidable reasons, **you are expected to call and speak personally with your Staffing Manager at least 4 hours in advance of their scheduled start time unless absolutely not practicable. It is not appropriate to just leave a message on the Company's general office line or person's cell, to leave a message with others, to text, etc.** The only exception to this requirement is when an employee is unable to call. In those rare circumstances, the employee must call as soon as he/she is able. Employees must inform the appropriate individual each day that they will be absent, unless their absence has been excused in advance.

We have certain rules of conduct that have to be followed if we are to get our work done in an efficient and orderly way. Your cooperation is essential, and we urge you to familiarize yourself with those rules of prohibited conduct listed below so you know what is and is Failure to notify the Company, as required, of your absence will result in your absence being considered UNEXCUSED, regardless of the reason for your absence. If you do not report to work and fail to notify the Company for 3 consecutive days as to the reason for your absence, the Company will consider you a voluntary quit and process your termination.

When you call in, you will be asked to provide the reason for your absence and when (date and time) you expect to return to work. Reporting an absence does not necessarily excuse the absence. You should know that you may be required to substantiate the reason for your absence or lateness with a Doctor's note or other documentation. It is your responsibility to verify the accuracy of any and all information presented to the Company by you or anyone on your behalf. Doctor's notes which do not reflect consultation/treatment at the time of the absence will be disregarded.

Poor attendance and excessive tardiness is disruptive. Excessive or unauthorized absences or tardiness will result in disciplinary action, up to and including termination of your employment.

Reference Inquiries

All requests for personal or professional recommendations (e.g., from potential employers of prior or current employees requesting assessments regarding their suitability for employment), whether verbal or in writing, should be directed to ALSS's Human Resources Department. All other employees are prohibited from personally responding to such requests as an authorized representative or spokesperson of ALSS. However, nothing in this policy should be construed as preventing employees from engaging in activities or conversations protected by Section 7 of the National Labor Relations Act, such as employees discussing their working conditions with union representatives, lawyers, or NLRB agents. In response to a request for employment information, the information furnished by the Company will generally be limited to the employee or former employee's name, job title, dates of employment, and confirmation of amounts earned.

Rules of Conduct

not acceptable behavior here. We know employees who will violate the rules are rare exceptions. Based on common sense and good judgment, these rules are designed to protect your rights, the rights of your fellow employees as well as the rights of our customers.

Violations of the following rules which prohibit the indicated behavior will, in the discretion of the Company, result in disciplinary action up to and including termination:

1. Poor work performance;
2. Insubordination (disobedience to authority or failure to follow instructions);
3. Theft, unauthorized removal of property, or misappropriation of funds of either the company, employees, customers, customer employees, or other persons employees deal with in conducting their duties;
4. Refusal to participate in any Company or client investigation or in the maintenance of a safe workplace, including but not limited to investigations related to suspected rule violations, suspected legal violations, or customer investigations;
5. Fighting, horseplay, scuffling, running, or throwing material or other objects;
6. Causing hazardous or unsafe working conditions or engaging in any action which threatens the safe and efficient operation of the Company or client;
7. Possession of hazardous or dangerous property such as weapons, firearms, or chemicals on Company premises, during working hours, or while otherwise performing work duties;

8. Falsification of personnel or other records, dishonesty (including the submission of false or inaccurate records developed by others), or omissions of material information;
9. Restricting or interfering with production or attempting to induce others to do so for reasons unrelated to your job or working conditions;
10. Damage to, destruction of, or misuse of property and equipment belonging to the Company or its employees, customers, or other persons with whose employees interact in performing their work duties;
11. Leaving the job before the end of the assigned schedule without permission, walking off the job or wasting time, loafing, sleeping on the job, neglect or failure to perform assigned duties, or being away from an assigned work area or wasting time without permission for reasons unrelated to your job or working conditions;
12. Use of personal radios, tape players, cameras, MP3 players/recorders, TV's or other similar media at work without authorization;
13. Conducting personal business on Company time and/or property which is unrelated to your job or working conditions.;
14. Engaging in other employment without prior approval by the Company including while on a medical or personal leave of absence;
15. Dumping personal items in trash or dumpsters of the Company or clients;
16. Lending keys to Company or client property to unauthorized persons or duplicating or allowing duplication of keys without prior authorization;
17. Conduct which is designed to harm the image or reputation of the Company, clients or employees, including disparaging statements;
18. Failure to keep work area clean;
19. Unauthorized entry into the building or Company or client premises during non-working hours;
20. Absence without notice or permission, unexcused or excessive absenteeism or tardiness;
21. Failure to cooperate in the investigation of an offense or in the maintenance of a safe workplace;
22. Violation of any policy contained in this Employee Handbook, or any work-rule applicable to a worksite where you are employed (e.g., customer communicated work rules, etc.).

The above rules are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The Company reserves the right to take disciplinary action for other offenses not specifically listed here. Disciplinary action may include, but not necessarily be limited to: a verbal warning, one or more written warnings, suspension without pay, and termination. The Company shall not be required to utilize any particular form or manner of discipline, and does not guarantee that one form of action will necessarily precede the other (e.g., progressive disciplinary action), and does not guarantee any other redress for any work rule violation or misconduct. The choice of discipline issued is within the Company's sole determination. This listing of Rules of Conduct and any discipline taken under these rules does not modify the at-will status explained in the "Termination of Employment and At-Will Employment Status" section of this Employee Handbook (below).

Termination of Employment and At-Will Employment Status

All employees are requested to submit, in writing, notice of intent to leave employment at least 2 weeks prior to the actual date of resignation. All employees' employment, compensation, and benefits are "at will." This means that just as any employee may resign at any time, for any reason or for no reason at all, with or without cause, the Company reserves the right to release an employee and/or change compensation or benefits at any time, for any reason or for no reason at all, and with or without cause. President Ray Lichocki

is the only person who has authority to make an exception to this policy, and it must be in writing, directed to you personally, and signed by him. This policy applies to all of our employees, irrespective of their length of service, and will continue to apply to your employment as long as your work for ALSS.

All benefits stop effective the day of your separation from employment, unless otherwise required by law.

Temporary Help Firm Employee Policy

As a field employee, you routinely will be placed to work with clients on a temporary basis. Upon the completion of any assignment, you have an obligation to notify A-Line Staffing Solutions, LLC, within 7 days after completing services for any client, of your assignment completion. You should do so by notifying the Human Resources Dept. HR@ALineStaffing.com. If you fail to do so, this may be deemed a voluntary quit and affect your eligibility for unemployment compensation should you seek such benefits following completion of your services.

Arbitration

All employees and applicants of ALSS are required to adhere to the Company's Arbitration Policy as a condition of employment and continued employment. This covers any and all disputes involving claims for damages and/or relating to employment, application for employment, or termination of employment, as further set forth in Appendix D.

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge receipt of the A-Line Staffing Solutions, LLC Employee Handbook dated **August 2017**. I understand and agree that I am bound by the policies, terms and conditions of employment set forth in this Employee Handbook.

Also, I understand that my employment with the Company is “at will.” This at-will relationship means either you or the Company may terminate the employment relationship and/or change compensation or benefits at any time, for any reason or no reason at all, with or without cause, and with or without notice. I understand that no exception to this status can be made except as specifically set forth in this Employee Handbook.

I understand and agree that any claim I may have relating to my employment, application for employment, termination from employment, or otherwise related to my employment is subject to arbitration pursuant to the Arbitration Agreement which must be signed as a condition of employment and/or continued employment.

I understand and agree that this Employee Handbook supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment with A Line Staffing Solutions, LLC.

Date

Employee

APPENDIX A

Ray Lichocki – President

- Address: 7529 Auburn Rd., Utica, MI., 48317
- Office Telephone Number: 877-782-3334
- Cell Telephone Number: 586-945-7878
- Facsimile Number: 877-782-3444
- E-Mail: RLichocki@ALineStaffing.com

Dan Lichocki – Vice President

- Address: 7529 Auburn Rd., Utica, MI., 48317
- Office Telephone Number: 877-782-3334
- Cell Telephone Number: 586-801-0253
- Facsimile Number: 5877-782-3444
- E-Mail: DLichocki@ALineStaffing.com

Rebecca Smith – Payroll Manager

- Address: 7529 Auburn Rd., Utica, MI., 48317
- Office Telephone Number: 877-782-3334
- Cell Telephone Number: 586-801-0254
- Facsimile Number: 877-782-3444
- E-Mail: RSmith@ALineStaffing.com

Erik Snyder – Director of Human Resources

- Address: 7529 Auburn Rd., Utica, MI., 48317
- Office Telephone Number: 877-782-3334
- Cell Telephone Number: 586-944-7678
- Facsimile Number: 877-782-3444
- E-Mail: ESnyder@ALineStaffing.com

APPENDIX B

FMLA

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 25 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) 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 (2) 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 servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 | Revised February 2013

APPENDIX C
A-LINE STAFFING SOLUTIONS, LLC ("COMPANY")
ARBITRATION AGREEMENT

Any and all disputes involving claims of monetary damages and/or relating to employment, application of employment, or the termination of employment, which cannot be amicably resolved through informal efforts, shall be resolved through final and binding arbitration pursuant to Chapter 50 of the Michigan Revised Judicature Act (MCLA 600.5001, et seq) and in accordance with MCR 3.602. Disputes covered by this policy include any claims against A-Line Staffing Solutions, LLC (hereafter "the Company"), the Company's subsidiaries and affiliated companies, and its officers, directors, employees and agents for wages, benefits or commissions, claims for breach of express or implied contract, tort claims, claims of discrimination, harassment or retaliation of any kind, including those pursuant to the Elliott-Larsen Civil Rights Act, the Michigan Persons With Disabilities Act, Title VII, the Americans With Disabilities Act, the Age Discrimination in Employment Act, the Family & Medical Leave Act and claims for violation of any other state or federal law. **This means that the parties are waiving their right to a judicial forum and are opting instead to arbitrate their claims.** The parties further agree not to join any covered claims with the claims of any other person or entity.

The only claims not covered by this arbitration policy are those claims for workers compensation disability compensation, unemployment benefits, criminal actions and employer claims for injunctive and/or equitable relief for unfair competition and/or the use and/or unauthorized disclosure of trade secrets, confidential or proprietary information, and claims under the Company's welfare benefit and pension plans, if any.

Unless specifically excluded above, all disputes involving claims of monetary damages and/or relating to employment, application for employment, or the termination of employment shall be reduced to writing and presented to the other party within **180 days** of the date the aggrieved party first had knowledge of the event(s) giving rise to the claim. **This means that the parties are waiving their right to any statute of limitations provided under statutory or common law which is greater than 180 days. Claims filed after 180 days shall be void and deemed waived.** Written notice shall be sent to the Company's President. Written notice to the Employee shall be sent to the Employee's last known address. The written notice shall identify and describe the nature of all claims asserted and the facts upon which such claims are based. All notices shall be sent by Certified Mail, Return Receipt Requested.

The dispute shall be resolved by a single arbitrator, who is neutral in all respects. The arbitrator shall be jointly selected by the parties using the FMCS method for selecting arbitrators. Under this method, the parties shall each receive a list of arbitrators. The party's shall alternatively strike names from the list until there is a single name left. This person shall be designated as the arbitrator for the dispute. The party filing the claim shall strike the first name from the list. If either party requests a second list, the first list will be disregarded and the striking process will apply to the second list. At any time during the selection process, the parties may agree upon an arbitrator outside the procedures established by the FMCS. Once selected by the parties, the arbitrator shall be sworn to hear and fairly consider the matters submitted and to make a just award according to his/her best understanding.

The arbitrator shall not have the authority to amend or modify the Company's policies and procedures or any other terms of the employment relationship, and shall render a written decision setting forth findings of fact and conclusions of law as to the claims or disputes at issue. The Arbitrator shall apply the substantive law (and the law of remedies, if applicable) of the State of Michigan, or federal law, or both, as applicable to the claim(s) asserted. The arbitrator shall apply the Michigan Rules of Evidence. The

Arbitrator's decision shall be final and binding upon the parties, subject to judicial review in accordance with MCLA 600.5001, et. seq and MCR 2.602. Any action to compel arbitration, enforce or vacate an arbitration award shall be brought in the Oakland County Circuit Court or in the United States District Court for the Eastern District of Michigan.

Both parties have the right to be represented by an attorney or representative during the arbitration proceeding, and shall pay for its own costs and attorney fees, if any. However, if either party prevails on a statutory claim which affords the prevailing party attorneys fees, or if there is a written agreement providing for fees, the Arbitrator may award reasonable fees.

Either party may, at its own expense, arrange for and pay the cost of a court reporter to provide a stenographic record of all proceedings. The parties agree to share the costs of the Arbitrator. The arbitration record shall remain private and confidential except where the parties agree in writing to make the record public, the record is needed for further proceedings between the parties, the record is required to respond to an order of a governmental agency or legal process.

Nothing contained in this policy modifies the "at will" relationship of the employee.

A-LINE STAFFING SOLUTIONS, LLC

[EMPLOYEE NAME]

By: _____

(Employee Signature)

Its: _____