



5151 Beltline Rd.  
Suite 700  
Dallas, TX 75254  
O: 214.996.9400  
F: 214.615.2626

[GTNTechnicalStaffing.com](http://GTNTechnicalStaffing.com)

# EMPLOYEE POLICY MANUAL

## GTN TECHNICAL STAFFING

**EMPLOYEE ACKNOWLEDGMENT  
REGARDING GTN TECHNICAL STAFFING  
EMPLOYEE POLICY MANUAL**

I acknowledge having read the Employee Policy Manual (the “Manual”) of **GTN TECHNICAL STAFFING** (the “Company”). I agree to abide by the rules and instructions contained in the Manual. I will familiarize myself with the information in the Manual, will seek verification or clarification where necessary, and will comply with the policies, benefit requirements, and procedures pertaining to the Company.

I understand and acknowledge that failure to abide by the policies contained herein, including changes, additions, modifications, and/or alterations could result in disciplinary action up to and including termination. I further understand and acknowledge that my continued employment is evidence of my acceptance to abide by any and all changes, additions, modifications, and/or alterations made in the future and presented to employees whether or not I have signed an acknowledgment of such changes.

I understand that the Manual is to be used as a guide to the various policies, benefits, and information pertaining to my employment. **I recognize that no part of the Manual should be construed as any type of contract – formal, informal, or implied.** I recognize the Company’s right to make unilateral changes in the content, interpretation, or application of the Manual at any time the Company deems appropriate, even if the changes to be implemented have not been communicated, reprinted, or substituted in the Manual or elsewhere.

I also acknowledge and understand that there are additional policies available online that supplement this Manual, including the client/candidate ownership guidelines, general procedures manual, accounts payables/receivables guidelines, compensation plan, job duties forms, employee referral programs, and activity goals. I hereby acknowledge I have been provided access to the information, reviewed the information, and agree to abide by the terms therein.

Furthermore, **I understand and acknowledge that absent a written contract to the contrary, signed by an authorized officer of the Company and me, my employment is terminable at the will of either the Company or me at any time for any reason or no reason and without notice.**

I agree that this Manual is Company property. I agree to return this Manual and all other Company property upon leaving the employ of the Company for any reason. This Manual will remain at the Company’s office at all times.

---

Employee’s Signature

---

Employee’s Printed Name

---

Date

## **GTN TECHNICAL STAFFING**

### **TABLE OF CONTENTS**

#### **100 INTRODUCTION**

Welcome Letter

#### **200 COMPANY POLICIES**

201 Equal Employment Opportunity

202 Company Manual

203 Harassment

204 Sexual Harassment

205 Smoking/Tobacco Use

206 Drug and Alcohol Testing

#### **300 EMPLOYMENT REGULATIONS, POLICIES, AND PROCEDURES**

301 Orientation

302 Training Period

303 Personnel Information

304 Secondary Employment

305 Termination of Employment

306 Grievance Procedures

307 Employment Procedures

308 Employment of Relatives

309 Employment of Minors

310 Rehire of Former Employees

311 Immigration Reform and Control Act

312 Performance Evaluations

313 Corrective and Disciplinary Procedures

#### **400 FINANCIAL COMPENSATION**

401 How and When Payment is Made

402 Overtime Compensation for Hourly Employees

403 Reimbursable Business Expense

## **500 EMPLOYMENT BENEFITS**

- 501 Employee Classifications
- 502 Insurance Plans
- 503 401(k) Plan
- 504 Leave
  - 504.1 Paid Time Off (“PTO”)
  - 504.2 Holidays
  - 504.3 Family and Medical Leave Act (“FMLA”)
  - 504.4 Funeral
  - 504.5 Jury or Witness Duty, Compulsory Process
  - 504.6 Military
  - 504.7 Voting

## **600 OPERATING POLICIES, REGULATIONS, AND PROCEDURES**

- 601 Business Hours
  - 601.1 Timekeeping
  - 601.2 Absenteeism and Tardiness
  - 601.3 Meal and Break Periods
  - 601.4 Club Trip
  - 601.5 Inclement Weather/Natural Disaster
- 602 Release of Company Information
- 603 Confidentiality
- 604 Conflict of Interest
- 605 Copyrights/Patents/Inventions
- 606 Tips and Gratuities from Clients
- 607 Personal Vehicle Responsibility
- 608 Professional Conduct
- 609 Office Romance/Dating
- 610 Contributions and Solicitations
- 611 Dress Code
- 612 Office Appearance
- 613 Care of Company Equipment and Supplies
- 614 Computer Use
- 615 Internet Use
- 616 E-Mail Use
- 617 Telephone Procedures
- 618 Completion of Paperwork
- 619 Staff Meetings
- 620 Security
- 621 Workers’ Compensation
- 622 Occupational Safety and Health Administration (“OSHA”)

## WELCOME TO GTN TECHNICAL STAFFING

**GTN TECHNICAL STAFFING** (the “Company”) is pleased to present you with a copy of our Employee Policy Manual (the “Manual”) to read. The Manual is designed to keep you informed of many of the policies of the Company. It is a summary of the principles we uphold and the responsibilities you assume as an employee.

The Company wants all employees to enjoy working here. That is one reason we provide good pay and benefits and pleasant working conditions. **The Company is an at-will employer and employees should understand that employment is not offered, contracted, or promised for any specific length of time. Employees have the right to terminate employment at any time, with or without cause and with or without notice, and the Company has the same right.** This is just good business and legal practice for everyone.

THIS MANUAL SETS OUT GUIDELINES ONLY AND IS NOT A CONTRACT OF EMPLOYMENT. We are not able to foresee the future; therefore, the Company may need to supplement, modify, or eliminate one or more benefits, work rules, or guidelines described in this Manual. The Company reserves the right to exercise its discretion to unilaterally make deletions from or additions to this Manual. Vice President Greg Smith and/or Vice President Jim Bright must authorize all such changes in writing. Each employee’s continued employment constitutes acceptance of such changes.

Please read the Manual carefully. Because the Manual is Company property, kindly return it at your separation from employment for any reason. If you have any questions concerning the policies or benefits outlined, ask your manager about them.

It is our hope that adherence to the policies in this Manual will make your employment with the Company productive, enjoyable, and mutually rewarding.

Welcome to our team!

---

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY POLICY #201**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to ensure that the Company's personnel policies and practices are administered without regard to race, color, religion, sex, age, national origin, disability, or veteran status. The law also prohibits discrimination based on the use of genetic test results or an employee's refusal to submit to such testing.

**Guidelines:**

1. All employees and job applicants are guaranteed equality of employment opportunity. The Company will not discriminate against employees or applicants on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. The Company will not otherwise engage in any form of unlawful discrimination or retaliation, including without limitation, discrimination based on the use of genetic test results or an employee's refusal to submit to such testing.
2. All recruitment, selection, placement, training, transfer, termination, layoff, and other employment decisions made by the Company will be based solely on a candidate's job-related qualifications and abilities and the legitimate business needs of the Company. In some cases, seniority may be treated as a factor to be considered in the selection process.
3. Assuming that a job opening exists, the qualifications of a candidate for a promotion or transfer will be assessed solely on the basis of the individual's ability, merit (as demonstrated by the applicant's performance record), seniority, where applicable, as well as the legitimate business needs of the Company.
4. All other personnel policies and practices of the Company (including compensation, benefits, discipline, and safety and health programs as well as social and recreational activities) will be administered and conducted without regard to any individual's race, color, religion, sex, age, national origin, disability, veteran status, genetic test results, or an employee's refusal to submit to such testing.

**EMPLOYEE RESPONSIBILITIES:**

To report any perceived violations of this policy to his or her immediate manager. If the immediate manager is unavailable or is involved in some manner with the perceived violation, employees should report perceived violations to an officer of the Company. (See Grievance Procedures Policy.)

**GTN TECHNICAL STAFFING  
EMPLOYEE POLICY MANUAL**

---

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY POLICY #201**

Effective: 07/01/01

---

**MANAGER RESPONSIBILITIES:**

All related employment activities must follow the Equal Employment Opportunity Policy as outlined by the Company policy.

---

**SUBJECT: COMPANY MANUAL POLICY #202**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company views the success of its employees as an asset. This Manual is provided to all employees in writing to assist our employees in the performance of their duties and to communicate the Company's expectations regarding policies, procedures, regulations, and operations.

**Guidelines:**

1. New employees are to be given a Manual to read at the time of orientation. Each employee will be required to read the Manual and sign and date an acknowledgment.
2. The Manual will be easily accessible to all employees who wish to refer to its contents.
3. Employees requiring assistance in locating or understanding information contained in the Manual should contact their manager or another member of management in the corporate office.
4. The Manual is Company property and employees will return the Manual at their separation from employment for any reason.
5. Failure to abide by the Company's policies may result in disciplinary action up to and including termination of employment.



---

**SUBJECT: HARASSMENT POLICY #203**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to communicate the Company's determination to:

- Provide a working environment free of discriminatory intimidation.
- Identify complaint procedures available to employees.
- Outline disciplinary penalties that may be imposed for discriminatory or harassing conduct.

Harassment involves verbal or physical conduct that harms or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, or that of his or her relatives, friends, or associates and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

**Guidelines:**

1. It is against Company policy for any employee, independent contractor, or other visitor to harass any employee of the Company through the use of disparaging or abusive words or phrases, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, or disability. This includes acts that are declared to be "jokes" or "pranks," but that might reasonably be perceived as hostile or demeaning.

2. Creation of an intimidating, hostile, or offensive work environment may include publishing or posting written or graphic material that criticizes or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on Company property or circulated in the workplace.

---

**SUBJECT: HARASSMENT POLICY #203**

Effective: 07/01/01

---

3. Unreasonable conduct will not be tolerated. This includes, but is not limited to, excluding employees from information regarding opportunities for advancement; denying access to information, people, or places; treating other employees as inferiors; or selecting one or a few members of a protected class for favorable treatment.
4. The Company will determine whether certain conduct occurred and/or whether it constitutes harassment based on a review of the facts and circumstances of each situation.
5. The Company will not condone harassment of employees. All employees, including managers, will be subject to severe disciplinary action up to and including termination for any harassing behavior.
6. Employees who feel victimized by harassment should immediately report the alleged harassment to their manager. If the manager is the source of the alleged harassment, employees should report the problem to the manager's superior. (See Grievance Procedures Policy.)
7. Managers who receive a complaint of harassment should report the it to an officer of the Company.
8. A prompt and careful investigation of the matter will be conducted, questioning employees who may have knowledge of the alleged incident or similar problems. Both the complaint and the investigative actions and findings will be documented as thoroughly as possible.
9. Employees who are dissatisfied with an investigating manager's resolution of a harassment problem may file a complaint in accordance with the Company's grievance procedures. (See Grievance Procedures Policy.)
10. No employee will be subject to any form of retaliation or discipline for pursuing a claim of harassment.
11. The Company recognizes that the issue of whether harassment has occurred requires a factual determination based on all the evidence received.
12. The Company also recognizes that false accusations of harassment can have serious effects on innocent employees. We trust that all employees will act in a responsible and professional manner to maintain a pleasant working environment free of harassment.
13. The Company reserves the right to remedy inappropriate harassing conduct falling short of conduct subjecting the Company to legal liability, in a manner that is appropriate, fair, and legal up to and including termination and to report illegal acts to the proper authorities.

---

**SUBJECT: SEXUAL HARASSMENT POLICY #204**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to stress the Company's strong opposition to sexual harassment, to identify complaint procedures available to employees, and to outline disciplinary penalties that may be imposed for sexually harassing conduct.

Sexual harassment involves:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment.
- Making submission to or rejection of such conduct the basis for employment decisions.
- Creating an intimidating, offensive, or hostile working environment by such conduct.

**Guidelines:**

1. It is illegal and against Company policy for any employee to harass another employee by making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment; by using an employee's submission to or rejection of such conduct as the basis for or a factor in any employment decision affecting the individual; or by creating an intimidating, hostile, or offensive work environment by engaging in such conduct.
2. The creation of an intimidating, hostile, or offensive work environment may include such actions as persistent comments on an employee's sexual preferences or the display of obscene or sexually-oriented photographs or drawings. The Company will determine whether certain conduct occurred and/or whether it constitutes sexual harassment based on a review of the facts and circumstances of each situation.
3. The Company will not condone any sexual harassment of employees. Moreover, the Company will not tolerate inappropriate conduct by independent contractors or other visitors. All employees, including managers, will be subject to severe disciplinary action up to and including termination for any sexually harassing behavior.
4. Employees who feel victimized by sexual harassment should immediately report the alleged harassment to their manager. If the manager is the source of the alleged harassment, employees should report the problem to the manager's superior. (See Grievance Procedures Policy.)

---

**SUBJECT: SEXUAL HARASSMENT POLICY #204**

Effective: 07/01/01

---

5. Managers who receive a sexual harassment complaint should report the complaint to an officer of the Company.
6. A prompt and careful investigation of the matter will be conducted, questioning employees who may have knowledge of the alleged incident or similar problems. Both the complaint and the investigative actions and findings will be documented as thoroughly as possible.
7. Employees who are dissatisfied with an investigating manager's resolution of a sexual harassment problem may file a complaint in accordance with the Company's grievance procedures. (See Grievance Procedures Policy.)
8. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint in good faith. The Company also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination.
9. The Company recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received.
10. The Company reserves the right to remedy inappropriate sexually offensive conduct falling short of conduct subjecting the Company to legal liability, in a manner that is appropriate, fair, and legal up to and including termination and to report illegal acts to the proper authorities.

---

**SUBJECT: SMOKING/TOBACCO USE POLICY #205**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

It is the intent of the Company to provide a tobacco-free work environment for its employees and clients. With the current evidence that tobacco use is dangerous and injurious to a person's health, this policy will be vigorously enforced to comply with the Company's health and safety standards.

The Company respects a person's right to choose whether or not to use tobacco products during non-working time and in non-working areas as subject to an individual's choice. However, the Company has made a wellness commitment to work toward a totally tobacco-free environment. Therefore, Company policy precludes employees from using tobacco products while representing the Company to minimize health consequences to others.

**Guidelines:**

1. It is against Company policy for employees to use tobacco products in the workplace.
2. NO TOBACCO USE will be permitted for any reason in Company vehicles.
3. Smoking in designated areas will be restricted to break times and lunch times. These break times will be strictly enforced.
4. Two (2) breaks, one during the morning and one in the afternoon, of ten (10) minutes each may be taken by the employee, depending upon the scheduling needs of the department.

---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

As part of the Company's commitment to safeguarding the health of employees, providing a safe place for employees to work, and supplying our clients with the highest quality products and services possible, the Company issues this policy outlining its position on the use or abuse of alcohol, drugs, other controlled substances, or inhalants by employees.

Because substance abuse at work or away from work can seriously endanger the safety of employees and render it impossible to supply top-quality products and services, the Company also is establishing a program under this policy to detect and remove abusers of alcohol, drugs, other controlled substances, or inhalants from its workplace where such abuse impacts job performance, or otherwise has a negative impact on the Company's business environment.

In implementing and enforcing this policy, the Company may test applicants and employees for the presence of drugs and/or alcohol.

**Guidelines:**

1. Definitions:

- a. Alcohol or alcoholic beverage – means any beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume.
- b. *Drug* – means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it and/or the metabolite of any such substance.
- c. *Prescribed drug* – means any controlled substance prescribed for the individual consuming it by a licensed medical practitioner. Controlled substance means that distribution of a substance (usually a drug) is subject to regulation by state or federal law (*i.e.*, it can only be prescribed by a licensed medical practitioner).
- d. *Illegal drug* – means any drug or controlled substance, the sale or consumption of which is illegal.
- e. *Specimen* – means urine, blood, breath, saliva, or hair.

---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

f. *Inhalant* – means any glue, paint, aerosol, anesthetic, cleaning agent, solvent, or other substance that, when inhaled or ingested, will cause a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulling of the senses and that contains chemicals including, but not limited to: toluene, xylene; hexane; acetone; methylene chloride; methanol; Freon(s); benzene; (iso) amyl nitrite; (iso) butyl nitrite; (iso) propyl nitrite; N-butyl nitrite; butane; propane; fluorocarbon, hydrocarbons; ethyl chloride; nitrous oxide; halothane; tetrachloroethylene; trichloroethane; trichloroethylene.

2. The Company reserves the right to test for the presence of the following drugs and alcohol at the levels indicated on the following chart:

<b>DRUG CLASS</b>	<b>URINE – NG/ML</b>	<b>HAIR – NG/GM</b>
Alcohol	0.04%	-
Amphetamine/Methamphetamine	1,000	500
Barbiturates	200	-
Benzodiazepines	200	-
Cocaine Metabolite	300	500
Marijuana Metabolite	50	5
Methadone	300	-
Methaqualone	300	-
Opiates	300	500
Phencyclidine (“PCP”)	25	300
Propoxyphene Metabolite	300	-

3. Any individual whose test result indicates the presence of alcohol or drugs at or above the levels shown in any of the classes of drugs listed above will be considered to have a positive test.

4. No prescribed drug shall be brought on Company premises by any person other than the person for whom the drug is currently prescribed by a licensed medical practitioner and shall be used only in the manner, combination, and quantity prescribed.

---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

5. The Company will not tolerate on-premises or on-duty use, possession, or distribution of illegal drugs or alcohol or the abuse of inhalants. Employees who use these substances off duty and report for work under their influence may be terminated.

6. The illegal use, sale, trade, or delivery of a drug or controlled substance or the illegal possession of same on or off duty is cause for termination.

7. At the request of the Company, based on reasonable suspicion or evidence of illegal sale, possession, or use of controlled substances, employees must submit to a search of items within the employee's work area and any personal vehicle brought on Company premises or work sites or used on Company business.

8. If required by contract or other agreement with client or other concerned party, applicants and employees may be subject to pre-employment, random, and/or reasonable suspicion drug testing. Such testing will be under the following conditions:

a. Applicant Testing:

(1) All persons who seek employment for any position may be required to submit to drug testing only after a conditional offer of employment has been made and as required by contract. Collection sites, laboratory locations, the Medical Review Officer ("MRO"), and record keeping will all follow the guidelines set forth in this policy.

(2) The Company will not take any action under this applicant testing policy in violation of the Americans with Disabilities Act.

b. Reasonable Suspicion Testing: Drug and/or alcohol testing may be required if an employer has a "reasonable suspicion," based on specific facts and rational inferences from those facts, that an employee:

(1) Is under the influence of drugs or alcohol or

(2) Has violated the Company's written work rules against the use, possession, sale, or transfer of drugs, alcohol, or inhalants while working, while on the employer's premises, or while operating Company-owned and/or leased vehicles, machinery, or equipment.



---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

c. Random Testing: At the discretion of the Company's management or as required by contract, employees may be required to participate in random, spot-check drug screens. Drug tests are unannounced and every employee has an equal chance of being selected for testing.

9. Employee Testing:

a. All employees of the Company may be required to submit to testing under the specific guidelines described in the Drug and Alcohol Testing Policy.

(1) Post-Accident Testing: Drug and/or alcohol testing, concurrent with treatment for injury or as soon as practicable after non-injury property damage, will be required if the employee:

(a) Has sustained a personal injury or caused a co-worker or any other person to be injured or

(b) Has caused a work-related accident or was operating or helping to operate machinery, equipment, or a vehicle involved in a work-related accident or in damage to property.

(2) Return-to-Duty/Follow-Up Testing: The Company may conduct follow-up testing as permitted and/or required by law. Any positive test during this period will result in termination without notice.

10. Testing Procedures:

a. Testing of employees will be conducted either during the employee's workday or immediately thereafter. Employees will be compensated for this working time at their normal compensation for time worked during this period.

b. The Company may use breathalyzers or other testing procedures to detect alcohol use or influence by employees while on duty. If alcohol use or impairment is suspected, an employee should be treated in the same fashion as other employees subject to for-cause investigations.

c. All applicants and employees who are requested to submit to testing will be directed to report to a laboratory selected by the Company for the purpose of testing including, without limitation, providing a urine, blood, or hair specimen for testing.

---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

d. Specimen collection will be performed by the laboratory's personnel and will be conducted in accordance with federal, state, and local requirements to guard the integrity of the specimens, maintain the chain of custody, and ensure the tests are treated as confidential and distribution limited to those having a "need to know."

e. Testing of the specimen will be performed by a certified laboratory. The method of initial testing used will be EMIT immunoassay. In the event the initial test results are positive, the laboratory will perform a second test on the same specimen to confirm the test results. The confirmation test method used will be GC/MS (gas chromatography/ mass spectrometry). Except as otherwise provided in this policy, all initial and confirmation tests will be performed at the expense of the Company.

f. Test results will be reviewed by the laboratory's MRO who will interpret and evaluate the test results together with the individual's medical history and any other relevant information. Applicants and employees will have the right to provide the MRO, in confidence, with any information the applicant or employee believes may affect the outcome of the test.

g. All test results will be reported to the Company's designee.

**11. Confidentiality:**

a. All test results and related information will be maintained and treated as confidential by the Company, with distribution limited to those having a "need to know."

b. Such records are property of the Company, but will be made available to the applicant or employee upon his or her request for inspection or copying.

c. The testing laboratory will not disclose to the Company any information revealed by the testing relating to the general health, pregnancy, or other physical or mental condition of the person tested or any other information the disclosure of which is prohibited by federal, state, or local law.

**12. Policy Violations and Consequences:**

a. Applicants who refuse to sign the Substance Abuse Screening Consent and Release or submit to testing or who adulterate, dilute, or otherwise tamper with a test specimen or have a positive test result that is confirmed in accordance with federal, state, and local rules and regulations will not be hired for employment.

---

**SUBJECT: DRUG AND ALCOHOL TESTING POLICY #206**

Effective: 07/01/01

---

b. Employees who refuse to sign the Substance Abuse Screening Consent and Release or submit to testing or who adulterate, dilute, or otherwise tamper with a test specimen or have a positive test result that is confirmed in accordance with federal, state, and local rules and regulations may be subject to immediate termination from employment.

c. Any employee who is terminated from employment in accordance with this policy is considered to have been terminated for misconduct and is not eligible to collect unemployment compensation benefits.

d. The Company will not take any action under this policy in violation of the Americans with Disabilities Act, or any other law.

e. Employees who come forward to admit they have a substance abuse problem prior to the Company's initiation of investigative procedures may be granted leave for the purpose of obtaining appropriate counseling and treatment. Employees who seek appropriate treatment may be conditionally reinstated to their previous status provided they undergo

Company-approved substance abuse counseling/treatment at their own expense, maintain the preventive course of conduct prescribed by their drug and alcohol counselor and doctors, and their work performance is not adversely affected by continued abuse of drugs and alcohol.

f. Employees who voluntarily seek assistance before investigative action is initiated may be accommodated by applicable Company leave of absence.

g. Treatment for alcoholism and other drug addictions is regarded the same as treatment for any other illness or disability. Eligible employees may apply for these benefits in accordance with the terms of available coverage.

**h. Employees will have only one opportunity to go through counseling/treatment.** Employees who do not follow the prescribed preventive maintenance treatment by their drug counselor or who relapse or engage in drug or alcohol use affecting their job performance will be terminated.

13. Amendments:

a. In accordance with federal, state, and local regulations, the Company has the right to make changes to this policy at any time.

b. If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder of the policy, to the extent possible, remains in full force and effect.



---

**SUBJECT: ORIENTATION POLICY #301**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to ensure that new employees are introduced properly to their co-workers and instructed in their job duties, responsibilities, and the Company's policies and practices.

**Guidelines:**

1. The primary responsibility for arranging and conducting each new employee's orientation belongs to the supervising manager.
2. The supervising manager will welcome new employees, give them a tour of the Company, introduce them to co-workers, explain their job duties and responsibilities, and inform them of important work rules, procedures, and requirements.
3. All new employees will receive access to a copy of the Manual to read during their orientation session.
4. All new employees will be shown how to access and be given the opportunity to review the additional policies available online, including the client/candidate ownership guidelines, general procedures manual, accounts payables/receivables guidelines, compensation plan, job duties forms, employee referral programs, and activity goals.
5. Employees must sign a statement that they have read the Manual and agree to abide by its rules, terms, and provisions.
6. The supervising manager is responsible for ensuring that all necessary paperwork is completed by new employees, including the Company's non-compete agreement, tax withholding, payroll deduction, I-9, and any other form(s) required by law.

**SUBJECT: TRAINING PERIOD POLICY #302**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

New employees will serve a training period of ninety (90) calendar days. During this training period, employees will have an opportunity to get acquainted with their fellow employees, surroundings, and new duties. At the same time, employees' work, attendance, abilities, cooperation, and potential value to the Company will be carefully studied by their manager.

**Guidelines:**

1. All new employees will serve a training period of ninety (90) calendar days.
2. All full- or part-time employees who are promoted are required to serve a training period for a period of time to be determined by management.
3. A manager may approve up to two (2) consecutive thirty (30) day extensions of the training period for justifiable reasons, such as:
  - a. The manager has reason to believe that an employee whose performance has been marginal will, with additional training and experience, reach an acceptable level of performance; or
  - b. The employee has been absent for a period of time that adversely affects the manager's ability to evaluate the employee's performance.
4. Employees who successfully complete their training period, depending on the work demand, may be offered continued employment with the Company.
5. The successful completion of the training period does not mean that an employee's employment will continue for any definite period of time. Rather, an employee who successfully completes the training period continues in the employment of the Company as an at-will employee.
6. Employees transferred at management's request during their training period may serve a new training period commencing with the effective date of transfer. Transfers will not affect the commencement of benefits.

---

**SUBJECT: PERSONNEL INFORMATION POLICY #303**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

It is the policy of the Company to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with legal record keeping and reporting requirements.

The Company attempts to balance its need to obtain, use, and retain employment information with a concern for individual employee rights of privacy; therefore all personnel information is closely controlled.

**Guidelines:**

1. Greg Smith and/or Jim Bright is responsible for overseeing record keeping for all personnel information and will specify what information should be collected and how it should be stored and secured.

2. It is the responsibility of the employee to keep Company personnel files updated. The following information must be provided at the time of employment and changes should be submitted promptly by the employee in writing:

- a. Name.
- b. Address.
- c. Telephone number.
- d. Marital status (for benefits and tax withholding purposes only).
- e. Number of dependents.
- f. Addresses and telephone numbers of dependents and spouse or former spouse for insurance purposes only.
- g. Beneficiary designations for any of the Company's insurance, disability, pension, and profit-sharing plans.
- h. Persons to be notified in case of an emergency.

---

**SUBJECT: PERSONNEL INFORMATION POLICY #303**

Effective: 07/01/01

---

i. In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten (10) days of the change, if it results in a decrease in the number of dependents.

3. Personnel File Contents: When an employee is hired by the Company, a personnel file will be established and will generally contain the following information, without limitation:

a. Application for employment and related hiring documents such as resumes and educational transcripts.

b. Personal information changes and personnel action notices of pay and employment status changes.

c. Performance documents including performance appraisals.

d. Tuition reimbursement documentation.

e. Employee history updating information submitted by employees including recent education, records of outside achievements, changes affecting withholding tax, etc.

f. Other documents pertaining to employment such as appreciation letters, corrective action reports, employment contracts, record of automobile insurance, employment verifications, training records, references from previous employers, and a termination or exit interview report.

These files are stored in a locked cabinet and / or in electronic records and may be examined only by appropriate members of Company management and as required by law or administrative procedure.

4. File Retention: Originals of personnel records will be maintained for at least five (5) years after an employee's separation date.

5. Management staff may examine active and separated employee files on a "need-to-know" basis. The inspection must be approved by a Company officer and should be recorded in the file inspected.

6. Employees are to refer all requests from outside the Company for personnel information concerning applicants, employees, and past employees to the payroll department.



---

**SUBJECT: PERSONNEL INFORMATION POLICY #303**

Effective: 07/01/01

---

7. The Company will normally release personnel information, other than date of hire, date of termination, title of last position, and eligibility for rehire, only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information.

8. The Company generally will also cooperate with federal, state, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the Company may first seek advice of legal counsel. The Company may permit a government investigator to review a personnel file on Company premises, but the investigator will not be allowed to remove or reproduce this information without consent from the Company and/or the Company's attorneys.

---

**SUBJECT: SECONDARY EMPLOYMENT POLICY #304**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company's pay structure is designed to serve as the full-time employee's primary employment. Full-time employees should receive management approval to engage in any form of secondary employment. All employees (*i.e.*, full-time, part-time, and temporary) are required to report additional and/or secondary employment to management.

**Guidelines:**

1. Employees must not conduct or solicit secondary employment in any manner during work hours or in work areas, whether working or not.
2. Employees must not conduct or solicit secondary employment from the Company's clients or while using Company-owned equipment or supplies.
3. Employees may not work, directly or indirectly, for contractors, suppliers, or any other business that may be construed to be a conflict of interest.
4. An employee who is injured at other employment is not covered under the Company's workers' compensation plan.

---

**SUBJECT: TERMINATION OF EMPLOYMENT POLICY #305**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Terminations are to be treated in a professional manner by all concerned and, to the extent practicable, confidentiality should be maintained. The Company endeavors to implement consistent termination procedures in accordance with the Company's equal employment opportunity statement.

Inasmuch as employees may terminate their employment with the Company at any time and for any reason, the Company can terminate employees at any time and for any or no reason. The Company subscribes to the policy of "employment at-will." Continued employment with the Company is at the sole and exclusive option of Company management. Permanent employment or employment for a specific term cannot be guaranteed or promised by any Company employee, officer, manager, or owner.

**Guidelines:**

Employment is on an at-will basis.

1. Resignation: An employee desiring to terminate employment should give two (2) weeks advance notice.

Should an employee resign to join a competitor or at the discretion of Company management, the employee may be required to leave the Company immediately rather than work during the notice period.

2. Employees resigning will receive their final pay, minus applicable deductions, no later than the next regular pay period after their last day of employment.

3. Employees terminated by the Company will receive their final paychecks for base salary within six (6) days after the date of termination.

4. Employees on commission who separate will be paid under the terms of the commission agreement. If an employee quits, the employee will be paid any commissions and bonuses on the next regular pay period after they become due and payable. Contractor commissions will be payable for a maximum of two payroll periods, and permanent placement commissions will be payable after the applicant has passed the guarantee period. All non-commission, non-bonus pay will be paid within the time frames based on the employee's final day of work as applicable under Guidelines 2 and 3 above.

---

**SUBJECT: TERMINATION OF EMPLOYMENT POLICY #305**

Effective: 07/01/01

---

5. If the Company is unable to calculate all amounts owed within the above-referenced time periods (e.g., because all appropriate documentation has not been turned in through no fault of the Company), the unpaid amount will be paid as soon as the Company can reasonably calculate the amount owed.

6. Employees will receive an Exit Interview phone call from the Company.

**PROCESS AND PROCEDURES:**

1. The terminating manager and payroll department will initiate a termination checklist.
2. On the final day of employment employees must return all Company property to the employee's manager or other member of the Company's management. Employees may have deductions made from their final paycheck and expense check for any failure to return Company property, to the extent allowed by law
3. All outstanding advances charged to the terminating employee will be deducted from the final paycheck pursuant to each employee's written authorization.
4. The Company may conduct an exit interview with the employee.
5. All employees terminated by the Company will be given a final paycheck subject to the guidelines on the previous page.

**EXIT INTERVIEW FORM**

Employee Name/Position: \_\_\_\_\_  
Immediate Manager: \_\_\_\_\_  
Employment Date: \_\_\_\_\_  
Separation Date: \_\_\_\_\_

Why are you leaving the Company?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Family responsibilities           | <input type="checkbox"/> Discrimination           | <input type="checkbox"/> Schedule conflict                      |
| <input type="checkbox"/> New job/better working conditions | <input type="checkbox"/> Sexual harassment        | <input type="checkbox"/> Unhappy with advancement opportunities |
| <input type="checkbox"/> New job/better pay                | <input type="checkbox"/> Medical reasons          | <input type="checkbox"/> Training                               |
| <input type="checkbox"/> New job/better benefits           | <input type="checkbox"/> Unhappy with supervision | <input type="checkbox"/> Other                                  |
| <input type="checkbox"/> Unhappy with job duties           | <input type="checkbox"/> Lack of transportation   |   |
|  | <input type="checkbox"/> Involuntary termination  |   |

Comments: \_\_\_\_\_  
\_\_\_\_\_

How would you evaluate your salary in comparison to the work that you performed?

\_\_\_\_\_

Was your training adequate? ( ) Yes ( ) No If no, how could it have been improved?

\_\_\_\_\_

What is your opinion of the supervision you received? \_\_\_\_\_  
\_\_\_\_\_

Was there reasonable opportunity for advancement in your department? ( ) Yes ( ) No  
If no, did you apply for positions in other departments? ( ) Yes ( ) No

\_\_\_\_\_

Please evaluate your work environment. Did you have the necessary personnel and equipment to do your job? \_\_\_\_\_

Do you have comments or suggestions regarding the Company? Feel free to elaborate openly and honestly. \_\_\_\_\_  
\_\_\_\_\_

It is the policy of the Company to give neutral references on its former employees. This involves date of hire, date of termination, title of last position, and eligibility for rehire. Other than that, do we have your permission to give additional reference information? ( ) Yes ( ) No  
If yes, information to be given: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Management Interviewer (1): \_\_\_\_\_  
Management Interviewer (2): \_\_\_\_\_

---

**SUBJECT: GRIEVANCE PROCEDURES POLICY #306**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company's goal is to ensure all employees and applicants receive equitable solutions to work-related misunderstandings and grievances. The policy of the Company is to resolve complaints or disputes out of court and at the lowest possible level. However, if a discussion with a manager fails to resolve an employee's grievance, the employee has other options through a designated grievance procedure. No employee will suffer reprisals or reduction in status as a result of having presented a grievance or having been a part in interest in the grievance procedure.

**Guidelines:**

1. Employees who have a problem or complaint are encouraged to present the grievance or complaint to their managers personally or in writing within one (1) week of the event giving rise to the complaint.
2. Managers will attempt to meet with the employee and respond to the grievance within five (5) working days.
3. When a problem or complaint involves a manager who functions at any step in the grievance procedure or if the manager is unavailable during the week following the event giving rise to the complaint, the employee may bypass that manager and contact the next manager in the management chain. If the matter is of such a nature that the employee does not wish to discuss the matter with the next manager in the management chain, the employee may appeal to that manager's superior, or an officer of the Company as the final step in the management chain.
4. When a problem or complaint, hereafter called a CLAIM, cannot be resolved through the internal procedures described above, an employee desiring resolution must, within one hundred and twenty (120) days of the date when the CLAIM arose, file a written Action Request with an officer of the Company describing the CLAIM and what action the employee requests the Company to take regarding the dispute or claim.
5. Applicants with a CLAIM must, within one hundred (120) days of the date when the CLAIM arose, file a written Action Request according to the procedure described in Guideline 4 of this policy.
6. The officer of the Company will investigate the CLAIM and will respond to the Action Request within twenty (20) days of the date the CLAIM is received.

---

**SUBJECT: GRIEVANCE PROCEDURES POLICY #306**

Effective: 07/01/01

---

7. If the response to the Action Request does not resolve the matter, as a prerequisite to initiating any legal action against the Company, the applicant or employee is required to request mediation. (For complete information on this process and its requirements, refer to the Company's Employment Dispute Resolution Policy and Procedure incorporated into the Employment Agreement.)

**EMPLOYEE GRIEVANCE**

Employee's Name:

Job Title:

Date:

**ACTION REQUEST**

Full description of Dispute or CLAIM – include the date(s) of the event causing the CLAIM:

Name of any witnesses:

Remedy sought:

\_\_\_\_\_  
Employee's Signature

Date

Employees of **GTN TECHNICAL STAFFING** are assured they will suffer no reprisals or reduction in status as a result of having filed a grievance.



---

**SUBJECT: EMPLOYMENT PROCEDURES POLICY #307**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company provides equal opportunity to all applicants and employees on the basis of ability, experience, training, and potential. It is essential that all interviewing and management personnel be aware the Company is committed to upholding all federal, state, and local laws concerning Equal Employment Opportunity.

**Guidelines:**

1. Defined tasks and stated qualifications will be the basis for screening applications. The telephone may be used for an initial qualifying interview. Each applicant must complete and sign the Company's application for employment.
2. All applicants will be provided equal employment opportunity under federal, state, and local laws.
3. Pre-employment assessment will be administered in a prescribed professional manner. All applicants for a particular job opening will be treated equally and will be required to take the same pre-employment assessments.
4. If an applicant requests a reasonable accommodation for purposes of the application or to enable employment in a position, management will take the accommodation into consideration for financial and safety reasonableness. Any information provided will be kept confidential and be used solely in accordance with the Americans with Disabilities Act.
5. Managers will conduct structured interviews limited to job-related, historic work behavior questions designed to assess the candidate's experience and qualifications.
6. If an offer of employment is made, it will be made to the candidate(s) with the overall best qualifications, experiences, and abilities.
7. Before extending an employment offer at least three (3) references may be checked. Inquiries will be made in a professional manner requesting only factual, verifiable, and job-related information.

---

**SUBJECT: EMPLOYMENT PROCEDURES POLICY #307**

Effective: 07/01/01

---

8. Substance abuse screens may only be given to candidates to whom an employment offer has been extended. If a candidate qualifies for an offer of employment, the offer will be conditioned upon satisfactory substance abuse screening, if required. The substance abuse screen will be conducted by an outside medical service retained by the Company and will be scheduled by the hiring manager or Greg Smith and/or Jim Bright. All results of the drug screen are the property of the Company and will be maintained by the Company in a confidential manner.

9. The Company believes that the best candidates to fill our job openings may well be some of our present employees. In so keeping, we will announce new positions within the Company as they occur. However, the Company reserves the right to fill job openings with the person best suited for the job, including outside candidates.

10. Job openings will be posted. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested and for which they are qualified. Applications will be considered without regard to race, color, sex, age, disability, religion, or veteran status.

11. Current and former employees applying for a new position within the Company will follow the same hiring and pre-employment procedures as all new applicants.

---

**SUBJECT: EMPLOYMENT OF RELATIVES POLICY #308**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company permits members of an employee's immediate family and close personal friends to be considered for employment and/or promotion on the basis of their qualifications.

**Guidelines:**

1. For the purpose of this policy, "immediate family" means any person related to the employee by blood, marriage, or adoption in the following degrees: spouse, parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first-cousin.
2. This policy also includes close personal friends of employees.
3. Immediate family or close personal friends may not be hired if it would:
  - a. Create a manager/subordinate relationship with a family member,
  - b. Have the potential for creating an adverse impact on work performance, or
  - c. Create either an actual conflict of interest or the appearance of a conflict of interest.
4. Relatives may not be hired or transferred to areas of employment requiring handling sensitive confidential information concerning a relative such as: personnel or research and development departments.
5. Employees who marry or establish a close personal relationship may continue employment as long as the relationship does not result in any of the conditions described above. If one of the conditions described above occurs, attempts will be made to find a suitable position within the Company to which one of the employees will be permitted to transfer. If accommodations of this nature are not feasible, the employees will be permitted to decide which of them will remain employed.

---

**SUBJECT: EMPLOYMENT OF MINORS POLICY #309 - Age Rules and Regulations**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

In order to comply with federal and state Child Labor Laws, hiring managers will be required to meet requirements of obtaining Employment Certifications for all employees of the classification of minor as classified by state Child Labor Laws.

**Guidelines:**

1. The Company will not employ individuals under the age of 16 years.
2. Employment applications ask the question:

Are you under 18 years of age?

If the answer is yes, it is the hiring manager's responsibility to verify the applicant is 16 years of age or over and can provide proper work permits before continuing with this applicant in the hiring process.

3. No employee under the age of 18 will be allowed to work beyond the hour of 10:00 p.m.

---

**SUBJECT: REHIRE OF FORMER EMPLOYEES POLICY #310**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Individuals who voluntarily leave or are laid off from employment may be considered for rehire. An employee involuntarily terminated by the Company, regardless of reason for termination, is ineligible for reemployment.

**Guidelines:**

1. Applications received from former employees, who are eligible under this policy to be considered for employment, will be processed using the same procedures and standards governing all direct applications.
2. The hiring manager will review the former employee's performance records and the circumstances surrounding the employee's departure from employment with the Company.
3. Former employees reapplying for employment are subject to compliance with all other employment policies in effect upon reapplication for employment.

---

**SUBJECT: IMMIGRATION REFORM AND CONTROL ACT POLICY #311**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

To comply with the Immigration Reform and Control Act of 1986 (the "IRCA"), all new employees must provide documentation approved by the Immigration and Naturalization Service (the "INS").

**Guidelines:**

1. During orientation, new employees must complete and sign their portion of the INS I-9 form. The employee must:
  - a. Within three (3) business days after the employee's date of hire, provide proof of eligibility as required by the IRCA; or
  - b. Employees who will be employed for less than three (3) days must complete their I-9 on the first day of employment.
  - c. Provide the Company with a receipt indicating the employee's application for the proper documents within three (3) business days after the date of the employee's hire, if the employee does not have the documents; and within ninety (90) calendar days after the employee's date of hire, present the required documents to the Company for examination.
  
2. The Company will not discriminate against individuals on the basis of national origin or citizenship, or any other unlawful basis. Moreover, the Company will not require employees to produce documentation of their authorization to work in the United States beyond that required by or permitted by the INS.

---

**SUBJECT: PERFORMANCE EVALUATIONS POLICY #312**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to provide a system of formal documentation and evaluation of an employee's performance over a specified period of time and allow employees to be rewarded on the basis of individual performance.

This policy provides a basis for charting developmental activities to draw upon an employee's strengths and to minimize weaknesses, thereby motivating employees to perform to the full extent of their capabilities and to make the maximum possible contribution.

**Guidelines:**

1. Performance reviews for all employees will be completed after the employee's initial training period and as needed thereafter.
2. The Company adopts a "management by objectives" approach to performance appraisals. Each manager and employee will set the employee's individual written goals.
3. Performance reviews will be carried out within each department based upon the needs of each job classification, but will conform to the overall standards of the Company.
4. Salary increases may be recommended by the reviewing manager. Salary increases are not automatic or periodic. Salary is reviewed and increases are based upon demonstrated skills and performance.

---

**SUBJECT: CORRECTIVE AND DISCIPLINARY PROCEDURES POLICY #313**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to establish a consistent program of actions to help the Company's employees and their managers discuss and resolve employee misconduct or poor performance.

**Guidelines:**

1. Violations of work rules, instances of unacceptable behavior or misconduct, and poor performance will be subject to disciplinary action up to and including termination.
2. Employees who believe they have been disciplined unfairly may follow the Company Grievance Procedures. (See Grievance Procedures Policy.)
3. Depending upon the circumstances, the Company may first issue a verbal warning. The verbal warning may be followed by a written warning, and/or other disciplinary action up to and including termination. Depending upon the circumstances, the Company, in its sole discretion, may bypass a verbal and/or written warning and/or a management/employee disciplinary meeting and proceed directly to more severe disciplinary action up to and including termination. For example, without limitation, employee acts of violence, gross misconduct, or other inappropriate conduct may be grounds for immediate termination
4. Management/Employee disciplinary meetings will be conducted with another member of management or an appropriate employee present to act as a silent witness to the meetings.
5. Management/Employee Disciplinary Meeting Form should be completed at the time of the management/employee meeting regarding disciplinary actions.



**MANAGEMENT/EMPLOYEE DISCIPLINARY MEETING**

\_\_\_ Verbal Warning \_\_\_\_\_ Date EMPLOYEE \_\_\_\_\_

\_\_\_ Bypassed Verbal Warning \_\_\_\_\_ Date DATE \_\_\_\_\_

\_\_\_ Written Warning \_\_\_\_\_ Date LOCATION \_\_\_\_\_

\_\_\_ Bypassed Written Warning \_\_\_\_\_ Date POSITION \_\_\_\_\_

Explanation of current business problem (include specific dates and examples):

---

---

---

Why this is a problem for the Company?

---

---

---

Specific changes in performance or behavior which must occur (include dates for compliance):

---

---

---

Next evaluation date (to be set at the time of the warning):

---

---

---

Failure to correct the problem may result in further counseling up to and including termination.

Employee's Comments: \_\_\_\_\_

---

---

Manager's Comments: \_\_\_\_\_

---

---

---

Employee's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Level Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Signature indicates review, not necessarily agreement.  
Form #313

---

**SUBJECT: HOW AND WHEN PAYMENT IS MADE POLICY #401**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company wishes to reward employees on the basis of individual job performance and contributions to the Company's profit objectives.

**Guidelines:**

1. Employees are paid bi-weekly on Friday. If a Company holiday falls on a payday, employees will receive their payroll checks on the last workday after the holiday.
2. Pay advances or early check pickups are not allowed. However, an employee may, upon written request to the employee's manager, and upon authorization by the manager have the employee's paycheck routed to another employee in the employee's absence.
3. The following mandatory deductions will be made from every employee's gross wages: applicable federal income tax, social security tax (OASDI and Medicare portions of FICA), and applicable state and city taxes. Every employee must fill out and sign a federal withholding allowance certificate (IRS Form W-4) on or before the employee's first day of employment. If employees are participating in the health coverage for dependents and/or Individual Retirement Accounts, deductions may be made from their wages with their authorization. No deductions will be made for other miscellaneous transactions without written approval from the employee. (See Form #401.)
4. Each employee is required by law to participate in the federal Old-Age, Survivor, and Disability Insurance ("OASDI") and Medicare programs at the rate set by the federal government, which is matched by the Company. State law also requires the Company to pay unemployment taxes.
5. The Company offers group medical and elective dental, vision, and life insurance for eligible employees. Employees must work their first day to be eligible to enroll subject to other terms and conditions of the applicable forms. An employee who desires to purchase additional insurance or dependent coverage, if available, must contact his or her manager to make arrangements for a payroll deduction for any additional amount over and above what is furnished by the Company.

---

**SUBJECT: HOW AND WHEN PAYMENT IS MADE POLICY #401**

Effective: 07/01/01

---

**NOTE: COMPENSABLE TIME AND TRAINING**

1. Attendance at lectures, meetings, training programs, and similar activities are not counted as work time when all of the following occur:

- a. Attendance is outside of the employee's regular working hours;
- b. Attendance is in fact voluntary;
- c. The course, lecture, or meeting is not directly related to the employee's job; and
- d. The employee does not perform any productive work during such attendance.

2. Time spent in training in a course given by the Company or through the Company's agency that is directly related to the employee's job and designed to make the employee more effective at his or her current job (as distinguished from training for another job) is time worked.

3. Where a training course is instituted for the bona fide purpose of preparing the employee for advancement through upgrading the employee to a higher skill, the course is not considered directly related to the employee's current job and is, therefore, not considered time worked even though the course incidentally improves the employee's skill in doing his or her regular work.

4. Time spent voluntarily in taking a course, reading, studying, or planning outside of regular work hours or doing something that is desirable from an individual standpoint is not counted as work time.

**GTN TECHNICAL STAFFING**

**PAYROLL DEDUCTION AUTHORIZATION**

Subject to applicable law, I the undersigned, authorize the Company to deduct from my compensation (including without limitation: paychecks, bonuses, expense reimbursement payments, commissions, wages, salary, and any other monies to be paid to me by the Company) the cost and/or value of:

1. Any unauthorized purchase of tools, supplies, and other items ordered by me for use in connection with my work for the Company, including all normal costs associated with the purchase, return, transportation, taxes, or other reasonable costs;
2. Advances paid by the Company or on the Company's behalf to me against my future compensation;
3. Supplies or tools provided to me by the Company or on the Company's behalf on a loan basis and not returned when required;
4. My share of the cost of insurance or other benefits;
5. Time off from work taken by me and/or time paid for by the Company or on the Company's behalf, but unearned;
6. Items stolen or misappropriated or reasonably believed by the Company to have been stolen or misappropriated from the Company, the Company's clients, vendors, and/or the Company's employees, by me;
7. Any unauthorized or excessive expenses, including expenses inadvertently paid to me, or on my behalf, by or on behalf of the Company;
8. Any other debt or other amount I owe the Company;
9. Any amount of loss or damage I cause the Company and/or its clients and/or vendors and/or the Company's employees to suffer through any act or omission on my part, including negligent and intentional acts or omissions;
10. Any and all sums of money I owe the Company and/or the Company's uniform vendor(s) for purchase, rent, or cleaning of uniforms;
11. Any amount of overpayment of compensation or other monies or amounts reasonably believed by the Company to constitute overpayment of compensation or other monies, paid by the Company or on the Company's behalf to me; and
12. Any amount of educational assistance reimbursement due from me to the Company.

---

Employee's Signature      Date

---

Employee's Printed Name  
Form #401

---

**SUBJECT: OVERTIME COMPENSATION FOR HOURLY POLICY #402 EMPLOYEES**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Overtime is defined as scheduled, approved hours worked beyond the hourly employee's normal workweek required to meet unusual demands or to meet usual demands under unusual circumstances. (GTN Internal Hourly Employees)

**Guidelines:**

1. Scheduled overtime will be paid for time worked by hourly employees in excess of the standard assigned forty (40) hour workweek, which begins Monday and ends the following Sunday night, when approved in advance by their manager.
2. In the interest of fairness and ease of record keeping, the military system of time cut-off will be utilized. Specifically, time worked will be rounded to the nearest fifteen (15) minute interval to determine basis of pay. (Example: If an employee works until 5:05 p.m., time worked would be recorded as 5:00 p.m. If an employee works until 5:10 p.m., time worked would be recorded as 5:15 p.m.)
3. No overtime should be worked unless specific reasons are given and approved by an employee's manager.
4. Payment of wages for scheduled overtime meeting the above criteria will be computed at time and one-half an employee's base hourly pay.
5. Payment for overtime will be included in the paycheck for the period immediately following the one in which the overtime was worked.

**EMPLOYEE RESPONSIBILITIES:**

The responsibilities and procedures of the employee in the instance of overtime are as follows:

1. Notify your manager immediately and directly when you determine there will be a legitimate need for overtime to complete your assigned responsibilities.
2. Upon receiving permission from your manager to work overtime, keep careful and accurate records of actual time worked.
3. Submit a written record of each instance of overtime promptly to your manager upon completion.

---

**SUBJECT: OVERTIME COMPENSATION FOR HOURLY POLICY #402 EMPLOYEES**

Effective: 07/01/01

---

**MANAGER RESPONSIBILITIES:**

The responsibilities and procedures of the manager in regard to overtime are as follows:

1. Ascertain the real need for overtime prior to granting approval to an employee or assigning overtime to an employee.
2. Institute a method of monitoring that the overtime hours are actually worked.
3. Upon frequent need for overtime, investigate alternative measures to be taken to minimize this action.

---

**SUBJECT: REIMBURSABLE BUSINESS EXPENSE POLICY #403**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Qualifying business expenses incurred in the pursuit of business will be submitted for approval and payment before the end of each pay period.

**Guidelines:**

1. This reimbursement rate is intended to compensate employees for all costs reasonably incurred in furtherance of Company business.
2. Travel expenses between home and work locations are not reimbursable.
3. Any work-related tools, supplies, or other items needed by an employee will have to be approved by management prior to purchase.
4. Requests for reimbursement of Company-related business expenses will be submitted to the employee's manager for approval. The request must provide date of travel and reason for expense.
5. The expense report must be signed and dated by the employee and initialed by the employee's manager.
6. A commission employee who uses the employee's personal vehicle for Company purposes will be reimbursed at the current rate provided by the Company for that type of employee business travel.
7. Employees having questions regarding reimbursable business expenses should contact their manager.

---

**SUBJECT: EMPLOYEE CLASSIFICATIONS POLICY #501**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Positions within the Company generally require full-time employees. In certain functions and during some seasons, work schedules and Company needs may require other than full-time employees. There are three (3) classifications of employees:

- Full-Time
- Part-Time
- Temporary

**Guidelines:**

1. Full-Time: An employee hired for an indefinite period in a position for which the normal work schedule is thirty (30) hours or more per week. Full-time employees are expected to work forty (40) hours per week or as scheduled.
2. Part-Time: An employee hired for an indefinite period in a position for which the normal work schedule is less than thirty (30) hours per week.
3. Temporary: An employee who is a part- or full-time employee hired by the Company to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a twelve (12) month period, unless approved by the Company. Temporary employees may be salaried or hourly.



---

**SUBJECT: INSURANCE PLANS POLICY #502**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company recognizes an employee's desire for financial protection in the event of unexpected and/or unfortunate circumstances. Providing adequate, cost-effective medical, dental, disability, and life insurance protection is a concern of the Company. The plans selected by the Company are designed in an attempt to meet the employee's needs, yet be financially within the reach of the employee. Certain coverage may be offered at no cost to the employee subject to the terms and conditions of the respective plans.

**Guidelines:**

1. The summary of the plan's description is provided to each eligible employee at the time of employment. Coverage dates for pre-existing illnesses may vary in accordance with the Health Insurance Portability and Accountability Act ("HIPAA").
2. In accordance with HIPAA, the Company's insurance plan will issue a Certificate of Creditable Coverage when an employee ceases to be covered by the Company's group health insurance plan.
3. Consolidated Omnibus Reconciliation Act ("COBRA") provides for insurance coverage continuation in circumstances where coverage would otherwise be lost due to change in employment status (e.g., termination for reasons other than gross misconduct by the employee). The cost to the insured may not be more than 102% of the premium currently paid by the Company (150% for the 19<sup>th</sup> through 29<sup>th</sup> months of coverage for disabled individuals eligible for additional extended coverage on account of disability). The details of the requirements of this law will be explained by the Company at the time of termination of the employee's insurance eligibility.

NOTE: COBRA coverage is not available to employees working for an employer who normally employed fewer than twenty (20) individuals for the calendar year immediately before the year of the event that results in the loss of coverage for the employee.

4. Texas insurance continuation applies to companies with fewer than twenty (20) employees and provides a conversion or group continuation privilege for any employee who has been covered by the Company's hospital, surgical, and/or major medical expense insurance policy for at least three (3) months unless the employee has been terminated from employment for cause (except for medical cause) or the employee's coverage has terminated for non-payment of premiums. Conversion is not available to individuals who are entitled to coverage under Medicare, a similar group policy or other arrangement, or under a state or federal plan.

---

**SUBJECT: INSURANCE PLANS POLICY #502**

Effective: 07/01/01

---

If written application is made and the first premium is paid within thirty-one (31) days of the employee's termination of employment with the Company, a **conversion** policy will be offered to eligible individuals. The converted policy shall provide coverage and benefits similar to those offered under the group plan.

If the employee elects **continuation**, the continuation must be applied for in writing by the employee within thirty-one (31) days of the end of coverage or the date the employee receives notice of the right of continuation. The employee must pay the amount of the contribution required by the Company plus 2%.

Continuation may not end until the earliest of:

- a. Six (6) months after the date the election is made;
- b. The employee fails to make timely payments;
- c. The date the group coverage ends without replacement; or
- d. When the employee becomes eligible by coverage under another plan, including Medicare.

Individuals covered by health care insurance by virtue of family or dependent relationship to a group member may continue coverage if the family relationship is severed or if the group member dies or retires, provided the dependent has been covered for at least one (1) year (unless dependent is less than one year old). The insured individual must pay the premium and is permitted to do so in monthly installments.

Continuation will end when one of the following occur:

- a. The insured fails to make a premium payment on time;
- b. The insured is eligible for coverage under another plan; or
- c. A period of three (3) years has elapsed since continued coverage began.

5. Questions regarding coverage should be directed to the payroll department.

---

**SUBJECT: 401(K) PLAN POLICY #503**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company may make participation in a 401(k) Plan available to employees subject to the terms and conditions of the plan and subject to appropriate law.

**Guidelines:**

1. For details of the plan, see the summary of the plan's description.
2. Employees should contact the payroll department for enrollment information and questions.
3. The Company reserves the right to modify or amend or abolish benefits to the extent allowed by applicable law.

---

**SUBJECT: LEAVE POLICY #504.1 - PAID TIME OFF (“PTO”)**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Paid Time Off (“PTO”) is available to eligible full time internal employees for purposes of rest, relaxation, and renewal as well as temporary absences occasioned by illness, injury, or personal reasons. PTO may be taken as soon as it is accrued. PTO is not available for part time, temporary or contractors.

**GUIDELINES:**

**ELIGIBILITY:** All full-time employees who regularly work thirty-six (36) hours per week are eligible to accrue PTO from their date of employment. PTO is in addition to other leave time specified in this Manual. Part-time and temporary and contract employees are not eligible to accrue PTO. Contractor time off is subject to the needs of the client that the contractor is assigned to. All time off should be approved by the client of said contractor.

**PTO ACCRUAL:**

PTO is accrued at 15 days (120 hours) per year. On your 5<sup>th</sup> anniversary your yearly PTO and increases to 20 days (160 hours). PTO is accrued in arrears and posted to your account on the last day of each month. There is a maximum balance of available PTO if 160 hours, after which PTO will no longer accrue until the balance is reduced below the maximum.

***Please log on to your Zenefits account to see the amount of your accrued PTO and to request time off.***

**SCHEDULING PTO:**

1. PTO should be approved in advance by the employee’s manager.
2. Except in instances of unforeseen illness, injury, or urgent personal need for leave, employees must schedule PTO in advance.
  - a. Requests for PTO should be submitted to the employee’s manager for approval at least two (2) weeks in advance of the desired time off.
  - b. When PTO is not scheduled in advance, the Company may require submission of a physician’s statement or substantiation of urgent personal need.
  - c. In instances of unforeseen illness, injury, or urgent personal need for leave, employees must follow the procedures set out in the Company’s Absenteeism and Tardiness Policy.
3. PTO may be carried forward subject to a maximum balance of 160 hours.
4. Employees requesting FMLA leave may be required to use this benefit as part of their FMLA leave time. Employees eligible for intermittent FMLA leave may be required to take PTO that runs concurrently with FMLA leave in units of as little as one (1) hour at a time. (See Family and Medical Leave Act Policy.)

---

**SUBJECT: LEAVE POLICY #504.1 - PAID TIME OFF (“PTO”)**

Effective: 07/01/01

---

5. The maximum PTO that can be used in an anniversary year is limited to the amount of unused PTO accrued since the employee became eligible for PTO.
6. Employees are expected to limit their PTO absences to no more than two (2) weeks at a time.
7. The Company will attempt to schedule PTO as requested. However, employees must remember client demands and other factors may affect the scheduling of PTO. All PTO requests will be reviewed by the employee’s manager before being approved.
8. In case of a conflict between employees’ PTO schedules, the first employee to request the PTO date(s) will be awarded the requested date(s). If date requests are submitted at the same time, the senior employee will have first choice.
9. An employee may not use PTO once notice of voluntary resignation has been given or involuntary termination has occurred, even if PTO was approved prior to the notice of separation.
10. No employee will be paid for accrued, unused PTO upon voluntary or involuntary separation from the Company.
11. The Company reserves the right to deduct any PTO taken prior to accrual from a terminating employee’s paycheck.

**EMPLOYEE RESPONSIBILITIES:**

1. Advise your manager in writing in advance of the dates you request PTO.
2. Be aware of and considerate of Company activities and/or projects when requesting PTO.

**MANAGER RESPONSIBILITIES:**

Respond to Paid Time Off Request/Leave of Absence form regarding approval for scheduling in a timely manner.

---

**SUBJECT: LEAVE POLICY #504.2 – HOLIDAYS**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

All full-time employees are entitled to paid holidays as scheduled each year according to Company policy. These holidays are designated and include scheduled holidays. (See schedule below.)

**Guidelines:**

**ELIGIBILITY:** All full-time internal employees are entitled to paid holidays.

1. In order to receive payment for a holiday, an employee must work the scheduled workday before and after the holiday, have a scheduled PTO day with pay on the workday before and after the holiday, have made special arrangements with the employee's manager, or have actually worked on the holiday.
2. Full-time hourly employees who work on a holiday will be paid their regular hourly or overtime rate, as applicable, based on hours worked. Salaried employees who have advance approval from their manager to work a scheduled holiday due to business requirements may take another day off in lieu of the holiday as long as the day off is scheduled in advance with their manager.
3. Employees terminated by the Company will not be paid for any holidays not taken prior to the last day worked. Employees who resign and give advance notice will be paid for holidays falling within or on the last day of the accepted notice.
4. An employee on unpaid leave is not entitled to holiday pay.
5. A new employee who starts work on a day following a holiday is not entitled to pay for that holiday.
6. Legal holidays falling on Sunday will generally be observed on the following Monday. Legal holidays falling on Saturday will generally be observed on the preceding Friday.
7. The Company will observe the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company provides up to twelve (12) weeks unpaid leave to full time internal employees in certain cases involving their own medical reasons, the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. (For definition of terms see Definitions and Key Terms Guideline.)

**Guidelines:**

1. An Eligible Employee Has:

- a. Been employed at least twelve (12) months by the Company,
- b. Worked at least 1,250 hours during the previous twelve (12) month period,
- c. Worked at a Company location with at least fifty (50) Company employees within a 75-mile radius of the work site,
- d. Met the rolling twelve (12) month period which looks backward to see if the employee has exhausted available leave in the prior twelve (12) month period, and
- e. Met all guideline requirements of this policy.

2. Compensation During Leave Shall Be As Follows:

- a. If an employee has paid leave accrued, the employee may be required to take his or her paid leave as part of his or her FMLA leave.
- b. After all accrued paid leave is taken, the remainder of the twelve (12) week leave will be unpaid.

3. Group Health Plan Benefits:

- a. During FMLA leave, an employee’s health benefit contribution will remain the same as before the leave began.

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

b. If an employee does not return to work after FMLA leave has expired for reasons other than continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee’s control, the employee **must** pay the Company for all amounts of insurance premiums that the Company may have paid for the employee during the leave period.

4. Other Company Benefits:

a. Company leave benefits (PTO, etc.) will not accrue during periods of **unpaid** FMLA leave.

b. When an employee is on **paid** FMLA leave (using PTO, etc., as FMLA leave), Company benefits will continue to accrue.

5. Intermittent or Reduced Leave:

a. An employee may take FMLA leave intermittently or on a reduced leave schedule under certain circumstances with the approval of management.

b. An employee may request intermittent leave:

(1) In separate blocks of time.

(2) By reducing or otherwise changing of work schedule for a period of time (full- to part-time, compressed workweeks, etc.).

c. The intermittent or reduced leave must be for a qualifying event and approved in advance by management.

6. Spouses Who Are Both Employees:

a. Eligible spouses who both work for the Company and are entitled to FMLA leave will be limited to a combined total of twelve (12) weeks of leave if the leave is taken for the following reasons:

(1) For birth of the employee’s son or daughter or to care for the child after birth,

(2) For placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or



---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT ("FMLA")**

Effective: 07/01/01

---

(3) To care for the employee's parent with a serious health condition.

b. The husband or wife will be eligible for his or her remaining FMLA leave entitlement for a purpose other than those above.

**7. The Company's Responsibility:**

a. It is the Company's responsibility to designate the type of leave an employee is placed on during qualifying events.

b. The decision of type of leave will be based on information provided by the employee or the employee's spokesperson (doctor, etc.).

c. Once the employee has provided the Company with necessary information, the decision will be made promptly and the employee will be notified in writing.

d. The Company may deny or penalize the employee's FMLA leave if Medical Certification of a Serious Health Condition form is not submitted within thirty (30) days before the date leave is to begin or is submitted incomplete by the employee.

e. The employee may be required to provide recertification every thirty (30) days, or more often if:

(1) Circumstances change significantly, or

(2) Information is received that casts doubt on the reason for the employee's absence.

f. The Company may require the employee to substitute accrued paid leave available to the employee for FMLA leave.

g. If the Company only learns that requested leave is for a FMLA leave purpose after the leave period has already begun, the entire or some portion of the paid leave period may be retroactively counted as FMLA leave.

Example: If an employee is hurt during PTO, the PTO time may be retroactively designated by the Company as FMLA leave.

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

h. After the conclusion of FMLA-qualifying leave, the Company will reinstate an employee to the employee’s same or a substantially equivalent position. However, if an employee is salaried and among the highest paid 10% of the Company’s employees within 75 miles of the work site, reinstatement to the prior equivalent position following leave may be denied, if necessary, to prevent substantial and grievous injury to the Company. (See Returning to Work Guideline.)

(1) The Company will determine the possibility for the employee to return to work as soon as possible upon the employee’s request for FMLA leave.

(2) The Company will communicate to the employee the possibility to return to the same or other position as soon as the situation can be evaluated.

i. The Company will keep medical and other records created for purposes of FMLA leave in accordance with the Americans with Disabilities Act confidentiality requirements.

**8. The Employee’s Responsibility:**

a. If the need for FMLA leave is foreseeable, the employee must provide the Company with written notice of intent to take leave not less than thirty (30) days before the date leave is to begin.

b. If the need for FMLA leave is not foreseeable, the employee must provide the Company with notice as soon as practicable.

c. If an employee requesting FMLA leave does not provide sufficient information to establish a FMLA-qualifying reason for the requested leave consistent with established policy, the Company may deny the employee’s request.

d. The employee must submit a “Medical Certification of a Serious Health Condition” form from the health care provider at the time of requesting leave if the leave is requested because of a serious health condition of:

Employee      Employee’s Child  
Employee’s Spouse      Employee’s Parent

The certification form may be requested from the employee’s manager.

e. The Company may require the employee to provide reasonable documentation or statement verifying family relationships.

---

**SUBJECT: LEAVE POLICY #504.3 FAMILY AND MEDICAL LEAVE ACT ("FMLA")**

Effective: 07/01/01

---

f. The Company may require a second opinion regarding the information submitted on the certification form.

g. The Company may request recertification every thirty (30) days or sooner if necessary.

h. It is the employee's responsibility to keep the Company informed regarding the employee's intent to return to work.

**9. Returning to Work:**

a. An employee returning from FMLA leave may, at the Company's option:

(1) Return to the same position held when leave began or

(2) Return to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

b. An employee returning from FMLA leave, due to the employee's own serious health condition, must provide certification from his or her health care provider stating the employee is able to return to work in accordance with the Company's job description.

c. Under specified circumstances, certain "key" employees may not be reinstated to employment with the Company. A "key" employee is defined as a salaried "eligible" employee who is among the highest paid 10% of employees within 75 miles of the work site.

(1) The Company must notify the employee of his or her "key" status upon the employee's notice of intent to take leave qualifying the employee for FMLA leave. The Company may elect not to reinstate the employee if:

(a) Such reinstatement would cause substantial and grievous economic injury to the operations of the Company;

(b) The Company notifies the employee of the intent of the Company to deny restoration on such basis at the time the Company determines that such injury would occur; and

(c) In any case in which the leave has commenced, the employee elects not to return to employment after receiving such notice.

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

(2) If a decision that restoration of employment will be denied the “key” employee because reinstatement would cause substantial and grievous economic injury to the operations of the Company, the Company will, as soon as the decision is made, notify the employee and offer a reasonable opportunity to return from FMLA leave to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

(3) The Company will make a final determination as to whether reinstatement will be denied at the end of the FMLA leave period if the employee then requests restoration.

d. It is the responsibility of the employee to keep the Company informed regarding the intended date of return to work. The Company requests a minimum of two (2) weeks notice of intent to return to work in leaves lasting three (3) weeks or longer.

10. Definitions and Key Terms:

a. PARENTS – the biological parent of an employee or an individual who stood in place of a parent to the employee when the employee was a son or daughter as defined below. This term does not include in-laws.

b. SON or DAUGHTER – a biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in place of a parent who is:

(1) Under 18 years of age; or

(2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

c. SPOUSE – a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized.

d. INCAPABLE OF SELF-CARE – the individual requires assistance or supervision in three (3) or more of the following:

Grooming and hygiene  
Bathing  
Dressing  
Eating

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

Cooking  
Cleaning  
Shopping  
Taking public transportation  
Paying bills  
Maintaining a residence  
Using telephones and directories  
Using a post office  
Etc.

e. **PHYSICAL OR MENTAL DISABILITY** – a physical or mental impairment that substantially limits one (1) or more of the major life activities of the individual.

f. A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

(1) Hospital Care:

Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

(2) Absence Plus Treatment:

A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

(a) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; or

(b) Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.

(3) Pregnancy:

Any period of incapacity due to pregnancy or for prenatal care.

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

(4) Chronic Conditions Requiring Treatments:

A chronic condition that:

(a) Requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider;

(b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

(5) Permanent/Long-Term Conditions Requiring Supervision:

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include, without limitation, Alzheimer’s, a severe stroke, or the terminal stages of a disease.

(6) Multiple Treatments (Non-Chronic Conditions):

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

g. Employers covered by FMLA leave are required to grant leave to eligible employees:

(1) For birth of a son or daughter and to care for the newborn child;

(2) For placement with the employee of a son or daughter for adoption or foster care;

---

**SUBJECT: LEAVE POLICY #504.3 - FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

Effective: 07/01/01

---

- (3) To care for the employee’s spouse, son, daughter, or parent with a serious health condition; and
  
- (4) Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job.

**GTN TECHNICAL STAFFING**

**NOTICE OF INTENTION TO RETURN TO WORK  
FOLLOWING APPROVED FMLA LEAVE**

Employee Name: \_\_\_\_\_

As requested in the Company's Family and Medical Leave Act ("FMLA") Policy regarding FMLA leave lasting three (3) weeks or longer, I am hereby submitting notice of my intention to return to work in two (2) weeks' time on the following date \_\_\_\_\_ at the following time \_\_\_\_\_, as per my agreement with the Company.

Return form to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date



---

**SUBJECT: LEAVE POLICY #504.4 - FUNERAL**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company will provide time off for full-time internal employees to attend the funeral of family members. An employee's manager must approve whatever period of time is necessary and appropriate under the circumstances. Part-time and temporary employees are not entitled to funeral leave.

**Guidelines:**

1. If the conditions warrant and the manager agrees, paid leave will be granted, but the amount of paid leave time will not exceed one (1) regular, working day at regular straight-time wages.
2. Employees needing longer periods of time may discuss these needs with their manager. Such time will be unpaid unless PTO time is used.
3. Such leave is in addition to all other paid leave time.
4. Typically, paid funeral leave is reserved for the death of immediate family members such as spouse, son, daughter, sister, brother, father, mother, grandfather, or grandmother; either natural, step, in-law, foster, or adopted.
5. Employees experiencing the loss of other loved ones should discuss a reasonable grieving time with their manager.

---

**SUBJECT: LEAVE POLICY #504.5 - JURY OR WITNESS DUTY, COMPULSORY PROCESS**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company believes participation in jury service and certain absences due to compulsory process are an important part of an employee's civic responsibility. Time off will be provided to all full time internal employees with a valid subpoena, summons, or court order to appear in a civil, criminal, legislative, or administrative proceeding.

**Guidelines:**

1. Time off for jury or witness duty or as a result of a valid subpoena, summons, court order, or other compulsory process is excused.
2. To avoid financial loss from serving as a juror or witness or to accommodate compulsory process, full-time hourly employees will be paid their regular pay for the first five (5) days of service. After the first five (5) days of service, full-time hourly employees will be excused to serve the remainder of the service without pay. For the entire period of service, part-time and temporary employees will be excused to serve without pay.

**EXCEPTIONS:** Hourly employees do not receive paid witness leave to attend trials in which they are plaintiffs or defendants or in which they are testifying for a fee as expert witnesses. In such cases, the employee must use PTO or take leave without pay.

Salaried employees will not have pay deducted for any court appearance or jury duty lasting less than one (1) week. However, if employees receive outside compensation for testifying, the Company may offset their pay by the same amount. Salaried employees may not act as expert paid witness without Company approval.

3. Employees must give the Company as much advance notice as possible of the date they will be required to serve jury or witness duty or of the dates they must be absent from work due to compulsory process.
4. If an employee's jury or witness duty service or absence due to compulsory process extends more than three (3) days, the employee must give reasonable notice of the expected date of return to work.
5. Employees are responsible for keeping their manager informed about the amount of time required for jury or witness duty or absence due to compulsory process.

---

**SUBJECT: LEAVE POLICY #504.5 - JURY OR WITNESS DUTY, COMPULSORY PROCESS**

Effective: 07/01/01

---

6. Employees must report for scheduled work when it does not conflict with jury or witness duty or other appearances due to compulsory process.

NOTE: In most cases, witnesses spend more time waiting to be called than testifying. Salaried employees should plan to take some work that can suitably be performed while waiting to testify.

7. An employee will not be terminated or otherwise suffer discrimination for serving as a juror or witness or for absences necessitated by compulsory process protected by this policy.

---

**SUBJECT: LEAVE POLICY #504.6 - MILITARY**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

When an employee has a firm obligation to attend a National Guard or Reserve summer camp, special arrangements will need to be made for time off. When a reservist is called to active duty, the Company will hold a position for the employee in compliance with federal and state law and the Uniformed Services Employment and Reemployment Rights Act of 1994.

**Guidelines:**

1. Full-time employees who have PTO may:

- a. Take PTO at the time of going to camp and receive both full PTO pay and military pay, or
- b. Take time off without PTO pay.

2. Employees are to give as much notice of leave as possible to their immediate manager in writing.

3. Full-time employees belonging to the military forces called to active duty during an emergency are entitled to:

- a. Return to the same employment they would have held if they had not been called to service, if the serviced-related leave lasts ninety (90) days or less, or
- b. Return to the same or substantially equivalent position that they would have held if not called to service, if the service-related leave lasts more than ninety (90) days.
- c. Health Plan Coverage:

(1) During an unpaid military leave of absence, the Company will continue to subsidize an employee's group health care benefits for up to thirty (30) days.

(2) Employees absent on military leave for thirty-one (31) days or longer are eligible for family health benefit coverage from the military. However, employees who wish to obtain health coverage beyond that provided by the military may arrange to continue their coverage under the Company's group health plan for up to eighteen (18) months by paying the full applicable premium.

---

**SUBJECT: LEAVE POLICY #504.6 – MILITARY**

Effective: 07/01/01

---

4. For employees called to active duty to be reemployed, they must, as soon as is practical upon release from duty, give written or actual notice of intention to return to employment.
  - a. For leaves of less than thirty-one (31) days, the employee should report to work by the beginning of the first full work period on the first calendar day after discharge from service, provided there is at least eight (8) hours of intervening travel time.
  - b. For leaves between thirty-one (31) and one hundred and eighty (180) days, employees have fourteen (14) days after discharge to apply for reinstatement.
  - c. For leaves of more than one hundred and eighty (180) days, employees have up to ninety (90) days after discharge to apply for reinstatement.
5. In addition to making a timely reinstatement request, employees who were called to active duty must also meet the following general conditions in order to be considered qualified for reemployment:
  - a. The employee must have received an honorable discharge or have been discharged under honorable conditions.
  - b. The employee must not have voluntarily remained in the military beyond five (5) years.
  - c. The employee must be qualified to perform the essential duties of the position.
6. Employees returning from leave without pay can be sent for a job-related medical examination at the Company's expense to determine whether they are physically able to return to their former position.
7. Employees not qualified to fill their positions because of service-connected disability will be placed in a position they can fill that is as close as possible in status and pay to their former position with or without reasonable accommodation according to ADA guidelines. However, the Company may not be required to reemploy a service member if doing so would be "impossible or unreasonable," or would create an "undue hardship" on the Company.
8. Employees not qualified to fill the positions to which they are otherwise entitled have the opportunity to receive the training they need to fill the positions.
9. Employees will be restored to full participation in the benefit plans as soon as they return from military service. Absence on unpaid military leave counts in computing an employee's length of service under a retirement plan and determining the rate at which an employee earns PTO.

---

**SUBJECT: LEAVE POLICY #504.6 - MILITARY**

Effective: 07/01/01

---

10. An employee returning from a military leave of absence will be reinstated at the rate of pay the employee would have received had the employee continued working during the period of leave. This means that employees returning from military duty will receive any non-performance related pay increases they would have received if they had not entered the military. To receive pay increases associated with promotions that require training, employees must first satisfy training requirements. In some cases, training can be provided on an accelerated basis.

11. Employees will be restored to full seniority based on date of hire and adjusted for any non-military breaks in service. Military leave is not treated as a break in service.

---

**SUBJECT: LEAVE POLICY #504.7 - VOTING**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company encourages all employees to vote.

**Guidelines:**

1. Full-time employees are entitled to reasonable time off to vote without loss of pay only if they do not have sufficient time to vote outside working hours.
2. Request for time off to vote must be made to the employee's manager at least one (1) day in advance.
3. The Company is not required to give the employee time off to vote while the employee is working overtime hours that were voluntarily requested.
4. If the Company voluntarily permits the employee time off to vote during an overtime period, the employee is not entitled to be compensated for this time, either at the employee's regular rate or at the overtime rate.

---

**SUBJECT: BUSINESS HOURS POLICY #601**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company's normal office hours are from:

8:00 a.m. to 6:00 p.m. Monday through Friday

**Guidelines:**

1. All employees are required to complete the timekeeping requirements set for their department.
2. It is the primary objective of the Company to serve its clients. To meet this objective, employees are sometimes asked to spend additional time to complete rush work. This is considered part of the normal working day. Meeting the Company's objectives may also require overtime work from time to time.

Every effort will be made to attempt to keep additional work requirements to a minimum, but when such additional work is necessary, full cooperation of all employees will be expected.

3. Hourly employees will be paid overtime for all hours worked in excess of forty (40) hours per week. Overtime work must first be approved by the employee's manager. Hourly employees are required to submit time cards or time sheets listing regular and overtime hours worked. (See Overtime Compensation for Hourly Employees Policy.)
4. For all employees to work together satisfactorily, attendance and punctuality are very important.
5. All employees who anticipate being late or who are unable to report to work for any reason must notify their manager of both the fact and extent of their tardiness or absence as soon as possible, and in no event (absent a compelling reason) later than thirty (30) minutes after the scheduled starting time. If the manager is not available, the employee should leave a message with the Company's receptionist or if the receptionist is unavailable, the employee must otherwise ensure that Company management is made aware of both the fact and extent of the employee's tardiness or absence.



**SUBJECT: TIMEKEEPING POLICY #601.1**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

To ensure employees' paychecks are written for the correct amounts and leave and/or benefit accounts are accurately maintained, employees must fill out their time cards or time sheets as required by management according to the following guidelines.

**Guidelines:**

1. Employees having questions regarding the instructions and requirements for filling out their time cards or time sheets should contact their manager for clarification.
2. Employees are responsible for recording their hours worked and ensuring that such information is accurately presented on their time cards or time sheets. Timekeeping information may not be entered on time cards or time sheets by someone other than the employee without prior written approval from the employee's manager.
3. A manager who is responsible for preparing a time card or time sheet for an employee who failed to complete the time card or time sheet should conspicuously write on the top of the time card or time sheet, "Prepared by (manager's name)," if the employee is unavailable on the date it is due. The time card or time sheet should be reviewed and approved by the employee when he or she returns.
4. Employees must submit time cards or time sheets to their managers by the prescribed deadline.
5. Employees should indicate absences due to PTO leave, holiday, or other reasons by writing the appropriate code or giving the appropriate information in the space provided for leave information.
6. Misrepresentation of time worked, falsification of entries or signatures, defacement or alteration of time cards or time sheets, and tampering with Company timekeeping equipment are serious offenses and will result in disciplinary action up to and including termination of employment.

---

**SUBJECT: ABSENTEEISM AND TARDINESS POLICY #601.2**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company requires employees to give adequate notice as well as a justifiable excuse for absenteeism and tardiness. Arriving late or being absent without acceptable excuse is a serious problem. Notice of absence and/or tardiness alone, without a good excuse and without a reasonable explanation of the reason for and extent of the absence or tardiness, does not fulfill the employee's obligation. Likewise, a good excuse does not necessarily justify lack of notice.

**Guidelines:**

1. All employees are expected to report to work as scheduled and to work their scheduled hours and required overtime.
2. Employees will be charged with an "absence" when they fail to report for scheduled work and/or overtime work without providing the Company with appropriate prior notice.
3. Employees will be considered tardy when they report to work after their scheduled starting time.
4. Excessive absences or tardiness will not be tolerated.
5. All employees who anticipate being late, or who are unable to report to work for any reason, must notify their manager of both the fact and extent of the employee's absence or tardiness as soon as possible, and in no event (absent a compelling reason) later than thirty (30) minutes after their scheduled starting time. If the manager is not available, the employee should leave a message with the Company's receptionist, or, if the receptionist is unavailable, the employee must otherwise ensure that Company management is made aware of both the fact and extent of the employee's absence or tardiness. In providing this notification, employees should state a reason for their absence or tardiness and indicate when they expect to return to work.
6. Employees who are absent for one (1) workday without properly notifying the Company are subject to termination as a voluntary quit.
7. Subject to leave granted elsewhere in the Manual and any state and/or federal laws to the contrary, any employee on extended, excused absence from work must return no later than the 183<sup>rd</sup> day from the date the employee's absence began. Any employee not returning to work by the 183<sup>rd</sup> day will be terminated. In order to be considered for future employment, the employee must apply for rehire with the Company. (See Rehire of Former Employees.)

Note: Returning in less than 183 days is not a guarantee of employment. All such cases will be reviewed on a case-by-case basis for compliance with federal and/or state laws and the Manual areas that may apply to that particular case.

**SUBJECT: MEAL AND BREAK PERIODS POLICY #601.3**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company encourages and expects each employee to be ready to serve our clients in an efficient, effective, and courteous manner. Meal and break periods are designed to provide rest periods for our employees.

**Guidelines:**

1. No food or beverages are to be consumed in client areas.
2. Meal and break periods will be coordinated by Company management to minimize disruption to Company business, while attempting to provide employees with meal and break periods.

**MEAL PERIODS:**

1. The normal work period per shift is eight (8) hours. An unpaid meal period should be scheduled close to the midpoint of the employee's work shift, depending upon the scheduling needs of the department.
2. Meal periods should be scheduled with the employee's manager.
3. Meal periods should remain flexible to adhere to the needs of our clients and Company business.
4. Meal periods are unpaid, unless employees are required to remain at their work stations and are available for work duties.
5. In order to avoid disruption of services, all employees must adjust their meal periods to ensure adequate staffing is maintained. Hourly employees' adjustments are subject to management approval.

**BREAK PERIODS:**

1. When possible, break periods may be scheduled by an employee's manager.
2. Two (2) breaks, one during midmorning and one in the afternoon, of ten (10) minutes each may be taken by the employee, depending upon the scheduling needs of the department.

---

**SUBJECT: MEAL AND BREAK PERIODS POLICY #601.3**

Effective: 07/01/01

---

3. Break periods must remain flexible to adhere to the needs of our clients and Company business.
4. Client services must not be postponed or delayed for the purpose of break periods.

**SUBJECT: CLUB TRIP #601.4**

Effective: 09/2016

---

**STATEMENT OF POLICY:**

The Company awards one trip per year to internal sales and recruiting employees that meet a certain quota that is predetermined.

**Guidelines:**

1. Internal sales and recruiting employees have to meet the required quota for the year in question to be a part of the club trip.
2. The purpose of this trip is team building and reward; there is NO buyout or payout option for the club trip each year.

---

**SUBJECT: INCLEMENT WEATHER/NATURAL DISASTER POLICY #601.5**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Employee safety is a Company's concern and priority. However, we are a provider of services and it is generally necessary for the Company to be open during normal business hours to provide maximum service. In the event disabling weather, natural disaster, or a Company-declared emergency occurs during non-working hours, employees should contact their immediate managers for instructions.

**Guidelines:**

1. When an inclement weather, natural disaster, or other emergency closing has been declared by the Company:
  - a. Salaried employees will receive their regular pay for the remainder of the affected workweek. However, salaried employees may be expected to carry on with work that can suitably be performed from home or in another available setting. Salaried employees pay may be subject to deduction if they have no paid leave from which to draw.
  - b. Hourly employees will receive their regular pay for the hours they would normally have worked, exclusive of any scheduled or anticipated overtime work hours up to a maximum of two (2) days.
2. When an emergency closing has not been officially declared by the Company, hourly employees who do not report to work will **not** be paid and lost time may not be compensated through the use of paid leave (e.g., PTO). Salaried employees' pay may be subject to deduction if they have no paid leave from which to draw.
3. If an early closing is declared during a workday, all employees who report to work will be compensated for their normal workday, regardless of the number of hours actually worked. Employees who do not report to work will not be compensated.

---

**SUBJECT: RELEASE OF COMPANY INFORMATION POLICY #602**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

In the course of employment with the Company, employees may have access to confidential information regarding the Company, its clients, business, and/or vendors. Though employees may not be aware that information is sensitive or is of value to others, it is the responsibility of all employees to safeguard and maintain the confidentiality of all Company information.

**Guidelines:**

1. Only authorized Company management personnel are permitted to give statements regarding the Company to any member of the media including, without limitation, the press.
2. Employees should not release the names of other employees, managers, and/or the owners without prior permission.
3. If an employee receives a request for information from anyone who is not an employee or a manager known to the employee, the employee is to contact his or her immediate manager and report the request.
4. No inquiries about the Company are to be answered by unauthorized employees electronically, in writing, on the telephone, in person, or by any other means. Some examples of people or entities who could conceivably contact an employee in an attempt to gain information are listed below, without limitation. Employees should take a message and forward it to their manager.

Media: Television, Radio, or Newspaper  
Attorney's Offices  
United States Department of Labor (including, without limitation, its Directorate of Civil Rights, its Wage and Hour Division, or the Solicitor's Office)  
Local, State, County, or Federal Courts  
Local, State, or County Human Relations Commissions  
United States Equal Employment Opportunity Commission  
Prospective Employers Seeking Employment Verifications and References  
Credit Bureaus, Banks, Mortgage Companies, Other Financial Institutions  
Telephone Service and Other Vendors  
Police Departments  
Other Similar Agencies, Companies, or Individuals  
Competitors and/or Vendors

---

**SUBJECT: RELEASE OF COMPANY INFORMATION POLICY #602**

Effective: 07/01/01

---

5. Employees who have a question as to whether the information being requested applies under this policy must contact their manager for instructions. **DO NOT VOLUNTEER, PROVIDE, OR OTHERWISE DISCLOSE ANY INFORMATION TO THIRD PARTIES.**
6. Employees should be polite and exhibit professionalism, but offer to take a message.
7. Price information procedures, policies, and any other information regarding the Company and its business is strictly confidential and proprietary and must not be shared with clients, candidates, competitors, vendors, their representatives, or other third parties. Discussing Company information in an indiscreet or careless manner, inside or outside the Company, displays poor judgment and undermines the confidence the Company has placed in its employees.
8. Absent express Company management approval, employees may not discuss or otherwise disclose the Company's pricing policies, actual pricing, or any other Company information with anyone outside the Company. Talking about pricing, or otherwise disclosing pricing information, especially with or to competitors, may result in damage to the Company and/or a price fixing charge against the Company and/or other liability.
9. Nothing in this policy should be construed to interfere with the right of appropriate law enforcement or government agencies to conduct investigations, or the cooperation of employees in investigations, within such agencies' jurisdiction. Upon request, the Company will reasonably cooperate in investigations subject to the Company's right to be represented by counsel in such circumstances.

---

**SUBJECT: CONFIDENTIALITY POLICY #603**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

It is the responsibility of all employees to safeguard sensitive Company information. The nature of our business and the economic well-being of our Company is dependent upon protecting and maintaining business, proprietary, and/or confidential Company and employee information.

**Guidelines:**

1. Continued employment with the Company is contingent upon compliance with this policy.
2. All managers bear the responsibility for the orientation and training of their employees to ensure enforcement of Company confidentiality standards.
3. Proprietary, confidential, and/or business information encompasses all information relating to the Company's legitimate business interests, including without limitation:
  - a. Sensitive information relating to the Company's products, processes, screening, training, staffing, strategies, philosophies, and know-how;
  - b. Client, candidate, and vendor information including client, candidate, and vendor lists, needs, preferences, expectations, as well as financial, family, health, or any other information obtained through the Company's work with clients and/or vendors, whether in paper or electronic form;
  - c. Test data;
  - d. Any marketing or advertising data, information, plans, commission reports, accounts receivable/payable reports, or sales reports;
  - e. Sensitive pricing information;
  - f. Passwords for computers, servers, or the Company website;
  - g. Wage and salary information regarding other employees or former employees;
  - h. Business plans and strategies, Company training materials, internal communications including e-mails sent to or received by the Company's e-mail system;



---

**SUBJECT: CONFIDENTIALITY POLICY #603**

Effective: 07/01/01

---

- i. Personal and/or private information regarding other employees or former employees, including address, home telephone number, or other personal information; and
  - j. Any other Company work products.
4. When employees, clients, or other individuals ask for information, employees should ask themselves:
- a. Is the information being asked in the regular flow of information between departments, employees, or clients?
  - b. Does the individual asking for the information have a “need to know” and the necessary clearance from Company management to have this information?
5. All management-related, client-related, and performance-related concerns are to be discussed with the department manager or appropriate personnel only.
6. The exchange of information or ideas among Company employees must be made in a professional and business-like manner. Casual conversations regarding proprietary, confidential Company information in settings where third parties might reasonably overhear the information are considered inappropriate and a violation of this policy.
7. Before making a disclosure that an employee even suspects might violate this policy, the employee should ask the manager or other appropriate personnel for clarification of this policy and for guidance on whether to make the disclosure.

---

**SUBJECT: CONFLICT OF INTEREST POLICY #604**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

It is the policy of the Company to conduct its affairs with the highest standards of integrity. There can be no deviation from complete honesty in business transactions from all employees. Use of corporate funds, property, or time for improper purposes and other deceptive and/or dishonest practices is absolutely forbidden. The best interest of the Company must be each employee's priority without actions indicating divided loyalty and/or self-dealing.

**Guidelines:**

1. To avoid conflicts of interest, employees must observe the following:

- a. Maintain a high standard of conduct and refrain from exerting influence in any transaction where an employee's interests may conflict with the best interests of the Company or where the employee may gain any financial benefit.
- b. Report to the Company any financial interest that employees or any employees' family member may have in any concern doing business with the Company.
- c. Report promptly to management any remuneration received from an individual or concern with which the Company does business.
- d. Accept no cash and no merchandise of significant value (\$10 or more) from anyone who has a business relationship with the Company.
- e. Refrain from lending money to, borrowing money from, or having loans guaranteed by anyone doing business with the Company (including other employees).
- f. Refrain from using information or knowledge acquired by virtue of their position in the Company for any personal gain or advantage, by divulging such knowledge or information to anyone who would use it in any manner detrimental to the interest of the Company.
- g. Accept no employment or compensation or engage in any business or professional activity that might require disclosure of the Company's confidential information.
- h. Accept no other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.

---

**SUBJECT: CONFLICT OF INTEREST POLICY #604**

Effective: 07/01/01

---

- i. Report to the Company as soon as possible any knowledge of a transaction or proposed transaction by a secondary employer with an outside individual, business, or other organization that would create a conflict of interest or the appearance of one. Specifically, the employee is required to disclose any:
- (1) Remuneration the employee, or an immediate family member, received from the individual/organization;
  - (2) Investments or ownership interests the employee, or an immediate family member, has in the outside organization;
  - (3) Offices or positions the employee, or an immediate family member, holds in the outside organization; and
  - (4) Other relationships with the individual/organization that actually or potentially create a conflict of interest.
2. All disclosures required under this policy must be directed to the employee's manager. The manager will promptly review the disclosure and determine which interests are in conflict and which, if any, can be resolved.
3. All disclosures are treated confidentially and will be available only on a "need-to-know" basis.
4. An employee's work with or for an outside professional organization or association does not create a conflict of interest if such work:
- a. Is related to the legitimate professional interest and development of the employee;
  - b. Does not interfere with the employee's regular duties;
  - c. Does not use the Company's materials, facilities, or resources except as approved by management;
  - d. Does not compete with the work of the Company and is not otherwise contrary to the best interests of the Company; and
  - e. Does not violate federal or state law.
5. Report to the Company any knowledge of the existence of a violation of the above policy. Violations are to be reported directly to a member of the Company's management.

---

**SUBJECT: COPYRIGHTS/PATENTS/INVENTIONS POLICY #605**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

This policy is for the purpose of giving the Company complete ownership rights of the patentable, copyright, discovery, or other creations developed by employees on or using the Company's time, facilities, equipment, and data and for the purpose of ensuring that employees respect the intellectual property rights of others.

**Guidelines:**

1. Any Company articles, books, materials, systems, projects, software, products, or any other materials to which an employee contributes, in whole or in part, while receiving compensation from the Company are the property of the Company.
2. Any books, materials, systems, projects, software, products, or other information an employee writes or develops while receiving compensation from the Company are the property of the Company. Exceptions to this are written materials not related to Company business for which an employee has received specific written permission from the Company.
3. Both the copy and/or software and the idea contained in any writing prepared at the Company, for the Company, and/or on Company time are the property of the Company, and that current copyright law protects both the idea and the writing for the Company.
4. An employee must respect the intellectual property rights of the Company as well as those of entities and persons other than the Company.

---

**SUBJECT: TIPS OR GRATUITIES FROM CLIENTS POLICY #606**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The goal of the Company is to provide 100% client service and satisfaction. Employees may not solicit tips or other gratuities from clients.

**Guidelines:**

1. Soliciting tips or gratuities or charging additional amounts for normal client services is not permitted.
2. Gratuities include things of value in return for service or anticipated service.
3. Employees who are offered a tip or other gratuities (\$10 or more) are to decline such tips and/or gratuities and inform the person offering the tips and/or gratuities that it is the policy of the Company not to accept tips for service from our clients.

---

**SUBJECT: PERSONAL VEHICLE RESPONSIBILITY POLICY #607**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Employees who use their personal vehicles for Company business have a responsibility to practice courteous and safe driving for themselves, our Company, and our clients. Both the roadworthy condition of the employee's vehicle and the conduct of the employee have a direct impact on the professional image of our Company and the safety of the employee and passengers including, without limitation, other employees, clients, and/or vendors.

**Guidelines:**

1. All employees who operate their own vehicles for Company business must meet the following minimum qualifications:

- a. Be at least 18 years of age;
- b. Have a current valid driver's license issued by the state in which the employee resides;
- c. Have no major violations in the past three (3) years; and
- d. Have no alcohol- or drug-related violations in the last ten (10) years.

2. Major violations include, without limitation:

- a. Driving under the influence or while intoxicated;
- b. Implied consent (failure to submit to substance abuse screening);
- c. Negligent homicide, vehicular manslaughter, or gross negligence that causes death;
- d. Operating a motor vehicle while drivers' license is suspended or revoked;
- e. Use of a motor vehicle in the commission of a felony;
- f. Aggravated assault with a motor vehicle;
- g. Operating a motor vehicle without the owner's authority;
- h. Permitting an unlicensed person to drive;
- i. Speed contest (racing);
- j. Hit and run, failure to report collision; or
- k. Reckless driving.

---

**SUBJECT: PERSONAL VEHICLE RESPONSIBILITY POLICY #607**

Effective: 07/01/01

---

***It is the Employee's obligation to be aware of these qualifications and violations and to notify Employee's supervisor if requested to use a personal vehicle for Company business if using the vehicle would put the Employee in violation of this policy.***

3. An employee must be able to efficiently and effectively perform the employee's duties with or without reasonable accommodation. To the extent the employee must operate a motor vehicle, to carry out those duties, the employee must do so in a safe and prudent fashion.

4. Driving under the influence of alcoholic beverages or any substance altering an employee's ability to drive is prohibited. Employees who use their personal vehicle to transport clients, other employees, friends, or family to a Company-sponsored social event where alcoholic beverages are available must assume the role of "designated driver" for the group, which means that the employee will not drink alcohol before or during driving.

**5. When using a private vehicle for Company purposes, the employee assumes liability for the vehicle.**

**6. All employees who use their personal vehicles for Company business must have a current driver's license, current inspection sticker, and vehicle liability insurance in the minimum amounts of 100/300/50 as described below:**

- a. **\$30,000 - bodily injury per person.**
- b. **\$60,000 - bodily injury per accident.**
- c. **\$25,000 - property damage per accident.**

7. Insurance information should be located in the vehicle.

8. The driver of the vehicle is responsible for ensuring safety compliance by all occupants:

- a. Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured; and
- b. Approved child safety restraints must be used for all children of the age, size, or weight for which such restraints are prescribed by law.

9. Observe applicable speed limits at all times.

---

**SUBJECT: PERSONAL VEHICLE RESPONSIBILITY POLICY #607**

Effective: 07/01/01

---

10. Obey all traffic rules and regulations.
11. Employees shall not pick up or transport hitchhikers or strangers.
12. Employees shall drive defensively and anticipate driving hazards such as weather and other drivers.
13. Employees will drive courteously at all times.
14. Employee shall not send or read text messages or email while driving and shall comply with all applicable laws regarding cell phone use and driving.
15. Should an accident occur:
  - a. Check everyone involved for injuries. If any passengers are unconscious or request medical help, call 911, or have a passerby do so.
  - b. If your vehicle can be driven, move out of traffic to safety.
  - c. Call the police or ask a passerby to make the call for you. Also notify management as soon as possible.
  - d. Exchange information. Give the other driver(s) your name, insurance information, and your driver's license number. Get the same information from the other driver(s).
  - e. DO NOT MAKE ANY STATEMENT, ORAL OR WRITTEN, regarding the circumstances of the accident or the reason you were driving (e.g., Company business).
  - f. Get the names and addresses of anyone who might have witnessed the accident.
  - g. Drivers may be required to take a substance abuse screening as soon as possible after an accident. Failure to submit to such testing may result in suspension or termination.



---

**SUBJECT: PROFESSIONAL CONDUCT POLICY #608**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

All employees have a direct impact on the image of our Company. The Company has established an image of professional service to our clients and expects our employees to reinforce this image.

**Guidelines:**

1. Employees are expected to present a neat, business-like appearance on the job.
2. Employees shall use Company time, funds, and property for Company business only. Do not misuse confidential information. Stealing or misusing Company property or stealing Company funds is cause for immediate dismissal.
3. While the Company believes in an employee's right to private personal opinions as an individual, every employee is expected to abide by Company policies, priorities, and directives in conjunction with the performance of job responsibilities. Bargaining tactics, giving misinformation, deceiving, or making promises to clients about a product that cannot be upheld is not permitted by the Company.
4. Show concern for the rights and property of others. Abusive language, physical threats, violence, and/or sexual or other forms of harassment are all subject to disciplinary action up to and including termination.
5. An employee's manner of conversation and actions often leave an impression on the minds of others. All clients and client information are to be treated in a business-like manner, including guarding confidential client information in casual conversations.
6. The Company does not allow illegal drug or alcohol use on the premises at any time.

---

**SUBJECT: OFFICE ROMANCE/DATING POLICY #609**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company recognizes its responsibility in promoting awareness and providing guidelines on the problems that may arise in the workplace as the result of employees' romantic and sexual relationships with other employees. This policy is not intended to discourage friendship between co-workers or between management and non-management personnel. It does not prohibit all consensual romantic relationships between employees. It does, however, prohibit romantic or sexual relationships between employees that may interfere with the productivity of employees or co-workers. It also prohibits romantic or sexual relationships between employees that create or appear to create potential conflicts of interest or charges of sexual harassment.

**Guidelines:**

1. The terms dating and romantic relationship, as used in this policy, include, but are not limited to: casual dating, serious dating, casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relations.
2. The restrictions on romantic relationships and dating apply despite the sexual orientation of the employees involved. This policy applies equally to opposite-sex and same-sex relationships and will be implemented in a non-discriminatory manner. The Company will take any steps necessary to avoid disparate impact on either sex.
3. This policy applies only to consensual romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) and sexually-oriented behavior with the purpose or effect of creating an offensive environment is strictly prohibited. (See Sexual Harassment Policy.)
4. The Company strongly discourages management personnel from engaging in romantic or sexual relationships with non-management personnel. It would be improper for a manager to have any kind of romantic or sexual relationship with non-management personnel in his or her department and all such relationships should be fully disclosed to Company management.
5. Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy may result in disciplinary action up to and including termination of employment.

---

**SUBJECT: CONTRIBUTIONS AND SOLICITATIONS POLICY #610**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The purpose of this policy is to establish guidelines for solicitations and requests for personal and corporate contributions.

**Guidelines:**

1. No third parties are allowed on the Company's premises for the purpose of soliciting.
2. No employee is permitted to sell or solicit non-Company goods and/or services of a business nature to other employees or the Company's clients or vendors.
3. Company telephones and mail service are not to be used for the purpose of soliciting.
4. All solicitations are discouraged and any exceptions and requests for personal and corporate contributions must be approved and coordinated through the corporate office.

---

**SUBJECT: DRESS CODE POLICY #611**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

All employees of the Company have a direct impact on the image of our Company. The Company has established a professional image and requests that employees reinforce this image. One of the key aspects of our image is clothing and the manner in which an employee's appearance is interpreted by our clients.

**Guidelines:**

1. Business casual is optional in that traditional business dress attire may always be worn on any day.
2. When on the job, employees should dress appropriately for the activities that day. Certain formal situations (e.g., where the client is **not** business casual, presentations, meetings with visitors who might be dressed more formally, first-time visits to clients) may require traditional business dress attire.
3. The following are more specific suggestions in determining appropriate dress attire:
  - a. Slacks/Sport Coats:
    - (1) Appropriate: Corduroys, linen, dress khakis, "Dockers," gabardines, wool tropical, and flannel slacks. Sport coats are optional and may be a good idea to have on hand in case of surprise meetings.
    - (2) Inappropriate: Jeans, denim, cutoffs, sweat pants, shorts, bib overalls, spandex, or other form-fitting pants.
  - b. Shirts:
    - (1) Appropriate: Casual shirts with collars, golf or polo-style shirts, sweaters, turtlenecks, and Company logo clothing.
    - (2) Inappropriate: T-shirts, sweatshirts, tank tops, denim, halter tops, sports jerseys, and shirts with lettering or excessively large brand logos.
  - c. Dresses/Skirts:
    - (1) Appropriate: Casual dresses and skirts, mid-length split skirts ("skorts").
    - (2) Inappropriate: Anything that detracts from a professional appearance.

**SUBJECT: DRESS CODE POLICY #611**

Effective: 07/01/01

---

d. Shoes:

(1) Appropriate: Loafers, boots, flats, dress sandals, leather deck shoes. Socks for men are appropriate.

(2) Inappropriate: Athletic shoes, thongs, or slippers.

4. The following are inappropriate to wear in the office:

a. Revealing attire: Clothing such as shorts, crop tops, tank tops; clothing made of see-through materials; or clothing that exposes areas of the body usually covered in the workplace.

b. Bare midriffs.

c. Shoes without socks for men.

d. Profanity or pictures printed on shirts, political slogans, advertisements, cartoons, or drawings.

e. Hats or caps.

5. Management will ask employees who do not meet the Company's dress standards to go home to make appropriate changes.

6. The final decision regarding attire and appropriate apparel is the responsibility of the employee's manager.

SUBJECT: OFFICE APPEARANCE POLICY #612  
Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Office appearance is extremely important to our success. All employees are required to do their part to maintain the professional appearance of our offices.

**Guidelines:**

1. All employees are responsible for maintaining neat and clean work areas.
2. Personal decorative items in professional taste are acceptable.
3. Management reserves the right to remove items that cause disruption or are inappropriate.
4. All employees are responsible for keeping our common areas, lounge, kitchen, rest rooms, etc., clean at all times.
5. To maintain the highest level of confidentiality and professionalism possible, any client information should be filed at the end of the day and each employee will be responsible for the storage and maintenance of files, forms, and any other work-related material.
6. Employees must observe the rights of others and eat only the food and beverage they bring. Do **NOT** take the property of other employees.
7. The office must be secured at the end of each business day to protect the property of the Company.

---

**SUBJECT: CARE OF COMPANY EQUIPMENT AND SUPPLIES POLICY #613**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company has invested in equipment and supplies designed to enable our employees to do their work effectively and efficiently. Cooperation in the care and use of equipment and supplies is necessary to maintain the equipment in good condition.

**Guidelines:**

1. If any equipment is defective or is not suitable for the job, an employee's manager should be notified immediately.
2. All Company equipment and supplies will be used for Company business purposes only.
3. Employees are responsible for damage to Company equipment caused by their own negligence and/or misuse. The Company reserves the right to deduct such damages from the employee's wages, subject to applicable law.

---

**SUBJECT: COMPUTER USE POLICY #614**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Producing, exchanging, and retrieving information electronically by taking advantage of computer technology presents valuable opportunities for the Company. While employees are encouraged to use this technology, its use carries important responsibilities. Employees are expected to exhibit the same high level of ethical and business standards when using this technology as they do with more traditional workplace communication resources.

Computers, computer systems, and electronic media equipment (including computer accounts, telephone, facsimile, voice mail, laptop computers, printers, networks, software, electronic mail, Internet, and World Wide Web access connections) are provided for the use of employees for business-related use. It is the responsibility of all employees to see that these information systems are used in an efficient, ethical, business-related, and lawful manner.

The use of information systems is a privilege extended by the Company, which may be withdrawn at any time. An employee's use of computer systems may be suspended immediately upon the discovery of a possible violation of the policies contained in this Manual, or other possible wrongful conduct. Remember that the Company is paying for your time, and time spent on personal business while being paid is theft.

The following guidelines relate to the responsible use of computers and computer services and electronic media resources at the Company.

**Guidelines:**

1. These resources are the Company's property and are to be used solely for business purposes. Access by employees requires authorization from Greg Smith and/or Jim Bright. This authorization can be revised, restricted, or revoked at any time.
2. Fraudulent, harassing, threatening, discriminatory, sexually-explicit, or obscene messages and/or materials are not to be transmitted, printed, requested, or stored. "Chain letters," solicitations, and other forms of mass mailings not related to work are not permitted.
3. Employees are responsible for protecting their own passwords. Sharing user IDs, passwords, and account access codes or numbers is discouraged. Employees may be held responsible for misuse that occurs through such unauthorized access.



---

**SUBJECT: COMPUTER USE POLICY #614**

Effective: 07/01/01

---

4. The Company provides an electronic mail system and network connections for internal and external business communication and data exchange purposes. However, employees should be aware that, despite passwords, account access codes, and the like, the Company has the ability to, and expressly reserves the right to, review any and all information contained in its systems.

Use and access may be monitored and tracked by management at any time. Even though files, data, or messages may appear to be "deleted," procedures by the Company to guard against data loss may preserve material for extended periods of time.

5. In order to maintain and ensure Company access to Company data, no employee is permitted to use encryption devices on a Company computer without express written authorization. Any employee authorized to use encryption coding devices and other security protection devices must provide the applicable keys and codes in a sealed envelope to Greg Smith and/or Jim Bright where they will be retained in a secure environment.

6. Introducing or using software designed to destroy or corrupt the Company's computer system with viruses or cause other harmful effects is prohibited. Employees are required to use the Company-provided anti-virus software.

7. Any unauthorized downloading of Internet products could jeopardize the Company's network systems. Any downloading of Internet products must **first** be approved by Greg Smith and/or Jim Bright.

8. The Company's information system is intended to serve all employees. Any activities initiated by an employee such as direct line Internet live feed that slows the server is prohibited.

9. Use of Company computer systems for checking personal e-mail, instant messaging services not related to work, websites not related to work, and personal financial management services is prohibited.

---

**SUBJECT: INTERNET USE POLICY #615**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Internet can be described as a union of the telephone, mail, television, radio . . . in short, any type of remote communications can be carried out via the Internet. Even though there is no set of laws specifically regulating participation on the Internet (such as postal regulations), there is Netiquette. Netiquette describes the code of conduct all members of the Internet community expect from one another. Underlying all of them are three (3) primary tenets: don't break the law, be a good neighbor, and please use good judgment.

Activity based, in any part, on the Company's Internet connection should not be considered confidential. This also includes the possibility of inspection of any mail and/or files tagged with an employee's user identification. Internet activity may be monitored.

INTERNET ACCESS ORIGATION AT THE COMPANY IS A PRIVILEGE EXTENDED BY THE COMPANY THAT MAY BE WITHDRAWN AT ANY TIME.

**Guidelines:**

1. Use of the Company's Internet access is strictly limited to Company business. Employees are not to use Internet access for personal business at any time without the approval of management.

2. When using the Company's Internet connection, employees are representatives of the Company in the Internet community. Please be aware of the dangers involved with the following actions:

a. Irresponsible use of system resources. Resources include bandwidth (the pipeline for the data both coming into the Company and going out of the Company) and storage (for downloaded files). A finite amount of data can travel across our network at any given time, downloading large files during business hours can compromise the performance of the entire system. Prior to working with large files, please consider the impact this will have on all other network users. Another major contributor to performance degradation is the constant use of "live feeds." The Company discourages the use of "live feeds" during business hours. Live feeds include automatic news feeds, radio broadcasts, etc. A live feed is constantly streaming data into the pipeline and compromising resources including bandwidth.

b. Downloaded software may have viruses or worms; scan any programs with a virus detection program prior to executing them. Contact Greg Smith and/or Jim Bright before downloading any application, program, or software.

---

**SUBJECT: INTERNET USE POLICY #615**

Effective: 07/01/01

---

3. Employees are prohibited from any activity that is contrary to state or federal law, including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.
4. As to copyright in general: The Company has adopted a policy statement on Copyrights/Patents/Inventions (see Copyrights, Patents/Inventions Policy), which requires employees to respect all of the intellectual property rights of others.
5. The Company's confidentiality statement is applicable to Internet usage. (See Confidentiality Policy.) Furthermore:
  - a. Absent management approval, do not engage in any communication or Internet activity that could be construed as an official response from or representation of the Company.
  - b. Frequently, messages are posted to bulletin boards or mailing lists that require the Company's response. In order to handle these messages most efficiently, people within each organization have been identified who will be responsible for sending a response. If you see such a message, please forward it to the appropriate department manager or Greg Smith and/or Jim Bright.
  - c. Communication of a commercial nature, solicitations, advertisements, and similar commercial postings are unwelcome in many Internet forums. Prior to posting any such communication, contact Greg Smith and/or Jim Bright.
6. Employees may not engage in any activity that could damage the Company's reputation or potentially put an employee and the Company at risk for legal proceedings by any party such as libelous or harassing communications or unfair competitive practices.
7. Do not engage in any activity that could be construed as hostile to another Company or institution. An example of this is making attempts to gain unauthorized access to another Company's systems and/or information.
8. The basic rule of thumb is: If there is any doubt, don't.

---

**SUBJECT: E-MAIL USE POLICY #616**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Use of electronic mail, commonly called "e-mail," is a privilege provided by the Company. The electronic mail system is the property of the Company and its use is solely restricted to legitimate business purposes. When using the Company's e-mail resources, employees are representatives of the Company.

E-mail use and e-mail files are not confidential. Activity can and may be monitored. The Company's personnel will have access to an employee's internal and external e-mail. Electronic files can and may be monitored by management at any time and without notice. Even though messages can be deleted, they may be preserved for an extended period of time. Access to electronic files, including e-mail files, will also be provided to third parties, such as law enforcement officials, when requested.

**Guidelines:**

1. E-mail use is prohibited in all the following situations:

- a. Any communication that violates state or federal law, including, without limitation, communications such as libel, release of confidential information or trade secrets, harassment, or threats.
- b. Any communication that could damage the Company's reputation or potentially put an employee and the Company at risk for legal proceedings by any party such as libelous or harassing communications. Remember that the message an employee sends to another co-worker in confidence can be transmitted to others.
- c. Any communication that could be construed as an official response from the Company that does not have appropriate approval prior to transmission.
- d. Communication of a commercial nature, solicitations, advertisements, and similar commercial postings for businesses or non-profit agencies that are not affiliated with the Company and for which solicitation has not been authorized.
- e. Communication of the Company's proprietary information. Methods and materials developed by the Company, including marketing information, development plans, and technological development are examples of proprietary information that are not to be shared without prior management approval.

---

**SUBJECT: E-MAIL USE POLICY #616**

Effective: 07/01/01

---

- f. Harassing, threatening, discriminatory, sexually-explicit, or obscene messages are not to be transmitted or stored. Employees who receive such a message must advise their manager immediately. In the event the manager is not available, contact another Company officer.
2. Use and access can be monitored and tracked by management at any time and without notice to employees. Even though messages may appear to be deleted, procedures by the Company to guard against data loss may preserve material for extended periods of time. Access to e-mail and e-mail records will also be provided to third parties, such as law enforcement officials, when requested.
3. E-mail should not be used to communicate confidential or sensitive Company information. Employees should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals and a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.
4. The Company strongly discourages the retention of large numbers of e-mail messages whether they appear in the employee's "Inbox," "Sent Items," or "Deleted Items" files. Retention of messages can slow down system performance and messages may contain confidential information. Therefore, employees are to limit the number, distribution, and availability of such e-mail messages.
- a. If a message does not require a specific action or response, it should be deleted after it is read.
  - b. If the content of a message needs to be saved for more than two (2) weeks, it should be archived to a separate computer file or diskette or printed out and saved to an appropriate file.
  - c. Employees should review their messages weekly and delete those appearing in any e-mail file that are not needed.
5. Employees who have any questions concerning this policy must contact their managers prior to using e-mail.

**SUBJECT: TELEPHONE PROCEDURES POLICY #617**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company conducts business by telephone. The telephone equipment of the Company is provided for the purpose of providing service to our clients. Remember, the Company is paying you for your time at work.

**Guidelines:**

1. Our telephone is important to our client relations; therefore, we want to project a professional image. The person answering the telephone will answer in a friendly, courteous tone.

Example: "Good morning/afternoon/evening. (Name of Company), (your name) speaking.  
May I help you?"

2. The Company requests an employee's cooperation in limiting outgoing or incoming personal calls to a minimum. No one objects to the occasional personal telephone call; however, excessive use of the telephone for personal use will not be tolerated. Abuse of telephone privileges will not be tolerated.

3. When taking a telephone message, please take the information in a clear, legible manner and route the message immediately to the employee for whom it is intended.

4. When taking a telephone call for another person, make an immediate attempt to find the person for whom the call is intended. Do not leave the caller on hold for an extended period of time. After two (2) attempts to find the person, offer to take a message.

5. The Company may periodically and regularly monitor an employee's telephone communications for the purposes of assessing and/or improving the quality of client services.

---

**SUBJECT: COMPLETION OF PAPERWORK POLICY #618**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

Employees are responsible for completion of certain paperwork and submitting itineraries and projects for assistance in workflow preparation.

**Guidelines:**

1. Employees are responsible for accurately completing an invoice for all work in a timely manner that involves billing and/or shipment of supplies. Upon completion, the invoice is routed to the Accounting Department for billing.
2. Employees are responsible for filling out their own expense reports by attaching receipts to the back of the expense report form and submitting the report to their manager for approval.
3. Employees are responsible for completing all assigned paperwork accurately and on time.
4. Lack of attention to paperwork causing undue errors will be dealt with in accordance with their severity and cost to the Company.

---

**SUBJECT: STAFF MEETINGS POLICY #619**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company holds regular staff meetings designed to further the professionalism of the staff and to keep employees informed of all projects, policies, and procedures.

**Guidelines:**

1. Employees affected by these meetings will be advised of the meeting in time to arrange their schedule.
2. Attendance at these meetings is mandatory.



---

**SUBJECT: SECURITY POLICY #620**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The Company has taken precautions in an attempt to make the facilities a safe and secure place. Unauthorized firearms or other weapons are prohibited. Locks have been installed in all points where security or privacy is required. Confidential records and files of the Company are kept in a secure, locked area.

**Guidelines:**

1. Weapons:

a. The Company believes that an armed society is a secure society and complies with local laws regarding the possession of weapons. In Texas the unlicensed possession of a weapon on Company premises is a felony with a maximum penalty of 10 years imprisonment and a fine not to exceed \$10,000. All handguns are to remain holstered at all times, and rifles are to be unloaded. When visiting a client site compliance with client policies is mandatory.

b. While this list is not all inclusive, weapons include firearms (whether loaded or unloaded), knives with a blade longer than 4", any explosive materials, or any other object that could be used to harass, intimidate, injure, or kill another individual.

2. Keys to the Company facilities are issued to those employees who have need to access secure areas.

3. Only employees authorized by management to receive keys are to have them in their possession. The keys are not to be loaned to other employees or anyone else without the written authorization of management.

4. Management reserves the right to conduct a search of all Company-owned property, personal property on Company premises, or furnished items (desks, vehicles, lockers, packages, boxes, purses, briefcases, etc.) for business-related purposes. If necessary, a search may be conducted without prior notice.

5. At the discretion of the Company, based upon suspicions or evidence of a violation of this policy:

a. The Company may, for business-related purposes, search any personal article brought on Company premises or work sites or possessed while on Company business.

---

**SUBJECT: SECURITY POLICY #620**

Effective: 07/01/01

---

b. The Company may seize any weapon in violation of Guideline 1 above that is found on Company property, in an employee's possession, or in any personal article brought on Company premises or work sites or possessed while on Company business.

6. Persons other than employees should always be escorted through our offices, not allowed to roam at will. If strangers who do not satisfactorily identify themselves are encountered, employees should notify their manager immediately.

7. Children at Work:

a. For safety and security reasons, employees, including supervisors and managers, are not normally permitted to bring children to work. In extraordinary circumstances, managers or department heads may, at their discretion, authorize employees to bring healthy children to the workplace as long as their presence does not create a safety risk or seriously diminish or otherwise adversely affect the Company's productivity or efficiency of operations.

b. With the approval of the employee's manager or department head, brief, informal visits by an employee's children may be permitted so long as such episodes are infrequent and do not disrupt or distract the employee's co-workers.

---

**SUBJECT: WORKERS' COMPENSATION POLICY #621**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

When an injury or illness occurs, it is essential that prompt medical treatment is provided in the form of first aid, treatment at a local emergency provider, or by local emergency medical service fire/rescue units for transport when necessary. Qualified, trained first aid/CPR personnel should be identified where available. The closest emergency medical treatment facilities should also be identified.

**Guidelines:**

1. All job-related injuries or illnesses must be reported to the Company on an Employee Injury Report.
2. The reports are to be filled out by the injured employee, his or her immediate manager, and all witnesses.
3. Every question must be answered in order to promptly report the claim to the insurance carrier.
4. The original must be forwarded within twenty-four (24) hours to:  
  
GTN Technical Staffing  
5151 Belt Line Rd., Suite 700  
Dallas, TX 75254
5. In the event of a serious accident that involves a **fatality** or admission to a hospital of **three (3) or more employees**, contact the OSHA regional office within **eight (8) hours**.
6. Remember to forward all medical information, drug screen results, correspondence, and bills to the above address.
7. Employees who are not able to work their scheduled hours as a result of a work-related injury or illness must advise their manager by telephone or letter of the expected date they anticipate returning to work and forward all doctor's reports to their manager.
8. Employees must not be retaliated against in violation of applicable state workers' compensation laws.

---

**SUBJECT: OCCUPATIONAL SAFETY AND HEALTH POLICY #622 - ADMINISTRATION  
("OSHA")**

Effective: 07/01/01

---

**STATEMENT OF POLICY:**

The federal Occupational Safety and Health Administration ("OSHA") provides standards with which employers must comply to provide their employees with safe and healthy working conditions. To fulfill this obligation to our employees, the Company must be in compliance with the following requirements.

**Guidelines:**

1. Posting Requirements:

- a. The law requires that employees be informed of the basic safety and health protection afforded them.
- b. To comply with this regulation, each location must post the Job Safety and Health Protection poster in a conspicuous place. This poster outlines the responsibilities of both employers and employees to maintain a safe and healthy working environment.

2. Record Keeping Requirements:

- a. OSHA requires the Company to maintain **OSHA Form #200**, Log and Summary of Occupational Injuries and Illnesses. OSHA also requires the Company to maintain **OSHA Form #101**, the Supplementary Record of Occupational Injuries and Illnesses for **EACH** injury and illness.
- b. For ease of recording, the log and summary should be kept posted at all times.
- c. The summary, with year-end totals, must be posted no later than February 1 of the following calendar year and must remain in place until March 1.
- d. Each injury and illness deemed recordable, according to the guidelines on the back of Form #200, must be entered within six (6) working days after the incident.
- e. All injury and illness records must be retained and updated for five (5) years following the calendar year they cover

---

**SUBJECT: OCCUPATIONAL SAFETY AND HEALTH POLICY #622 - ADMINISTRATION  
("OSHA")**

Effective: 07/01/01

---

**3. Serious Accident and Fatality Reporting:**

All work-related employee deaths and serious accidents must be reported to OSHA. Should an employee death or accident occur in which three (3) or more employees are injured, the manager must report the death or accident immediately to a Company officer. The death or accident must be reported to OSHA within eight (8) hours of the incident.

**4. Inspections:**

a. An OSHA inspector may visit a location at any time, usually during business hours, to confirm that the Company is in compliance with the above requirements.

b. A management representative should accompany the OSHA inspector during the walk-through inspection.

**5. OSHA Citation Policy:**

a. If an inspector from OSHA inspects the Company and/or if the Company receives an OSHA citation(s), contact a Company officer immediately.

b. After reporting the inspection, please send a copy of the citation to a Company officer. This should be done as soon as possible due to time limitations on responses to OSHA citation.

c. It is important to report OSHA-related citations to the Company officer because of the impact such a citation could have on the Company.

**Employer Response to Employee Request for Family and Medical Leave**      **U.S. Department of Labor**  
**Employment Standards Administration**

(Optional use form - see §825.301[c])      **Wage and Hour Division**

**(Family and Medical Act of 1993)**

(Date)

TO: \_\_\_\_\_  
(Employee's name)

FROM: \_\_\_\_\_  
(Name of appropriate Company representative)

SUBJECT: Request for Family/Medical Leave

On \_\_\_\_\_, you notified us of your need to take family/medical leave due to:  
(date)

the birth of your child, or the placement of a child with you for adoption or foster care; or

a serious health condition that makes you unable to perform the essential functions of your job;  
or

a serious health condition affecting your spouse, child, parent for which you are  
needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue  
until on or about \_\_\_\_\_. (date)  
(date)

Except as explained below, you have a right under the Family and Medical Leave Act ("FMLA") to take up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition that would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: *(check appropriate boxes, explain where indicated)*

1. You are eligible not eligible for leave under the FMLA.

2. The requested leave will will not be counted against your annual FMLA leave entitlement.

3. You will  will not  be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (*insert date*) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.

4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We will  will not  require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (*Explain*)

5. a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month, or pay periods, etc., that specifically cover the agreement with the employee.*)

b. You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We will  will not  pay your share of health insurance premiums while you are on leave.

c. We will  will not  do the same with other benefits (*e.g., life insurance, disability insurance, etc.*) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you  will  will not  be expected to reimburse us for the payments made on your behalf.

6. You will  will not  be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.

7. a. You  are  are not  a “key employee” as described in §825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

b. We  have  have not  determined that restoring you to employment at the  conclusion  of FMLA leave will cause substantial and grievous economic harm to us. (*Explain [a] and/or [b] below. See §825.219 of the FMLA regulations.*)

8. While on leave, you  will  will not  be required to furnish us with periodic reports every \_\_\_\_\_ (*indicate interval of periodic reports, as appropriate for the particular leave situation*) of your status and intent to return to work (*see §825.309 of the FMLA regulations*). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you  will  will not  be required to notify us at least two workdays prior to the date you intend to report for work.

9. You  will  will not  be required to furnish recertification relating to a serious health condition. (*Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations.*)

**CERTIFICATION OF HEALTH CARE PROVIDER  
(Family and Medical Leave Act of 1993)**

1. Employee's Name: \_\_\_\_\_

2. Patient's Name (if different from employee): \_\_\_\_\_

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition<sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.

(1)\_\_\_\_(2)\_\_\_\_(3)\_\_\_\_(4)\_\_\_\_(5)\_\_\_\_(6)\_\_\_\_, or None of the above \_\_\_\_\_

4. Describe the medical facts that support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

\_\_\_\_\_

5. a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity<sup>2</sup> if different):

\_\_\_\_\_

b. Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)? \_\_\_\_\_

If yes, state the probable duration: \_\_\_\_\_

c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated<sup>2</sup> and the likely duration and frequency of episodes of incapacity<sup>2</sup>:

\_\_\_\_\_

6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

\_\_\_\_\_

\_\_\_\_\_

b. If any of these treatments will be provided by another provider of health services (physical therapist), please state the nature of the treatments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind? \_\_\_\_\_

b. If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job with or without reasonable accommodation (the employee or the Company should supply you with information about the essential job functions)? \_\_\_\_\_ If yes, please list the essential functions the employee is unable to perform:

---

c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment? \_\_\_\_\_

8. a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation? \_\_\_\_\_

b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?

c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need: \_\_\_\_\_

---

Signature of Health Care Provider

Type of Practice

---

Printed Name of Health Care Provider

---

---

Address

Telephone Number

To be completed by the employee requesting family leave to care for a family member:  
State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

---

Employee's Signature

Date

## NOTES

1 Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

2 "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery there from.

3 Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

4 A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, and other similar activities that can be initiated without a visit to a health care provider.

A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity<sup>2</sup> or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

A period of incapacity<sup>2</sup> of more than three consecutive calendar days (including any subsequent treatment or period of incapacity<sup>2</sup> relating to the same condition) that also involves:

- a. Treatment<sup>3</sup> two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; or
- b. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment<sup>4</sup> under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to pregnancy or for prenatal care.

4. Chronic Conditions Requiring

Treatments A chronic condition that:

- a. Requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant under direct supervision of a health care provider;
- b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity<sup>2</sup> (*e.g.*, asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity<sup>2</sup> of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).