

people2.0

GLOBAL WORKFORCE DEPLOYMENT

Associate Handbook

For Exclusive use of Associates Coordinated by

provisional
recruiting

A People 2.0 Affiliate

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WELCOME

Welcome to Provisional Recruiting (referred to as "Provisional") and People 2.0 (collectively referred to as "People 2.0" or the "Company"). We wish you every success as you join our team of Associates. We believe that each associate contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our associates and to outline the policies, programs, and benefits available to you. You should familiarize yourself with the contents of this handbook as soon as possible, as it will answer many questions about your employment with People 2.0.

The policies in this handbook are guidelines, not a complete description of all standards of conduct or other principles applicable to your employment. This handbook is not a contract or guarantee. You are not guaranteed employment for any specific duration. People 2.0 may change, delete, suspend, add to, discontinue, apply, and interpret any part of this handbook or any other policies at any time without notice or consideration. Associates may obtain the latest handbook via the associate online portal. Exceptions to these policies may only be made by the Human Resources Department, and only in writing.

You are responsible for knowing Company policies contained in this handbook. This handbook (and any copies thereof) is the property of People 2.0 and is only authorized for access by current associates. Laws change from time to time and vary by jurisdiction. If a policy in this handbook is inconsistent with applicable law, we will follow applicable law. This handbook replaces and supersedes any other associate handbooks or statements of policy.

Our goal is to ensure that employment with Provisional and People 2.0 is an enjoyable and rewarding experience. We therefore invite and encourage a continuous exchange of questions, suggestions, and information. Should you encounter anything that concerns you, please let us know. We want you to feel free to contact anyone at Provisional; our door is always open.

AT-WILL EMPLOYMENT

You are being employed by People 2.0 Global, ("People 2.0"). People 2.0 is a privately held, national staffing company headquartered in Pennsylvania with over 50 branches throughout the United States. Provisional is our licensed affiliate and will be acting on our behalf with regard to your hiring, employment, and placement at job assignments with our clients. Provisional will notify you of available work assignments for which you are qualified. You will be paid based on the client job position to which you are assigned. Your paycheck and W-2 will be issued by People 2.0, and workers' compensation, unemployment and other benefits are provided by People 2.0. Employment at People 2.0 is at-will, which means that both you and the Company may terminate the employment relationship at any time,

with or without notice or cause, so long as there is no violation of law.

EQUAL EMPLOYMENT OPPORTUNITY

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, genetic information and any other characteristic prohibited by federal, state or local law. In addition, People 2.0 is committed to providing a work environment that is free of unlawful harassment.

In furtherance of this commitment, the Company strictly prohibits all forms of unlawful harassment. It is a violation of this policy to retaliate against any person who makes a complaint of discrimination or testifies, assists or participates in an investigation or proceeding related to such behavior.

The Company prohibits managers, supervisors and associates from discriminating against or harassing co-workers as well as clients, vendors, suppliers, independent contractors and others doing business with the Company. In addition, the Company prohibits clients, vendors, suppliers, independent contractors and others doing business with the Company from discriminating against or harassing the Company's associates.

Definitions

Unlawful Harassment: Unwelcome physical or verbal conduct based upon race, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, genetic information and any other characteristic prohibited by law that is sufficiently severe, pervasive and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services or opportunities of the Company.

There are two types of harassment: quid pro quo (Latin term meaning "this for that") and hostile work environment. Both types are prohibited.

Sexual Harassment: Unwelcome physical or verbal conduct of a sexual nature that can include sexual advances, requests for sexual favors and offensive sexual behavior or comments.

Examples of prohibited sexual harassment include:

1. Unwanted sexual advances.
2. Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors or threatening an employment detriment (such as termination or demotion) for an associate's failure to engage in sexual activity.
3. Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
4. Verbal sexual advances, propositions, requests or comments.
5. Sending or posting sexually related messages, videos or messages via text, instant messaging or social media.

6. Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and suggestive or obscene letter, notes or invitations.
7. Physical conduct, such as unwelcome touching or hugging, groping, assault or blocking movement.

Quid Pro Quo Harassment:

An individual explicitly or implicitly promises or withholds job-related benefits based upon associate's acquiescence to sexual advances or behavior. Such harassment may include behavior by a person of either gender against a person of the same or opposite gender.

Examples of behaviors that may constitute quid pro quo harassment include, but are not limited to:

1. basing an employment-related action (e.g., hiring, salary increase, promotion, termination) on a sexual favor or relationship.
2. making direct or implied threats that submission to sexual advances will be a condition of employment.

Hostile Environment Harassment: Verbal or physical conduct based on race, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity and expression, genetic information and any other characteristic prohibited by law that is sufficiently severe or pervasive enough to create an intimidating, threatening or abusive environment.

Examples of behaviors that may constitute hostile environment harassment, include, but are not limited to:

1. racial or ethnic slurs, epithets and any other offensive remarks.
2. jokes, whether written, verbal or electronic.
3. threats, intimidation and other menacing behavior.
4. inappropriate verbal, graphic or physical conduct.
5. sending or posting harassing messages, videos or messages via text, instant messaging or social media.
6. other harassing or discriminatory conduct based on one or more of the protected categories identified in this policy.

Any such harassment will subject an associate to disciplinary action, up to and including termination. Associates who have any questions about what constitutes harassing or discriminatory conduct should contact their Provisional representative.

Reporting harassment or discrimination

If an associate feels that he or she is being harassed or discriminated against in violation of this policy by another associate, supervisor, manager or third-party doing business with the Company, the associate should immediately contact a representative at Provisional. If an associate does not receive a satisfactory resolution, the associate should contact the Human Resources Department at People 2.0 directly. If an associate is not reasonably able to approach a person in the chain of authority, the

associate should skip a level and go to the next person in the chain. In addition, if an associate observes harassment or discrimination by another associate, supervisor, manager or non-associate, the associate must immediately report the incident to the individuals identified above. Appropriate action will also be taken in response to violation of this policy by any non-associate.

All supervisors must report complaints of misconduct under this policy immediately, so the Company can investigate and resolve the complaint(s).

All complaints of unlawful harassment or discrimination that are reported to the Company or to the persons identified above will be investigated as promptly as possible, and corrective action will be taken where warranted. All complaints of unlawful harassment or discrimination that are reported to the Company or to the persons identified above will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. Complaints will be investigated by impartial and qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress, and all investigations will be completely timely.

Associates' notification to the Company is essential to enforcing this policy. Associates will not be penalized in any way for reporting a harassment or discrimination problem.

Violations of this policy will result in discipline

Violations of this policy will subject an associate to disciplinary action, up to and including immediate termination.

Retaliation prohibited

People 2.0 strictly prohibits retaliation against those who complain of, witness, or participate in an investigation or resolution of a complaint of discrimination or harassment of alleged violations of this policy.

If an associate feels that he or she is being retaliated against, the associate should immediately contact a representative at Provisional or the Human Resources Department at People 2.0 directly. In addition, if an associate observes retaliation by another associate, supervisor, manager or non-associate, he or she must immediately report the incident to the individuals identified above.

Any associate determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any associate, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

ELIGIBILITY OF EMPLOYMENT

The Immigration Reform and Control Act (IRCA), adopted in 1986, provides that employers may only hire Persons who are legally permitted to work in the United States. This includes citizens and aliens authorized to work in the United States.

When hiring, discharging or recruiting, People 2.0 does not discriminate on the basis of national origin or citizenship status against U.S. citizens, U.S. nationals, and classes of aliens with work authorization such as permanent residents, temporary residents, refugees, and asylees.

Each new associate, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 (“I-9”) and present documentation establishing identity and employment eligibility as required by federal and state laws. Former associates who are rehired must also complete the form if they have not completed an I-9 with People 2.0 within the past three years, or if their previous I-9 is no longer retained or valid.

EMPLOYMENT CLASSIFICATIONS

Federal and state laws exempt certain associates from wage and hour requirements such as meal periods and overtime. The positions offered by People 2.0 through Provisional are considered either non-exempt and eligible for over-time or exempt and not eligible for overtime. Associates will be notified of their employment classification with each assignment. An associate's exempt or non-exempt classification may be changed only upon written notification by People 2.0.

EMPLOYMENT CATEGORIES

Full-time associates are those who are regularly scheduled to work 30 hours or more a week. Part-time associates are those who are regularly scheduled to work less than 30 hours a week. Employment beyond any initially stated period does not in any way imply a change in employment status.

Notwithstanding these employment categories, part-time associates may still be eligible for benefits if so provided under current People 2.0 policies. All associates should check with their Staffing representative to confirm whether he/she is eligible for benefits.

SUCCESS IN YOUR JOB

Attendance, productivity and follow-through are the keys to your success in our organization. When you are scheduled to work, both we and our client are counting on you to be there. Associates who show up for work on time every day have the best opportunity to secure the best positions and are often the first to receive raises or advancement opportunities when available.

WORK ASSIGNMENTS

Our goal is to match the skills and experience of each associate to a specific client position. If you do not feel that you are suited to the job to which you are assigned, you must finish your shift, and then contact the Provisional office as soon as possible to see if another suitable assignment may be available. If you have a work-related problem, don't assume it cannot be resolved. Talk with someone in the Provisional office as soon as possible.

If you walk off a job before your shift ends, we will assume you have quit your job with People 2.0. Your employment will be terminated, and you will not be eligible for other work through our Company. Eligibility for unemployment benefits may also be affected.

WORK SCHEDULE

Work schedules and hours are set to meet the business needs of our clients. As a result, it is sometimes necessary to change schedules or hours. All work schedules and any changes will be communicated through Provisional. If a client representative asks you to change your schedule, be sure to confirm the change with Provisional so there is no confusion about your schedule or pay.

TIMEKEEPING & OVERTIME

Each assignment with the Company is classified as exempt or non-exempt as defined under the Fair Labor Standards Act (FLSA). An exempt employee is salaried and exempt from overtime pay. A non-exempt employee is paid at an hourly rate and is entitled to overtime pay under the (FLSA) or applicable state laws. Overtime is generally paid for hours worked over 40 in a work week, unless daily overtime is required by state law. Employees will be notified of their employment classification at the beginning of each assignment. An employee's exempt or non-exempt classification may be changed only with written notification by the Company. This timekeeping & overtime policy is applicable to all employees on assignment through People 2.0.

REPORTING TIME WORKED

Each non-exempt employee is responsible for daily recording of all time worked for payroll and benefit purposes. This includes recording begin time and end time, as well as the beginning and ending of each meal period or extended break. Time worked is the time spent on the job performing assigned duties. Furthermore, non-exempt employees are responsible for ensuring that information provided on their timesheet is accurate and honest. Falsifying timesheets is a violation of company policy and can result in disciplinary action. Employees are responsible for ensuring that timecards are submitted by the required deadline each week and that they accurately reflect ALL hours worked.

If at any time during an assignment, an employee has a discrepancy with their timesheet, hours worked and/or hours paid, they must immediately escalate the concern to their recruiting representative, account representative or Human Resources (hr@people20.com). The matter will be reviewed and resolved

within a reasonable amount of time.

OVERTIME APPROVAL

Employees are required to obtain approval from a manager at their worksite AND their staffing representative prior to working overtime. Employees who anticipate the need for overtime to complete the weeks work must notify their supervisor and staffing representative in advance and obtain approval prior to working hours that extend beyond their normal schedule. Employees who fail to obtain approval prior to working hours that extend beyond their normal workweek will be subject to disciplinary action. A continued pattern of working unauthorized or unapproved overtime may result in termination of employment. All non-exempt employees will be compensated for all overtime hours worked in accordance with state and federal laws.

ATTENDANCE

If you are going to be late or absent for any reason, you must personally notify the Provisional office at least two (2) hours in advance or as soon as you are physically able. It is not enough to notify someone at the client site where you are working.

Absences

Two or more absences in one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your absences.

Tardiness

Tardiness in excess of two or more times in any one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your tardiness. Leaving work early is included in the definition of tardiness.

No Call/No Show

Missing a scheduled work day and failing to notify Provisional of your absence is the same as quitting your job (“no call/no show”). If there is a no call/no show, People 2.0 will treat it as a voluntary quit on your part, and as a result, you will no longer be employed by People 2.0. Your eligibility for unemployment benefits will be affected.

People 2.0 will excuse absences protected by federal, state and local laws and will consider excusing certain absences as a form of reasonable accommodation for disabled associates.

EMPLOYMENT/WAGE VERIFICATION

If you need to have your wages or employment verified, please contact the Provisional office. Do not ask the worksite client to process these forms. The client will not have information concerning your employment or wages. Please allow at least 48 hours or two working days for processing once the forms are submitted to our third-party verification provider.

Some companies, such as mortgage or leasing companies, may need to provide additional information before verifications can be completed. Please allow two working days from when our third-party vendor receives this additional information for the form to be completed.

END OF ASSIGNMENT

IMPORTANT: If your job assignment ends for any reason, you must contact our office within twenty-four (24) hours to receive a new assignment. If no work is available at that time, you must contact Provisional during office hours at least once each week thereafter to confirm your availability.

If you fail to contact Provisional for work as required above, we will assume that you have quit voluntarily, that you have found other work and/or do not want another work assignment. As a result, your employment with People 2.0 will automatically terminate and you may lose unemployment compensation benefits under state law.

QUITTING YOUR JOB

If you should ever decide to quit your job and terminate your employment with People 2.0, we will want to know why. Your feedback can help us make this a better place to work. Resigning associates will be scheduled for an exit meeting to provide an opportunity to discuss any questions or concerns related to employment.

Associates are encouraged to provide two weeks' notice to facilitate a smooth transition for the worksite client(s) and the Company. All resignations must be confirmed in writing.

Departing associates will be asked to confirm their forwarding address to ensure that correspondence and tax information is received in a timely manner. Associates with questions regarding their final paycheck should review the Final Pay Policy.

PROBLEMS OR MISUNDERSTANDINGS

If there is anything about your job, your relationship with Provisional, People 2.0 or one of our clients that is bothering you, we want to know about it and work with you to find a satisfactory solution. Bring any work-related question or problem to a Provisional supervisor or manager, and NOT to a client representative at your job site.

Usually a Staff Representative can resolve any concern. If you are not satisfied, however, you should ask to speak with the Manager of the branch office where you were hired. It is every Manager's job to listen and try to solve any work-related problem.

Should you be unable to resolve a work problem locally, you should contact the Human Resources Department at People 2.0 directly. A Provisional representative will provide you with the phone number

and address in Pennsylvania.

PAY RATE & PAY DAYS

Pay rates vary by assignment. That means every job can pay a different wage. If you change assignments or work in more than one assignment during any pay period, do not assume that your pay rate will be the same for both. Make sure you know the wage for every job you work.

The work week is Monday (12:01AM) through Sunday (12:00 midnight). Payday is every Thursday. Thus, every Thursday you will be paid for time you worked during the previous work week. Unless you are on a job with a special pay cycle, your bank or pay card account will be credited with your net earnings by the end of the banking day Thursday. Paper checks are offered at the discretion of Provisional. Please check with your Staffing representative for more details. If you are assigned to a job with a special pay cycle, procedures will be explained to you in advance.

PAY ADVANCES

People 2.0 does not provide pay advances to associates.

PAY DEDUCTIONS

The law requires that People 2.0 make certain deductions from every associate's paycheck. Among these are applicable federal, state, and local income taxes, and if applicable, amounts based on a garnishment order. The Company must also deduct social security taxes on each associate's earnings up to a specified limit.

Electronic Payroll

People 2.0 offers associates two electronic methods for receiving their pay: direct deposit or ATM payroll debit card ("paycard"). Direct Deposit allows People 2.0 to deposit your paycheck to your checking or savings account automatically. If you do not have a bank account, we can issue you a paycard. Paycards allow you to access your money through ATMs, checks and various point-of-sale (POS) locations.

All associates will be asked to authorize direct deposit or a paycard account. Please read the payroll authorization forms carefully and refer any questions to your Staffing Representative.

If you experience any difficulty using a People 2.0 paycard, please confirm the date your card is to be active and review the instructions provided with the card before taking any other action. If you need further assistance, call the toll-free customer service number on the paycard. Internet support is also available.

It is our responsibility to give you the information you need to understand and properly use your paycard.

It is your job to read the instructions and ask any questions. Please review the information provided on paycard fees carefully. Fees apply to certain services and card usage.

PAYROLL ERRORS

If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very low. Unfortunately, a mistake that affects an associate paycheck can still sometimes occur. If there should be some mistake in your check, we will correct it and make sure you are properly paid. You only need to discuss the facts with a representative in your Provisional branch to solve the problem quickly. Once we have correct information, we can arrange to credit your bank or paycard account promptly or issue a corrected check immediately.

FINAL PAY

Final paychecks will be distributed on the next regular payday following termination or in accordance with state law. Please remember that the ending of a client assignment does not mean you are terminated with People 2.0. Final paychecks are only applicable when your employment with People 2.0 is terminated. Final pay will be paid according to the original method of payment selected by the associate.

ASSOCIATE BENEFITS

People 2.0 values the contributions of its associates and offers benefit solutions that are in full compliance with the Affordable Care Act (ACA). Eligible associates at People 2.0 are provided a wide range of benefits and supplemental coverage.

This handbook does not include details or specifics on medical benefit plans. It is important to understand those details, such as what each plan covers, what is excluded, what you must do to obtain benefits, and how coverage is maintained during and after your employment. All that information, along with costs, is included in separate enrollment materials that were provided to you at the time you were hired.

People 2.0 also offers supplemental dental, vision, life insurance, and short-term disability plans at the associate's cost.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives associates and their qualified beneficiaries the opportunity to continue health insurance coverage under People 2.0's medical and supplemental plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an associate; a reduction in an associate's hours or a leave of absence; an associate's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the associate or beneficiary pays the full cost of coverage at People 2.0's group rate plus an administration fee. The plan administrator provides each eligible associate with a written notice describing rights granted under COBRA when the associate becomes eligible for coverage under People 2.0's plans. The notice contains important information about the associate's rights and obligations.

Associates should refer to the Summary Plan Description or contact their Staffing Representative for additional information.

SAFETY

The safety of our Associates is the most important concern of Provisional and People 2.0. We intend to deal only with clients who are committed to maintain a safe workplace, and we expect associates to take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident. We expect you to do the same.

As part of its commitment to safety, People 2.0 has a formal Safety Program. It starts with the careful selection of clients and associates, and includes control of worksite hazards, investigation of incidents, a fraud reward program and a mandatory Return to Work program. The Safety Program also includes training, certain job preparation and standard safety rules.

Every manager, associate, and client has responsibility for safety. As our associate, you are expected to know and follow all safety rules, to use available safety equipment, report any accident or unsafe condition, and work in a safe, responsible manner.

If you are injured while violating a safety rule or policy, benefits otherwise due under workers' compensation may be substantially reduced.

Prior Injuries & Physical Limitations

We do not want to put any associate in a job that could cause harm or aggravate a prior injury. If you have been previously injured, or if certain work could cause you harm, you must let a Provisional manager know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to let us know in advance so that we can protect your safety.

General Safety Rules

All associates are required to obey the safety rules set by People 2.0, worksite clients and government agencies. If you do not know the rules for your job, ask! If an accident occurs while you are in violation of safety rules or policies, your workers' compensation benefits may be reduced.

Wherever you work, remember these basic rules or guidelines:

- Never do any work you feel is unsafe or could cause injury.
- Do not perform tasks unless you have been trained to perform them and are familiar with the risks associated with them.
- Always follow the safety instructions of the supervisor on the job.
- Fighting, disorderly conduct and practical jokes or “horseplay” are not allowed at any site.
- Do not operate any vehicle, equipment or power tool without permission and the proper advance training (field associates may not train on a forklift without permission).
- No associate will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. Use of drugs or alcohol while on the job is strictly prohibited.
- Every associate is to help keep the workplace neat, clean and free of obstructions.
- Always wear clothing and footwear that are appropriate to the workplace. When personal safety equipment (including hard hats, safety glasses, gloves, etc.) or special clothing is provided, its use is mandatory, not optional.
- Never remove or bypass safety guards or devices. Obey all safety signs and tags.

All unsafe conditions and any accident or injury must be reported to a People 2.0 representative in the Provisional office immediately.

Prohibited Work

In any job we offer you, the type of work and the specific job duties have been defined and agreed upon with the client. Basic responsibilities will be explained before you begin your assignment. You should never do work for a client that is different from the job we described. If you are asked to do other work, decline and report the request to the Provisional office immediately.

On the job, no associate is allowed to:

- Operate a vehicle, a forklift, machine or power tool without training and special permission from the Company
- Work more than five (5) feet above the ground or on a roof
- Work on a ladder or scaffold without specific permission and an advance inspection by a Provisional or a People 2.0 manager
- Work in holes that go more than five (5) feet below the ground, or in any confined space
- Handle move or work with hazardous chemicals or materials

Associates can be terminated for doing unauthorized work. Benefits otherwise due under workers’ compensation could be substantially reduced.

Clothing & Protective Gear

Some jobs require special clothing or personal safety equipment. When items such as safety glasses, hard hats, earplugs or gloves are provided, you are required to use them. If a job requires hard-toe boots, you will not be allowed to work without them.

Hard hats must be worn with the bill in front. Stereo headphones will not be allowed as a substitute for hearing protection. The following safety precautions apply if you work around moving equipment or machinery:

- Loose clothing is dangerous and cannot be worn
- Sleeves should be rolled down and buttoned, shirts tucked into pants
- Rings, loose ribbons and dangling jewelry must not be worn
- Long hair is especially dangerous and must be kept behind the neck and shoulders, so it will not get tangled in moving parts

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. Provisional or client representative will explain:

- Any chemical or material substances that are known hazards at your job site and to which you may be exposed
- Any material safety data sheets that describe any hazardous materials and what to do if you are exposed
- How to identify and properly handle any hazardous substances (if you are approved to do so)

If you ever have a question about a chemical or substance at your job, be sure to ask your worksite supervisor for more information.

Special Equipment

Do not operate any vehicle, machinery, equipment or power tool until you have been properly trained in its use. If you do not have permission from Provisional, you cannot operate a vehicle or machine, power equipment or power tools, even for training purposes.

Punch presses, drills and saws can cause serious injury. People 2.0 may accept jobs that involve this kind of work only with specific restrictions and when specific precautions are taken. If you are asked to work with such equipment, be sure to contact the Provisional office for approval in advance. If it is permitted, special training and pre-qualification will be required.

Lifting

Some jobs may require heavy lifting. Associates in those jobs should know proper lifting techniques. If you have not received instructions on lifting techniques, please notify a Provisional manager for a training session.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back as straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. Lifting more than 50 pounds without assistance is prohibited.

If You Are Injured

If you are injured on the job in any way, however minor, you must report the incident to the Provisional office immediately. Reporting an incident to a client supervisor on the job is not enough. You will be directed to a People 2.0 Preferred Provider for treatment. Please be sure to name "People 2.0" as your employer. Except in a true emergency, you should not leave the worksite without reporting an injury.

People 2.0 carries workers' compensation insurance to protect and benefit any associate who may be hurt on the job. People 2.0 has a managed care arrangement with nearby medical facilities to ensure that an injured associate receives treatment. A list of preferred providers is provided in this handbook.

To receive free medical attention for an on-job injury, and any workers' compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, the Company can guide you through the next steps.

Except in a life-threatening emergency, you will be treated by a Preferred Provider. There, you will be required to take a drug test. If you fail or refuse a drug test, and if drugs or alcohol were a cause of the accident, you could forfeit workers' compensation benefits.

After you have been treated, a doctor will determine what work you can do: regular work, light work, or no work at all. A doctor's report will determine whether you need time off or not.

As soon as you are able, you must come to the Provisional office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we can avoid a similar accident in the future.

Returning to Work

Unless a doctor says you are unable, you must report for work the day after any injury. If a doctor says you cannot work at all, you must provide written notice from the doctor and call a Provisional manager the next day to discuss your situation. Whether you are released for light or limited work, or for regular duty, we will have a suitable job for you the next day.

Fraud Policy

Workers' compensation is designed to limit the loss of an associate who is injured or becomes ill in the course of their work. People 2.0 will do all it can to ensure that its associates receive the benefits to which they are legitimately entitled. Benefits are available when an injury is accidental and when an injury or illness is both work-related and medically verified.

If an injury or illness was not caused by an on-the-job accident or condition, if an accident or illness never happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for workers' compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is also fraud.

CES and People 2.0 have zero tolerance for made-up or fraudulent claims. We have considerable experience investigating and dealing with fraudulent claims and will immediately terminate any associate involved in workers' compensation fraud. Associates who file fraudulent claims will be subject to criminal prosecution.

Fraud Reward Program

People 2.0 has a reward program designed to encourage associates to report anyone they may know who is committing fraud. If a fraud tip is verified and an investigation enables People 2.0 to file charges or dismiss a claim for benefits, the reporting associate will receive \$1,000. A cash award is presented even if there is not a criminal conviction.

To report fraud, please contact a representative at Provisional. Your confidentiality is absolutely guaranteed.

ADA/ADAAA

In compliance with the Americans with Disabilities Act ("ADA"), as amended by the Americans with Disabilities Act Amendments Act ("ADAAA"), and applicable state and local laws preventing discrimination against individuals with a disability, People 2.0 offers a reasonable accommodation for qualified individuals who may have a physical or mental disability, but who can still perform the essential functions of the job. Similarly, the Company is committed to complying with all laws protecting an associate's religious beliefs and observances.

People 2.0 will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for associates' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the Company and does not pose a direct threat to the health or safety of others in the workplace or to the individual. The Company will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted. Please contact your Staffing Representative with any questions or requests for accommodation.

This policy extends to all aspects of the Company's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Definitions

Disability: a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the Company; the size, number, type and location of facilities.
- The type of operations of the Company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The federal Family and Medical Leave Act ("FMLA") provides eligible associates the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave associates may use under this policy is 12 weeks within a 12-month period. Please note that leave taken under this policy is counted against an associate's total FMLA leave entitlement. For more information regarding leave under this policy, associates should contact their Staffing Representative.

Eligibility

To be eligible for FMLA leave under this policy, associates must:

1. Have worked a minimum of one calendar year; and
2. Have worked at least 1,250 hours over the twelve (12) months preceding the date the leave would commence; and
3. Currently work at a location where there are at least fifty (50) associates within seventy-five (75) miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for any the following reasons:

1. Birth of a child, or to care or bond with a newly born child, including incapacity due to pregnancy or prenatal medical care.
2. Placement of a child with the associate and/or the associate's registered domestic partner for adoption or foster care or to care or bond with the child.
3. To care for an immediate family member (associate's spouse, registered domestic partner, child, registered domestic partner's child or parent) with a serious health condition.
4. Because of the associate's serious health condition that makes the associate unable to perform his or her job.
5. To handle qualifying exigencies arising out of a family member's military service

The maximum amount of leave that may be taken under this policy in a twelve (12) month period for all reasons combined is twelve (12) weeks.

In addition to leave available under the FMLA, female associates may be eligible for leaves of absence during periods of disability associated with pregnancy or child birth.

Definitions

Serious health condition: An illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the associate from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of continuing treatment.

Qualified exigencies: Activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment briefings.

Identifying the 12-month Period

People 2.0 measures the twelve (12) month period in which leave is taken by calendar year (defined

as a 12-month period, e.g., fiscal year)/"rolling forward" (from the date leave begins)/"rolling back" (measured backward from the date of any FMLA leave). In addition, FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Intermittent Leave

Eligible associates may take FMLA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the associate or immediate family member. When medically necessary, leave for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care generally may be taken on an intermittent basis (not all at one time) or on a reduced leave schedule (reducing the normal hours per workday or workweek during the leave). Associates who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt business operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in People 2.0's leave policy, whichever increments are smaller.

Use of Accrued Paid Leave

If an associate has paid leave accrued according to Company policy, the Company may require the associate to use his or her paid leave as part of his or her FMLA leave. The associate may also elect to use paid leave available to him/her, but to do so must provide notice to the Company as required pursuant to Company policy regarding such leave. After all accrued paid leave is taken in accordance with Company policy, the remainder of the twelve (12) week leave will be unpaid.

Maintenance of Health Benefits

During FMLA leave, if an associate is a participant under a group health benefit plan, an associate's group health benefit will remain the same as before the leave began, subject to any general changes in plan coverage. Associates on FMLA leave, however, are responsible for payment of their normal portion of the premium. Company leave benefits (vacation, sick, personal, etc.) will not accrue during periods of unpaid FMLA leave.

Procedures

When seeking leave under this policy, associates must provide the following:

1. Thirty (30) days advance notice of the need to take FMLA leave, if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting associate or an immediate family member within fifteen (15) calendar days of People 2.0's request to provide the certification. Failure to do so may result in delay of the commencement of leave, withdrawal of a preliminary designation of FMLA leave or denial of a leave request. Second or third medical opinions and periodic re-certifications may also be required.
3. Periodic reports as deemed appropriate during the leave regarding the associate's status and intent to return to work.
4. Medical certification of fitness for duty before returning to work if the leave was due to the

associate's serious health condition. People 2.0 will require this certification to address whether associates can perform the essential functions of their position.

Employer Responsibilities

To the extent required by law, the Company will inform associates whether they are eligible for leave under the FMLA. Should associates be eligible for FMLA leave, the Company will provide eligible associates with a notice that specifies any additional information required, as well their rights and responsibilities. The Company will also inform associates if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against associates' leave entitlement. If associates are not eligible for FMLA leave, the Company will provide a reason for the ineligibility.

Job Restoration

Upon returning from FMLA leave, associates will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

Failure to Return After FMLA Leave

If an associate fails to return to work as scheduled after FMLA leave or if an associate exceeds the 12-week FMLA entitlement, the associate will be subject to People 2.0's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the associate has no other Company provided leave available to her or him that applies to the continued absence. Likewise, following the conclusion of the FMLA leave, People 2.0's obligation to maintain the associate's group health plan benefits ends (subject to any applicable COBRA rights).

Military Leave

Eligible associates whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualified exigencies.

FMLA also includes a special leave entitlement that permits eligible associates to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on a temporary disability retired list, for a serious injury or illness or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible associate takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Please note that the term "serious injury or illness" is not the same or synonymous with the term "serious health condition."

MILITARY LEAVE OF ABSENCE

People 2.0 provides leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well

as time spent being examined to determine fitness to perform such service.

Unless military necessity prevents it, or is otherwise impossible, an associate should provide notice of the need for leave as far in advance as reasonable. To request a temporary or extended military leave of absence, the associate should provide submit a request for leave of absence. Please contact your Staffing Representative for more information.

LACTATION ACCOMMODATION

People 2.0 provides a reasonable amount of break time to accommodate an associate's need to express breast milk for the associate's infant child. The Company will also make a reasonable effort to provide the associate with the use of a room or other location near the associate's work area for the associate to express milk in private.

Eligibility

An associate who would like to request an accommodation to express milk should complete a company Accommodation Request Form. The Company reserves the right to deny an associate's request for a lactation break if the additional break time will seriously disrupt operations.

Associates requesting an accommodation under this policy should complete a company Accommodation Request Form and contact a Staffing Representative to request designation of a location and time to express breast milk under this policy. Non-exempt associates should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

JURY DUTY AND COURT ATTENDANCE LEAVE

People 2.0 provides unpaid leave to eligible associates who are called to serve as jurors or who are summoned to appear as witnesses in a judicial proceeding, pursuant to a subpoena or other court order.

Associates should notify the Company as soon as practicable of the need for leave under this policy when they are called to jury service or summoned to witness duty, including providing appropriate documentation. If applicable, associates may use accrued, unused vacation or personal time off for leave taken under this policy.

Upon receiving a jury summons, subpoena or other court order requiring appearance in a judicial proceeding as a witness, the associate should notify their Staffing Representative. Associates should submit appropriate documentation, including a copy of the jury summons, subpoena or other court order as soon as practicable. Associates are expected to report to work whenever the court schedule permits.

NON-RETALIATION

No action will be taken against any associate in any manner for requesting or taking any of the leaves of absence provided for in this section of the Handbook.

PERSONNEL DATA CHANGES

It is the responsibility of each associate to promptly notify Provisional or People 2.0 of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

EMPLOYMENT RECORDS

Associates or a designated agent of the associate may request to inspect his or her own employment record. People 2.0 will make these records available during regular business hours. Requests to inspect associate records must be made at least 48 hours in advance. If an appointment is requested for a designated agent to inspect the employment record, the associate must make that designation in writing. Copies of personnel records will be provided according to applicable state law.

SUBSTANCE ABUSE POLICY

People 2.0 maintains a “zero-tolerance” policy toward illegal drugs and the use of alcohol during or prior to scheduled work hours. Substance abuse has a negative impact on an associate’s work and personal life, and it affects our ability to provide quality service to clients. It can cause poor work performance, decrease productivity and can create safety hazards. That is why People 2.0 is committed to a drug-free workplace.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance, legal substance that can cause impairment (“impairing substance”), or alcohol on the premises of People 2.0, or its clients, or while performing any People 2.0 job duty is strictly prohibited. Reporting for work or performing any job duty under the influence of alcohol or any illegal substance is likewise prohibited.

Company rules regarding alcohol use and illegal drug and impairing substance activity include times when an Associate is involved in a work-related or company-sponsored event, even if it is at a non-work location or outside of normal work hours. People 2.0 will not knowingly employ an individual actively involved in any illegal activity on or off the job.

Abuse or misuse of prescription and over-the-counter drugs or impairing substances is also prohibited. Associates using drugs for a medical condition must inform a Provisional representative. No associate may work if any such drug or substance is or will affect physical or mental abilities or have side effects which affect job performance or the safety of the associate or others. Associates may bring to work and take prescription drugs at work only if the drug has been prescribed by a doctor, is being taken in accordance with that doctor’s instructions, and has not, or will not, cause the associate to be impaired or subject the associate or others to danger or injury.

To enforce its drug and alcohol policy, People 2.0 reserves the right to require any associate to submit to drug or alcohol testing at any time, without notice, or as permitted by law. As permitted by law, a drug test is also required immediately after every on-the-job accident and any time there is reasonable suspicion that an associate may be under the influence of drugs or alcohol. Some job assignments may require an additional drug test required by a client or particular job assignment.

No job offer will be extended to applicants who test positive and, if any job offer was previously made, it will be withdrawn. If employed, such associates will be removed from any client job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to have the same specimen, or a specimen taken at the same time, re-tested by an independent, certified laboratory at their own expense. If the laboratory test is negative, the cost of the re-test will be reimbursed and the associate will be reinstated with no disciplinary record. People 2.0 encourages those who use drugs, or use alcohol to excess, to seek professional help.

WORKPLACE VIOLENCE

People 2.0 is committed to preventing workplace violence and to maintaining a safe work environment. People 2.0 has adopted the following guidelines to deal with threats of, or actual violence that may occur during business hours or on its premises:

- All associates, visitors, clients, affiliates, etc., should be treated with courtesy and respect at all times.
- Associates are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.
- Associates may not possess firearms, weapons, or explosives, concealed or otherwise while on duty or on the premises of Provisional, People 2.0 or any client worksite. If state law permits an associate to have a firearm or other weapon on a work premises, the associate, **PRIOR TO BRINGING ANY SUCH FIREARM OR WEAPON ONTO A WORK PREMISES**, must notify People 2.0 that the associate has a permit to have such a firearm or weapon, and demonstrate to People 2.0 that the associate has satisfied all conditions required to carry such a firearm or weapon.
- People 2.0 reserves the right, within applicable law, to deny employment to any person who has on his/her person a firearm or weapon. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an associate's Staffing Representative. This includes threats by associates, as well as threats by affiliates, clients, vendors, solicitors, or other members of the public.

CES and People 2.0 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, People 2.0 may suspend associates, either with or without pay, pending an investigation.

USE OF TECHNOLOGY

Our clients maintain their information and communications systems, including, without limitation, computers, laptops, networks, internet facilities, email, voice mail, and telephones, as well as connectivity with devices that may be owned by associates (such as mobile phones), at great expense to facilitate their business. The following policies are applicable to those systems:

- Use of these systems is a privilege, not a right, and our clients reserve the right to govern, monitor, and restrict use in any way it deems appropriate. The equipment, services, and technology provided associates remain at all times the property of our clients.
- The systems are provided for business purposes only. While nominal personal use is inevitable (for instance, to call home in an emergency), such use must be kept to a reasonable (and in most cases, a minimal) level, and associates must exercise good judgment in not using the systems excessively or for inappropriate purposes (for example, socializing, promoting personal business, proselytizing, sending chain messages, or accessing information which Associates do not have a legitimate job-related need to know). People 2.0 and our clients reserve the right to determine whether use is reasonable or appropriate. Under no circumstances may an associate use the systems for a purpose that is or is intended to be harmful or disruptive, that interferes with their work or someone else's work, or that violates People 2.0's or our client's policies. Use of the systems for any illegal purpose is prohibited, as is using information or other property belonging to another in violation of trademarks, patents, or copyrights, or software license agreements.
- Associates should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in Company computers or personal computers used for Company business, or on the Company's voicemail system may be accessed by the Company at any time without prior notice. Client systems are not private, and associates have no expectation of privacy when using them. Use can be tracked, monitored, recorded, intercepted, and otherwise seen or heard by others without their knowledge or permission, and our clients reserve the right to do so at any time. For instance, if associates access the Internet, the sites visited can be tracked.
- An associate should only access the libraries, files, data, programs, and directories that are related to their own work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Company or client, or improper use of information obtained by unauthorized means, is prohibited. Associates should not send e-mail or other communications that either mask their identity or indicate that someone else sent them. An associate should never access any technical resources using another associate's password.
- Subject to the applicable law, and the Company's Social Media Policy, sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any associate. Offensive material includes, but is not limited to, pornography of any kind, sexual comments, jokes or images, racial slurs, gender-specific

comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, HIV-positive status, possession of the sickle-cell anemia genetic trait, as well as any other category protected by federal, state, or local laws. Notwithstanding anything stated in this policy, communications relating to work conditions, associate complaints, and any type of activity protected under state or federal labor laws, including concerted protected activities, are not restricted by this policy.

- The Company does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Company reserves the right not to provide a defense or pay damages assessed against associates for conduct in violation of this policy.
- Use of the systems to view, receive, download, store, create, display, or transmit obscene, pornographic, or offensive material (whether written, verbal, graphic, or otherwise), or to illegally discriminate against or harass others (see the discrimination and harassment policies) is prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

ELECTRONIC DEVICES USE

While at work, associates are expected to exercise the same discretion in using personal cellular phones, PDAs, and other handheld electronic devices as is expected for the use of all Company devices and equipment. In the remainder of this policy, these devices are collectively referred to as “handheld devices.” Excessive use of these handheld devices during the workday can interfere with associate productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than a few per day as needed. Associates are, therefore, asked to use these handheld devices on non-work time and to ensure that friends and family members are aware of the Company's policy. Flexibility will be provided in circumstances demanding immediate attention. The Company will not be liable for the loss of handheld devices brought into the workplace.

To maintain the security of the Company's premises and systems, the Company prohibits unauthorized photography, audio or video recording of its associates, confidential documents, or customers. Thus, you are strictly prohibited from using a PDA or other recording device to record audio and/or video in the workplace.

Associates may not use a cell phone, PDA or any other handheld device in a manner that violates the Company's Discrimination and Harassment policy or other Company policies. Associates may not use a cell phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Associates who violate this policy are subject to discipline, up to and including immediate termination of employment.

Associates are expected to refrain from using their handheld devices (whether personal or Company purchased) while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, associates may not use any handheld device while driving. Under no circumstances are associates allowed to place themselves or anyone else at risk to fulfill business needs. Associates who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Associates who violate this policy will be subject to disciplinary action, up to and including termination.

COMPANY PROPERTY

All items of work produced by Associates in the course of their employment with People 2.0 are considered the sole intellectual property of the client requesting the work. There is no condition or situation that will allow an associate to take company property for personal use. The repercussions of such actions can ruin the Company's reputation and cause irrefutable damage.

CONFIDENTIALITY AND NON-DISCLOSURE

People 2.0 associates may receive or have access to confidential and proprietary information of Provisional, People 2.0 or one of their clients.

Among many other things, confidential information includes information on products, release dates, prices or rates, inventories, customers and customer locations, security systems, personnel, contracts, business and personnel files and records. Customer names, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information are strictly confidential.

Associates are not authorized to disclose any confidential information. Misuse or unauthorized disclosure(s) of confidential information not otherwise available to persons or companies outside the Company is cause for disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

A conflict of interest exists when an associate has a personal financial interest or a financial interest relating to a family member. Such conflicts may impair that person's objectivity in decision making or create a bias or an unfair competitive advantage. People 2.0 and its affiliates will be sensitive to conflicts of interest and proactive in their efforts to identify and eliminate such conflicts. All conflicts of interest will be disclosed to the client(s) and/or vendors(s) involved.

Annually, People 2.0 and its affiliates will review its relationships with vendors, client's competitors and regulatory agencies, and the relationships of their respective associates, to identify conflicts of interest.

Associates are not permitted to accept personal gifts of material value, or to allow payment of any personal, living or entertainment expense by any person or organization currently doing business with or seeking to do business with People 2.0 or an affiliate staffing company, unless such a gift or payment has

been officially approved by the client company involved. People 2.0 and its affiliates do not give personal gifts to or pay expenses for any individual associate of any vendor or client with whom the company does business or seeks to do business.

If or when conflicts of interest arise, the executive management of all companies involved must be promptly notified. Management representatives will work together to identify an appropriate resolution, which may involve removing the individual(s) with a conflict of interest from any involvement with the company or individual where the conflict lies. People 2.0, our affiliates and clients have a duty to protect themselves from unauthorized disclosure of information and from comments that may be detrimental to People 2.0, our Affiliates and our clients in the Company's judgment.

This policy applies to all associates of People 2.0, and all executive officers and management.

SOCIAL MEDIA

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the associate's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, affiliates or clients, as well as any other form of electronic communication, including, but not limited to, video or wiki postings, sites such as Facebook and Twitter, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Company (referred to collectively as "Social Media" or Social Networking").

The same principles and guidelines found in the Company policies apply to an associate's activities online. Ultimately, the associate is solely responsible for what he or she posts online. Risks and rewards that are involved must be carefully considered before posting online. An associate's conduct that adversely affects his or her job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

The Company respects the right of associates to write blogs and use Social Networking sites and does not want to discourage associates from self-publishing and self-expression and does not discriminate against associates who use these media for personal interests and affiliations or other lawful purposes. Associates must carefully read these guidelines, the Company's other policies including, but not limited to, the Conflicts of Interest Policy, Non-Disclosure and Confidentiality Policy, Electronic Devices Use Policy, Use of Technology Policy, Discrimination and Harassment Policy, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the associate to disciplinary action up to and including termination.

Using Social Media at Work

Associates must refrain from using social media while on work time or on equipment the Company provides, unless it is work-related as authorized by the associate's manager or consistent with the Electronic Devices Use Policy. Associates are not to use the Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

No temporary associates are authorized to modify content for the Company's blog located on www.people20.com and/or the social networking entries located on the Company's web site. All associates must identify themselves as associates of the Company when posting comments or responses on the Company's blog or on the social networking site.

Guidelines

- a. Associates are expected to be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of the Company, affiliate or client, keeping in mind that the associate is requested to resolve work-related complaints by speaking directly with his or her co-workers or supervisors than by posting complaints to a social media outlet. Nevertheless, if an associate decides to post complaints or criticism, they are to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that disparages customers, members, associates, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.
- b. Associates must always be honest and accurate when posting information or news, and if a mistake is made, it must be corrected quickly. Associates must be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Associates must never post any information or rumors that they know to be false about the Company, fellow associates, members, customers, suppliers, people working on behalf of the Company, or competitors.
- c. Associates must be careful to maintain the confidentiality of Company trade secrets, copyright, and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- d. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.

- e. Associates must not create a link from their blog, website, or other social networking site to a Company website without identifying themselves as a Company associate and securing prior authorization from the Company.
- f. An Associate must never represent themselves as a spokesperson for the Company without prior, written authorization. If the Company is a subject of the content an associate is creating, he or she must be clear and open about the fact that he or she is an associate and that their views do not represent those of the Company, fellow associates, members, customers, suppliers or people working on behalf of the Company. If an associate publishes a blog or post online related to the work they do, or subjects associated with the Company, it must be made clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Company."
- g. Be careful not to post or use a picture or likeness of a manager, supervisor, co-worker, vendor or customer without that individual's express advance permission.
- h. Associates are cautioned that they should have no expectation of privacy while using the Internet. Associates' postings can be reviewed by anyone, including the Company. The Company reserves the right to monitor comments or discussions about the Company, its associates, clients and the industry, including products and competitors, posted on the Internet by anyone, including associates and non-associates. The Company may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.
- i. The Company reserves the right to use content management tools to monitor, review or block content on Company blogs that violate Company blogging rules and guidelines.
- j. The Company requests and strongly urges associates to report any violations or possible or perceived violations to their Staffing Representative. Violations include discussions of the Company and its associates and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.
- k. The Company prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to disciplinary action, up to and including termination.
- l. Associates engaging in use of social media, social networking and blogging activities are subject to all Company policies and procedures, including this Social Media Policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Please note that notwithstanding anything contained in this policy, every associate shall maintain all rights as granted or provided under Section 7 of the National Labor Relations Act or similar state laws (collectively, "NLRA"), and nothing in this policy shall restrict or affect in any way an associate's rights to participate in protected concerted activity or other activities provided under the NLRA. The term "protected concerted activity" includes generally the right of an associate to discuss the terms and conditions of his or her employment with another associate or an outside party. To ensure orderly operations and provide the best possible work environment, People 2.0 expects associates to follow rules of conduct that will protect the interests and safety of all associates and People 2.0.

TERMINATION OF EMPLOYMENT

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that are strictly prohibited and will usually lead to immediate termination:

- Theft or inappropriate removal or possession of company or client property
- Falsification of timekeeping records, IDs, documents or false statements or misrepresentations during the application process
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of client-owned or affiliate-owned property or endangerment of others
- Insubordination or other disrespectful conduct
- Sleeping on the job or purposely restricting the work output of other associates
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, except as permitted by state law to possess a firearm under the conditions of such state laws (see Workplace Violence Policy).
- Excessive absenteeism or any absence without notice, except as permitted by federal, state or local law
- Unauthorized absence from work area during the workday
- Unauthorized use of telephones or other client-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information

- Refusal to participate in a Company sponsored investigation or requested drug-test

DISCIPLINARY ACTION

From time to time it is necessary to take disciplinary action, which may include written or verbal counseling, suspension, or other discipline up to and including discharge. People 2.0 reserves the right to apply whatever level of disciplinary action it deems appropriate under the circumstances, up to and including termination. Employment with People 2.0 is at-will; therefore, associates are not guaranteed that they will receive advance warning prior to any disciplinary action, or that discipline will be applied progressively (i.e. associates are not guaranteed verbal or written warnings prior to more severe discipline including discharge being applied).

PERSONAL BUSINESS AND SOLICITATION

Soliciting during working hours and/or in working areas (including email) or at a time or place or in a manner that interferes with the work of another associate is not allowed. This includes, but is not limited to selling merchandise, tickets, or services, collecting funds, obtaining signatures, or any other private solicitation of any kind.

WORKING FOR A CLIENT

Some Clients may offer an associate long-term employment after they have worked in a temporary assignment for a certain time (usually 90 days). No client promises to hire everyone who completes that time, and no associate is guaranteed a job with any client company.

The hiring of People 2.0 associates is governed by a contract with each client. If a client wishes to hire a People 2.0 associate, it must be arranged and/or approved through Provisional, and People 2.0. If you are interested in a job with a client, ask a Provisional manager for details.

If You Get Hurt on the Job

Report the accident to the Provisional office *immediately*:

Call: (800) 805-0361

For Medical Treatment, please obtain a list of providers from the Provisional office

If You Suspect

- Fraud
- Drug Use
- Unsafe Conditions
- Improper Behavior
- ☒ Theft
- ☒ Illegal Activity
- ☒ Contract Violations

Call People 2.0 HQ anonymously at **888-270-3579**.

(Leave a recorded message anytime)