Together we're better.

Temporary Employee Handbook
Revised 5/09
CoWorx Staffing Services ("CoWorx") brings 35 years of experience in meeting your temporary employment needs. CoWorx listens and works with employees to match the right person to the right job in order to provide the most productive labor force.

This handbook is intended to acquaint you with our current guidelines concerning your job responsibilities, wages, benefits, and working environment. It contains a brief description of some of our current policies, procedures, employee benefits, and other useful information. The information should not be interpreted as a contract between CoWorx and any of its employees. When applying policies, procedures, and benefits, we will look at the specific facts and circumstances. In addition, because there may be policies and procedures that are unique to your department or work area, you should check with your local branch.

CoWorx regularly reviews this handbook and reserves the express right to alter or change any of the policies, procedures or benefits contained within it at the discretion of the CEO/President of CoWorx.

This Handbook supersedes all previous handbooks.
CoWorx Staffing Services Temporary Employee Handbook

Please retain this handbook for your records

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TEMPORARY EMPLOYEE FREQUENTLY ASKED QUESTIONS

Following is a list of questions that CoWorx employees frequently ask. If you cannot find an answer to your question after reviewing this handbook, please contact your local branch.

What is the value in becoming a temporary employee?
• Temporary positions can help you bridge a gap in full-time employment, gain valuable work experience and possibly “get your foot in the door” of the company of your dreams.

Does CoWorx only staff temporary positions?
• CoWorx is a full-service employment agency. We staff both temporary and full-time positions.

What types of positions does CoWorx typically staff for?
• We staff a wide variety of positions; however our most common temporary positions are clerical, administrative, light industrial, production and warehouse.

How much do your temporary positions pay?
• Pay rates are determined by job description, employee work history, employee job skill level, and our client’s compensation structure. Employee wages are typically comparable to full-time wages for positions matching the same skills and experience requirements. A CoWorx representative will be happy to discuss pay rates with you at the time of your interview.

I interviewed at another CoWorx office, do I need to apply with each office?
• It is not necessary to apply at every CoWorx location. All CoWorx employees share an internal database so you are considered for all open positions that meet your requirements.

After applying for work, how long before I get an assignment?
• Sometimes we can offer you an assignment immediately, however the time it takes to place you on a position will depend on your skills and experience and the marketplace.

How many hours per week is a temporary employee required to work?
• Assignments vary in length, from 4 hours to 40 hours per week and may even earn overtime. If you are offered a position, you will be informed then of the hours required. In some cases, the hours may change during an assignment, but it will then be up to you to decide if you’d like to continue with that particular assignment.
**What size companies are CoWorx clients?**
- Our clients vary in size, from several employees to thousands. At the time of your interview, a CoWorx representative will discuss any preferences you might have in regards to the kinds of companies you’d like to be considered for.

**When I work for CoWorx, who is my employer?**
- CoWorx is your employer. CoWorx will process your timesheet and you will receive your W-2 from CoWorx. All questions regarding payroll, medical benefits, etc. should be directed to CoWorx.

**I am currently on an assignment for CoWorx and have not received my paycheck. Who should I contact?**
- Please contact your local branch representative.

**I worked for CoWorx last year and have not received my W-2. Who should I contact?**
- To obtain a duplicate W-2, please phone W-2 Express at 877-325-9239 or visit their website at www.w2express.com. You will need the CoWorx employer code – 10751 – and any zip codes you lived in while employed with CoWorx.

**I have registered with or am working for CoWorx and I’ve changed my address. Who should I contact?**
- Please contact your local branch representative.

**What happens if I don’t like the assignment I’m placed on?**
- CoWorx follows strict quality assurance guidelines and we routinely follow-up with our employees after they have begun their assignments in order to determine if it’s the right match for them. When an employee has a different preference, a change of assignment may be possible to ensure everyone’s satisfaction.

**Will I ever be able to obtain a full-time job if I start working for a staffing service?**
- Many people who work for CoWorx find that they obtain full-time employment as a result of the relationships established while employed with us.
PAYROLL GUIDELINES

Payroll Options

CoWorx employees have three payroll options. Upon your hire, you select a pay method. At any time you can change the way you are paid by contacting your local branch.

Direct Deposit

CoWorx offers all employees the benefit of having their pay directly deposited into their bank account. The process is quick and easy; your monies are normally available 2 business days after your timesheet is processed.

Payroll Debit Card

Eliminate paper checks with the Payroll Card. No more waiting in lines for check cashing, no more expensive check cashing fees cutting into your take home pay...just visit the nearest ATM or retail store and withdraw cash or make purchases right away with the Payroll Debit Card. Your monies are normally available 1 business day after your timesheet is processed. Please see the Cardholder Agreement & Disclosure Statement for all applicable terms and conditions.

Check

If you prefer a traditional payroll check, CoWorx gives you that option too! Contact your local branch to determine the schedule of payroll processing and availability of your check.

To sign-up for any of these options please contact your local branch!
Getting Paid

The following guidelines will help us process your payroll quickly. Should there be any additional questions regarding this matter; contact your branch representative immediately.

1) Please make sure your timesheets are filled out completely and neatly. Timesheets without a supervisor’s signature, week ending dates, incorrect Social Security number or numbers that are not legible cannot be processed and will result in delayed payroll processing.

2) Timesheets can be faxed, e-mailed, or dropped off at your local branch.

3) If you fax your timesheet, you must call your local branch office within 10 minutes to confirm it was received.

4) Contact your local branch to find out what day of the week your timesheet will be processed.

5) It is essential that timesheets are submitted for payment immediately after the work week has ended.

6) All work hours outside of your normal work assignment, whether overtime or not, must be pre-approved by your client supervisor before being worked. While CoWorx does and will comply with all applicable state and federal laws concerning the payment of overtime, violation of this policy will subject you to discipline up to and including termination.

7) All CoWorx employees must uphold our expectation of honesty in all aspects of employment including the recording of time worked. Timesheets must be filled out accurately. If you violate this policy, you may be subject to disciplinary action up to and including termination.

8) It is important to notify us immediately if your address changes. Please remember that transit and delivery times vary according to the United States Postal Service.

W-2 Processing

In accordance with federal law, CoWorx W-2 forms are sent out by the 31st of January. Please notify your local branch if there are any changes in your address or W-4 form in order to help us accurately process your W-2 form (as well as payroll).

To obtain a duplicate W-2, please phone W-2 Express at 877-325-9239 or visit their website at www.w2express.com. You will need the CoWorx employer code – 10751 – and any zip codes you lived in while employed with CoWorx.
COWORX PAYROLL PROCESSING ON HOLIDAYS POLICY

CoWorx Staffing Services and Bank Holidays are listed in the chart below.

CoWorx offices close at 3:00 pm (local time) on the weekday prior to a CoWorx holiday. Approved timesheets must be submitted to CoWorx by 10 am Eastern time on the regularly scheduled timesheet due date in order for funds to be available on the regularly scheduled pay effective date.

Timecards will not be processed on CoWorx holidays. If a CoWorx holiday falls on or after the day your timesheet is normally due, your pay effective date will be delayed by one business day. Timesheets normally due on Thanksgiving will be delayed by 2 business days.

On bank holidays that are not observed by CoWorx, payroll will be processed as usual. However, no direct deposits will be dated or credited on bank holidays. If during any week a bank holiday falls on or after the day your timesheet is normally due, your pay effective date will be delayed by one business day if direct deposit is your method of pay. Checks and Paycards will be processed as normally scheduled.

<table>
<thead>
<tr>
<th>CoWorx Holiday Schedule</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>New Year’s Day</td>
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<tr>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>Memorial Day</td>
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<tr>
<td>Presidents’ Day</td>
<td>Labor Day</td>
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<td>Independence Day</td>
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<td>Labor Day</td>
<td>Columbus Day</td>
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<td>Veterans’ Day</td>
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<td>Thanksgiving Day</td>
<td>Thanksgiving Day</td>
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<td>Friday after Thanksgiving</td>
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<tr>
<td>Christmas Day</td>
<td>Christmas Day</td>
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</tbody>
</table>

Note: If a holiday falls on a Saturday, the holiday will be observed on the Friday prior. If a holiday falls on a Sunday, the holiday will be observed on the Monday after.
CURRENT BENEFITS AVAILABLE TO COWORX EMPLOYEES

CoWorx currently provides employee benefit programs for its employees. Complete and official details of insurance plans are contained in the booklets provided by the vendor of the service. Coverage of specific situations and benefits are determined by the insurance carrier or vendor. The descriptions in this handbook are for your general information.

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits plans. In addition, changes may occur in the benefits, carriers, or Company contribution from time to time.

Medical Benefits

CoWorx offers a medical insurance plan as a genuine demonstration of our concern for you and your family’s welfare. If you have not yet received enrollment forms, please contact your local branch. You must enroll during your first 30 days of employment, or wait until the next open enrollment period. CoWorx offers its medical insurance plan where permitted by state law.

Reward Bonus

As an active CoWorx employee you will receive a rewards bonus based on your average level of pay for every 1650 regular hours you work during a 12-month anniversary year. Up to 40 hours worked per week will qualify toward the 1650-hours and you don’t have to wait till January 1st to start accumulating hours toward the bonus. The 12-month anniversary year begins when you start working and your hours accumulate over the next 12 months! Once you have reached the 1650-hour mark, you will be paid your rewards bonus automatically. You don’t have to notify us. Your CoWorx Rewards Pay will be clearly outlined on your pay stub.

Referral Bonus

As our employee, you are an excellent source of candidates for employment with us! After the referral employee works 480 hours, you can collect your bonus. The bonus amount ranges from $50 to $125. Contact your local branch to find out how much money you can earn referring your friends to us!
401(k) Program

The CoWorx 401(k) Program is available for all employees who fulfill the following eligibility requirements:

- 1 year of service with CoWorx
- Worked 1,000 hours previous year
- 21 years old+

*nonresident alien employees with no U.S. source income and union employees are excluded from participation in the plan.

For enrollment kits, fax requests to: 1-908-226-1360 or call 800-754-7000 x2103.

The CoWorx On-Line Training Center

The CoWorx On-Line Training Center offers hundreds of on-line training courses covering business and professional skills, leadership, management, workplace safety, legal compliance training as well as various desk top computing applications.

Let the CoWorx On-Line Training Center provide you with the edge you need to improve your desktop skills, business skills or enhance your interpersonal skills. Contact your local branch for more information!

Kenexa Prove It! Assessments

This web-based assessment provider has hundreds of skills and behavioral assessments for clerical, software, technical, call center, industrial, financial, legal, medical, and more! Your local branch can provide you with additional information on this feature.

DISABILITY

Temporary disability is available to those employees who qualify under their state guidelines. This is available with completed forms and a doctor's documentation. Forms may be obtained by calling our Human Resources Department at 800-754-7000 Ext. 2103.

EMPLOYMENT VERIFICATION

Requests for employment verification can be made via The Work Number, an automated service available 24 hours a day, 7 days a week. You'll need your social security number and the CoWorx employer code: 10751. Access The Work Number Online at [http://www.theworknumber.com/](http://www.theworknumber.com/) or by calling (800) 367-5690.
UNEMPLOYMENT

When each temporary assignment ends you are required to notify CoWorx within 24 hours of the assignment’s completion and availability for work prior to applying for Unemployment Insurance Benefits. Reasons for separation include but are not limited to a satisfactorily completed assignment, termination, lay off, separation due to lack of work, etc. You are also required to contact CoWorx a minimum of once a week thereafter to inform CoWorx of your availability for employment.

If you do not notify CoWorx that your assignment has been completed, it will be considered that you have “voluntarily quit” working for CoWorx and eligibility to collect Unemployment Insurance Benefits may be affected as determined by applicable state law. If you do not contact CoWorx on a weekly basis confirming your availability for work, you will not be given priority in being considered for new assignments.

If you ever have a question regarding your Unemployment Insurance Benefits please contact your local branch office.

MEDIA POLICY

CoWorx Staffing Services will generally provide a response to media inquiries within 24 hours of receipt. Only the CEO/President or his/her designee(s) may represent the company’s position to the media. All media inquiries, whether verbal or written, are to be directed to the CEO/President. Employees are prohibited from granting interviews or making statements to the media on behalf of CoWorx Staffing Services, or any subsidiary thereof without the express written consent of the CEO/President.

SOLICITATION AND DISTRIBUTION POLICY

To avoid interference with the operations of CoWorx Staffing or our clients, solicitation and distribution are prohibited except as described below.

Under no circumstances, may non-employees solicit, sell, or distribute materials or literature for any purpose on CoWorx or Client property. As a CoWorx Staffing employee you may distribute literature, materials or items not directly related to your assigned work on CoWorx or Client property but only in non-working areas during your scheduled non-working time and the non-working time of any employee you may approach. Non-working areas includes such places as locker rooms, cafeterias, break rooms, etc. Non-working time includes breaks and meal periods.

You may solicit on CoWorx or Client property for any purpose not directly related to your assigned work only during your scheduled non-working time and the non-working time of the employee being solicited.

You may post material on CoWorx or Client property only with prior authorization. You may sell items not directly related to your assigned work only with proper authorization at the sole discretion of CoWorx and the Client in non-working areas during your scheduled non-working time and the non-working time of any employee you may approach.
FAMILY AND MEDICAL LEAVES OF ABSENCE

Eligible employees are entitled to leave as provided by the federal Family and Medical Leave Act of 1993, as amended (“FMLA”). The FMLA provides eligible employees (those who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period) with up to 12 or up to 26 workweeks of unpaid leave for certain family and medical reasons. In the case of employees who do not meet FMLA eligibility requirements or those who may have exhausted all leave, maternity leave may be provided under state law or a medical leave may be granted as a reasonable accommodation for a disability.

At the conclusion of FMLA leave, employees generally have a right to be returned to the same or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment to the extent required by the FMLA.

FMLA leave will consist of appropriate accrued paid leave and unpaid leave. If FMLA leave is requested for an employee’s own serious health condition, the employee will be required to use any accrued but unused paid vacation leave, sick leave or personal leave. The remainder of the leave period in such cases will consist of unpaid leave. FMLA leave may also run concurrently with other leaves for which an employee is eligible (including, without limitation, worker’s compensation and disability leaves, if such leaves meet FMLA criteria). Certain types of earned benefits, such as seniority or paid leave, will not continue to accrue during periods of unpaid FMLA leave. If leave is requested for any of the other reasons listed below, an employee must use all of his or her accrued paid vacation or personal leave.

Reasons for FMLA Leave

All employees who meet the applicable time of service requirements may be granted FMLA leave consisting of appropriate accrued paid leave and unpaid leave, for a period of up to twelve (12) weeks (during any 12-month period) measured backward from the start date of the leave for any one, or for a combination of, the following reasons:

1. the birth of the employee’s child and to care for the child;
2. the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
3. to care for the employee’s spouse, child or parent (but not in-law) with a serious health condition; and/or
4. the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
5. a “qualifying exigency” arising out of the fact that the employee’s spouse, child or parent on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and/or up to twenty-six (26) workweeks of leave during a single 12-month period to care for the employee’s spouse, child, parent or next of kin (meaning the nearest blood relative) who is a
The entitlement to leave for the birth or placement of a child for adoption or foster care will expire at the end of the twelve (12) month period from the date of the birth or placement. Eligible employees are entitled to a combined total of twenty-six (26) weeks for any FMLA-qualifying reason during the single 12-month period; for example, an eligible employee may take up to twelve (12) weeks for the birth of a child and an additional fourteen (14) weeks to care for a covered service member during a single 12-month period. A husband and wife who are both employed by CoWorx are entitled to a combined total of twelve (12) workweeks of FMLA leave for the birth or placement of a child for adoption or foster care or a combined total of 26 workweeks of FMLA leave to care for a covered servicemember.

How to Request FMLA Leave

Employees requesting FMLA leave must complete and submit an FMLA Leave Request Form which can be obtained from the CoWorx Human Resources Department. The completed FMLA Request Form must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee’s or family member’s serious health condition, the employee must submit a FMLA Request Form at least thirty (30) days before the leave is to begin, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

If an employee fails to properly request leave as FMLA, CoWorx may do so if it so determines, that such leave qualifies as FMLA leave upon notice to the employee.

Medical Certification

An employee will be required to submit a “Medical Certification Certificate” completed by a health care provider if a request for FMLA leave is based on the serious health condition of the employee or the employee’s spouse, child or parent. The Medical Certification Certificate must state the date on which the health condition commenced the probable duration of the condition, and the appropriate medical facts (to the extent permitted by the FMLA and the Americans with Disabilities Act) regarding the condition. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. Employees will also be required to submit certification to support their need for leave for a qualifying exigency and for military caregiver leave. Employees are required to provide the requested certification within fifteen (15) calendar days after the request of
CoWorx, unless it is not practicable to do so despite the employee’s diligent, good faith efforts.

If CoWorx finds the certification incomplete or insufficient, the employee will have an additional seven (7) days to cure the deficiency unless it is not practicable to do so. After such time, if the certification remains incomplete or insufficient, FMLA leave may be denied. For clarification and authentication, CoWorx may contact the employee’s health care provider in accordance with the FMLA requirements for such contact.

If CoWorx has reason to doubt the validity of a medical certification, CoWorx may require the employee to obtain a second opinion at the expense of CoWorx. If the initial and second certifications differ, CoWorx may require the employee to obtain certification from a third health care provider designated or approved jointly by the employee and CoWorx at the expense of CoWorx. This third certification shall be final and binding.

During FMLA leave, CoWorx may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide CoWorx with periodic reports regarding the employee’s status and intent to return to work. If the employee’s anticipated return date changes and it becomes necessary for the employee to take more or less FMLA leave than originally expected, the employee must provide CoWorx with reasonable notice (i.e., within 2 business days) of the employee’s changed circumstances and new return to work date. If the employee gives CoWorx notice of his or her intent not to return to work, the employee will be considered to have voluntarily resigned their employment.

Before an employee returns to work from an FMLA leave for the employee’s own serious health condition, the employee may be required to submit a fitness for duty certification from the employee’s health care provider, with respect to the condition for which the FMLA was taken, stating that the employee is able to resume work.

FMLA leave may be delayed or denied if the appropriate documentation is not provided in a timely manner. In addition, failure to provide requested documentation of an unauthorized absence might lead to termination of an employee’s employment.

Benefits Coverage During Leave

*During FMLA leave, an employee is entitled to be retained on any applicable health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave.*

An employee is not entitled to the accrual of any employment benefits that would have occurred if not for the taking of FMLA leave. An employee who takes FMLA leave will not lose any employment benefits that accrued before the date leave began.
Intermittent or Reduced Work Schedule Leave

Under the FMLA, intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee’s usual number of hours per workweek or hours per workday.

Leaves to care for a newborn or for a newly placed child under the FMLA may not be taken intermittently or on a reduced work schedule unless CoWorx expressly consents to an individual leave request. Leave may be taken all at once or intermittently or on a reduced work schedule, where medically necessary, because of an employee’s own serious health condition under the FMLA, to care for an employee’s family member’s serious health condition under the FMLA, or to care for a covered servicemember, where medically necessary. Leave may also be taken all at once or intermittently or on a reduced work schedule where necessary for a “qualifying exigency”.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the operations of CoWorx. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, CoWorx may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Any questions concerning eligibility for FMLA leave, the provisions of this policy, or possible accommodation of a disability should be directed to the CoWorx Human Resources Department at 800-754-7000, ext. 2522.

SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICY

CoWorx Staffing Services LLC (“CoWorx”) confirms its commitment to equal employment opportunities and a workplace that is free from unlawful bias and/or discrimination. It is the policy of CoWorx to maintain a work environment free of discrimination by supervisors, co-workers or others on the basis of race, color, religion or creed, sex, national origin or ancestry, familial, marital or domestic partnership status, affectional or sexual orientation, genetic information, atypical hereditary cellular or blood trait, U.S. veteran status, active U.S. uniformed service, disability, age or any other basis protected by applicable federal, state or local laws (“Protected Categories”). Thus, all employees are expected to conduct themselves so as to maintain a work environment free of discrimination.

Discrimination by an employee constitutes misconduct, which is not tolerated by CoWorx and for which an employee shall be subject to discipline up to and including termination of employment.

Discrimination as used in this policy means differential treatment or harassment of an individual on the basis of a Protected Category. Harassment may take the form of verbal or physical conduct, including statements or written or displayed materials, to which a person is subjected on the basis of the Protected Categories.
Sexual harassment consists of unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either an explicit or implicit term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an employee; or
- Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

**Reporting Sexual Harassment**

All allegations of unlawful discrimination, including sexual harassment, will be investigated and appropriate action taken.

Since our field offices are placed at various locations, it is vitally important for you to communicate with us when you believe you are experiencing conduct that is in violation of this policy. An employee who believes that he/she has been subject to discrimination, including sexual harassment, covered under this policy should report the incidents(s) immediately to their immediate CoWorx supervisor or account representative and telephone Human Resources at (800) 754-7000, ext. 2522. If we do not hear from you, we will be unaware of the problem and unable to take the necessary action and conduct a prompt and confidential investigation of the alleged incident(s). The investigation may include interviews of the complainant, the alleged harasser and potential witness(es) to the extent possible and as appropriate. Notwithstanding the desire to maintain confidentiality, it may, during the course of the investigation, become necessary to reveal the nature of the allegations to the individual(s) accused of harassment, as well as to any other relevant person(s), for the purpose of obtaining their description of the incident(s) and any other pertinent information. Each person with whom said allegations are discussed or each person interviewed in connection with said investigation shall be instructed to keep confidential any information discussed.
Any individual found to have engaged in harassment or discrimination will be subject to discipline up to and including discharge. In addition, retaliation against the individual who in good faith makes a claim of discrimination or harassment or who participates in an investigation will not be tolerated.

All CoWorx employees are expected to behave professionally and to exercise good judgment in their personal relationships with subordinates, co-workers, and client employees. Any failure to behave appropriately or to exercise good judgment, including engaging in a relationship which could give the appearance of favoritism, engaging in conduct which could be construed as a violation of this policy, or engaging in a relationship which results in workplace disruption of any kind, will result in disciplinary action up to and including termination.

Massachusetts Residents Only – Massachusetts Commission Against Discrimination (MCAD) and Equal Employment Opportunity Commission are the agencies with the responsibility for enforcing employment discrimination laws (addresses follow in the box below).

<table>
<thead>
<tr>
<th>U.S. Equal Employment Opportunity Comm</th>
<th>The Massachusetts Commission Against Discrimination</th>
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</thead>
<tbody>
<tr>
<td>John F. Kennedy Federal Building</td>
<td>One Ashburton Place, Room 601</td>
</tr>
<tr>
<td>475 Government Center</td>
<td>Boston, MA 02180</td>
</tr>
<tr>
<td>Boston, MA 02203</td>
<td>617-994-6000</td>
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<tr>
<td>1-800-669-4000</td>
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</tbody>
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436 Dwight Street, Room 220
Springfield, MA 01103
413-739-2145

Worcester City Hall
455 Main Street, Room 100
Worcester, MA 01608
508-799-8010

All Other States – Each state has a local Equal Employment Opportunity Office with the responsibility for enforcing employment discrimination laws. Consult your local telephone directory for contact information.
CONSCIENTIOUS EMPLOYEE “WHISTLEBLOWER” PROTECTION POLICY

CoWorx demands the highest ethical conduct from its employees, representatives and contractors, including compliance with all federal, state and local laws and CoWorx’ own policies and procedures. If any employee, representative or contractor is aware of any such breach or potential breach of such law, policy or procedure with respect to CoWorx, such problems should be brought to the attention the Human Resources Department by calling (800) 754-7000, ext. 2522. If the problem is not resolved after discussion with Human Resources or if an individual feels discussion with that department is inappropriate, individuals are encouraged to approach the CEO/President of CoWorx. CoWorx will not tolerate any form of retaliation against an individual who avails him/herself of this procedure or who participates in an investigation. The procedure should not be construed, however, as preventing, limiting or delaying CoWorx from taking any disciplinary action against any individual, where CoWorx deems disciplinary action is appropriate.

GENERAL SAFETY RULES

CoWorx has developed these safety rules patterned after the Federal and State OSHA requirements. Read and become familiar with these rules and the other safety rules that apply to your job.

1. Report any injury to CoWorx or the supervisor to whom you report on your assignment immediately and under no circumstances later than the end of the shift on which the injury occurs.
2. Report any observed unsafe condition to CoWorx and the supervisor to whom you report on your assignment. Be alert to hazards that could affect you and your fellow employees.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
5. If you do not have current First Aid training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding.
6. Appropriate clothing and footwear must be worn on the job at all times.
7. Where there is a hazard from falling objects, an approved hard hat must be worn.
8. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
9. Learn safe work practices. When in doubt about performing a task safely, contact the supervisor to whom you report on your assignment for instruction and training.
10. Do not perform work that you were not assigned to do by CoWorx. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task. You may be entitled to a pay rate raise for an increase in responsibilities so please let CoWorx know if you are asked to perform a task that is not part of your job, or asked to do an entirely new job.
11. The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
12. Never remove or by-pass safety devices.
13. Do not approach operating machinery from the blind side; let the operator see you.
14. Only use forklifts and other powered industrial trucks if specifically permitted to do so by CoWorx and only after being properly trained in the safe operation of that equipment.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. When working with or around machinery, ensure your hair is up and any jewelry is securely kept away from moving parts. Do not wear loose clothing near moving machinery.
17. Obey all traffic regulations when operating vehicles on public highways. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle’s seatbelt shall be worn.
18. When operating or riding in company vehicle or using your personal vehicle for business purposes, please use the appropriate hands free equipment if it is necessary to use a cellular phone.
19. Obey safety signs and tags.
20. Always perform your assigned task in a safe and proper manner; do not take short cuts. The taking of shortcuts and the ignoring of established safety rules are the leading causes of employee injury. If you were presented with a safety instruction video, please ensure that you adhere to the procedures discussed therein.

WORKERS COMPENSATION PHILOSOPHY

We at CoWorx take our responsibility as an employer very seriously. We go to great lengths and to great expense to provide a safe working environment and workers compensation insurance for our employees. We deal promptly with meritorious and legitimate injuries and claims. On the other hand we have extensive experience investigating and successfully challenging fraudulent or malingering claims, and we will vigorously contest these types of claims with all available resources.

DRUG AND ALCOHOL POLICY AND PROCEDURES

CoWorx is committed to providing a workplace free of alcohol misuse and illegal drug use. Our commitment to a safe workplace is jeopardized when any CoWorx employee abuses drugs or alcohol on the job, comes to work under the influence of such substances, or possesses, distributes or sells illegal substances in the workplace.

Therefore, CoWorx has established the following policy:

It is a violation of Company policy for any employee to possess, sell, trade or offer for sale any narcotics, drugs, alcohol or other controlled substances on the job, on the premises of CoWorx or any of its clients. Any illegal substances that are discovered in the possession of employees will immediately be turned over to the appropriate law enforcement agencies and may result in criminal prosecution as well as disciplinary action, including but not limited to termination of employment.
Employees who are under the influence of illegal drugs or alcohol have the potential for interfering with their own as well as their co-workers’ safe and efficient job performance. Accordingly, any employee who reports to work under the influence of drugs and/or alcohol will be subject to disciplinary action, including but not limited to termination of employment.

If an employee appears to be under the influence of drugs or alcohol, either CoWorx or its client may, as state law permits, require that an employee submit to a drug and/or alcohol test, at the expense of CoWorx, to determine the presence of alcohol and/or illegal drugs in the employee’s system. If the employee appears to be under the influence of drugs or alcohol, refuses to undergo a substance abuse test, or if a test is taken and the employee tests positive for alcohol or drugs CoWorx may impose disciplinary action up to and including termination of employment.

This policy applies to the abuse by any employee of legally prescribed drugs as well as drugs without a prescription. If an employee is prescribed a drug for medical reasons, he or she is required to document that fact with the Medical Review Officer by supplying an appropriate doctor’s note, at the time, if any, when a drug and alcohol test is required. The Medical Review Officer will maintain such records as confidential, notifying CoWorx only on a need-to-know basis, e.g. to provide a reasonable accommodation for a disability.

To the extent permitted by law, employees convicted of sale or possession of illegal substances may be terminated regardless of whether their misconduct occurs on or off the premises of CoWorx or its client.

CoWorx further reserves the right to decline payment of workers’ compensation benefits to any employee who tests positive for drugs or alcohol in connection with any work-related injury.

Drug-Free Workplace
It is CoWorx’ policy to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol is prohibited while on duty or on CoWorx or its clients’ property. Any violations of this policy may result in disciplinary action up to and including termination of employment.

It is a condition of employment with CoWorx that each employee abide by this policy and notify CoWorx of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such conviction. CoWorx has an obligation to ensure the appropriate federal and state agencies are notified within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, CoWorx will take appropriate action up to and including termination of employment or require the employee to complete a drug or alcohol abuse assistance or rehabilitation program approved by a federal, state local health, law enforcement, or other appropriate agency.
Drug and Alcohol Testing
Pursuant to applicable state and federal laws, CoWorx requires testing under the following circumstances:

Pre-Employment Drug Testing: After a conditional offer of employment is made, CoWorx may require a candidate for employment to submit to a drug and alcohol screen. Any conditional offer of employment made by CoWorx shall be subject to, and contingent upon, the successful completion of a drug and alcohol screen, where applicable.

Post-Accident Drug Testing: Subject to applicable State and Federal law, CoWorx will require employees injured on the job to submit to a drug and alcohol test to confirm that the accident or injury was not caused by the use of alcohol or illegal controlled substances. In the event that the drug and/or alcohol test is positive, CoWorx will deny any worker’s compensation claim filed by the injured employee to the extent permitted by state law and also may impose other disciplinary action up to and including termination.

Reasonable Suspicion Drug Testing: As permitted by law, CoWorx may require employees to submit to a drug and/or alcohol test when the Company has received information or observed behavior that would cause a reasonable person to believe that the employee is demonstrating signs of impairment due to the use of alcohol or illegal drugs.

Follow-Up Testing: If and when an employee is referred to an employee assistance program or to rehabilitation as a result of a violation of this policy, CoWorx may conduct follow-up testing for a two-year period following the completion of the program.

Random Drug Testing: CoWorx will consider implementing random drug testing programs for employees on assignment at clients that specifically request such a program. The implementation is subject to state law and is subject to approval of the program by corporate Human Resources. CoWorx branch offices and clients MUST NOT implement random drug testing programs involving CoWorx employees unless they obtain prior written consent of CoWorx Human Resources.

When an employee has been placed with a client for whom a random drug-testing program has been approved, CoWorx employees will be subject to random drug-testing. Specific procedures related to random drug-testing vary by client. The CoWorx employee will be provided with the specific random drug-testing policy prior to beginning the assignment. If the employee refuses to take the test, fails to show up to the testing site or fails a confirmatory test, the employee will be subject to disciplinary action up to and including termination.

Confidentiality
To the extent feasible, CoWorx will endeavor to protect employee’s privacy by maintaining confidentiality with respect to actions taken pursuant to this policy. Information relating to investigations, possible employee violations, and medical tests will be communicated only to those persons with a need to know. To the extent that CoWorx must discuss any issue under this policy with employees,
those employees shall be instructed to keep confidential any information so
discussed. Any notes, reports or other records generated and all information
gathered under this policy will be treated as confidential with disclosure limited to
those with a need to know.

Refusal to Submit to a Drug/Alcohol Test
As permitted by law, any applicant who refuses to submit to a drug/alcohol test
under this policy may be denied employment and/or assignment to specific
clients of CoWorx that require such testing. Any employee who refuses to submit
to a drug and/or alcohol test under this policy may be subject to disciplinary
action up to and including termination of employment. In the event that an
employee refuses to submit to post-accident drug and/or alcohol testing, CoWorx
will, to the extent permissible under state law, deny that employee’s claim for
worker’s compensation benefits or other medical benefits.

Medical Review Officer
CoWorx has contracted with Medical Review Officer who has been designated
by CoWorx to advise employees and job applicants relative to substance abuse
testing and possible safety impairment from the use of legally prescribed
medications. The Medical Review Officer shall be available to receive
confidential reports from employees and applicants of prescription and non-

prescription medications both before and after a drug/alcohol test. Employees
and applicants have the right to consult with the Medical Review Officer for
technical information regarding prescription and non-prescription medications.
The Medical Review Officer shall be available to assist CoWorx and the
employee or applicant in interpreting the results of any drug and/or alcohol
screen and/or advising CoWorx relative to reasonable accommodations for
disabilities.

Employees with technical questions regarding prescription and non-prescription
drugs may contact Human Resources at 800 754 7000 extension 3019 for the
phone number of our Medical Review Officer.

Substances
In its drug and alcohol screen, CoWorx may test for the presence of the following
substances: Alcohol, Cannabinoids, Cocaine, Opiates, Benzodiazepines,
Amphetamines, Barbiturates, Phencyclidine, Methaqualone and Propoxyphene.
In addition, other drugs and/or substances including prescription medicine may
affect the outcome of a drug test conducted in accordance with this policy.
Prescribed medication could affect the results of the drug test. Please contact
our Medical Review Officer to determine what affect, if any your prescribed
medication may have on the drug test. Over the counter medication will not have
any affect on the drug test.

Positive Results and Confirmatory Testing
In the event that an employee’s drug test produces a positive result, CoWorx will
arrange for the specimen previously provided by the employee to be re-tested
where required by applicable law. The results of the initial and confirmed test
shall be submitted to the Medical Review Officer, who shall within 5 working days

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of the confirmed result, notify the employee or applicant of the result, consequences and options available to such person. Within 5 working days of notice of a confirmed positive result, the employee may submit information to the Medical Review Officer explaining or contesting the result and the reasons why such result is not a violation of CoWorx’ policy. In the event that the Medical Review Officer shall determine that the employee’s explanation is unsatisfactory, the Medical Review Officer shall notify CoWorx of a positive confirmed test result. In the case of a confirmed positive test result, the employee may be terminated at the discretion of CoWorx for violation of this policy. Should the employee re-apply for employment with CoWorx after a reasonable time period and the employee is able to establish that she/he is no longer a user of illegal substances; CoWorx will reconsider the individual for employment for available positions.

Employee Assistance Programs and Local Rehabilitation Programs
In an effort to provide employees with resources available to assist with rehabilitation, please contact Human Resources at 800-754-7000 extension 3019 to determine if a local employee assistance and drug rehabilitation program(s) is available.

I. FOR FLORIDA WORKERS ONLY
This policy has been promulgated in accordance with Florida Statutes, F.S.A. §440.102, which sets forth the requirements of a drug-free workplace. In the event any employee or job applicant institutes a civil or administrative proceeding pursuant to this section, the employee or job applicant, as the case may be, must notify the laboratory of any such action or proceeding.

II. FOR TEXAS WORKERS ONLY
This policy has been promulgated in accordance with Texas Workers Compensation Commission Rules. In addition to the types of drug and alcohol testing referenced in this policy, Texas employees may be subject to random drug and alcohol testing if required by CoWorx’ client. An employee who fails a random drug test, or who refuses to take a random drug test, will be removed from the client assignment and may be terminated from employment.

III. FOR MAINE WORKERS ONLY
With the exception of the testing provisions, this policy applies to CoWorx’ Maine employees. For drug testing provisions applicable to Maine Workers, please refer to CoWorx’ Maine Drug Screening Policy, which has been promulgated in accordance with the Maine Substance Abuse Testing Law.

Thank you for joining the CoWorx Team!
Thank you for taking the time to read through our handbook. We are pleased you will be joining our team. Best of luck on your assignment! If you have questions regarding anything you have read please contact your local branch representative.

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