



ROLINC Staffing, LLC

Employee Handbook

2/8/2022

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Welcome to ROLINC Staffing, LLC

Thank you for joining ROLINC Staffing, LLC!

We hope you agree that you have a great contribution to make to the staffing industry by way of ROLINC Staffing, LLC, and that you will find your employment at ROLINC Staffing, LLC a rewarding experience.

You have joined an organization that has established an outstanding reputation for its quality, relevance and service. Credit for this goes to everyone here. We hope you, too, will find satisfaction and take pride in your work here.

We look forward to the opportunity of working together to create a more successful business. We also want you to feel that your employment with ROLINC Staffing, LLC will be a mutually beneficial and gratifying one.

We grow and succeed through the dedication, contributions, energy, and professionalism of everyone who works here. As a member of ROLINC Staffing, LLC's team, you are expected to contribute your talents and energies to further improve the environment and quality of the company. At ROLINC Staffing, LLC, we are also proud of our continuing associations with a wide variety of vendors who support our operations.

We base our company culture on an environment where management clearly communicates what is expected, employees are cooperative and respectful to each other, and where people experience being acknowledged and appreciated for their results. The spirit of ROLINC Staffing, LLC is outlined by our *Values & Practices*. (Please see the Core Values & Practices section a little further in this manual).

This Employee Handbook may provide answers to most of the questions you may have about ROLINC Staffing, LLC's benefit programs, as well as company workplace policies and procedures.

You are responsible for reading and understanding this Employee Handbook. If anything is unclear, please discuss the matter with your manager.

I extend to you my personal best wishes for your success and happiness at ROLINC Staffing, LLC.

Sincerely,

Adrian Dominguez, Chief Executive Officer

ROLINC Staffing, LLC

Employment Policies

Employment At-Will

All employees of the Company are employed “At Will.” This means that either the employee or the Company is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice.

Positive performance evaluations, commendations, pay raises and longevity of employment, while desired objectives, do not alter the right of either the employee or the Company to terminate the employment relationship at any time, for any reason, with or without cause and with or without notice.

Nothing in this handbook or in any document or statement shall limit or modify the employment at-will status of ROLINC Staffing, LLC’s employees.

No manager or employee of the company has the authority to enter into any agreement for employment for any specified period of time, to make any agreement for employment other than at-will, or to limit or modify any employee’s at-will status.

No employee of ROLINC Staffing, LLC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the president.

Equal Opportunity Employment

ROLINC Staffing, LLC is an equal opportunity employer and selects employees on the basis of ability, experience, training, intelligence and character.

The policy of ROLINC Staffing, LLC is that all persons are entitled to equal employment opportunity without regard to race, creed, color, gender, age, national origin, religion, marital status, sexual preference, ancestry, physical and mental disability, medical condition, including pregnancy, cancer, sex, genetic information, and any other consideration made unlawful by federal, state or local laws.

Any infraction of federal EEO guidelines is strictly prohibited. Appropriate disciplinary action, up to and including dismissal, will be taken against any employee who willfully violates this policy. ROLINC Staffing, LLC is required to post notices to all employees advising them of their rights under the laws EEOC enforces and their right to be free from retaliation. ROLINC Staffing, LLC will comply with any state and local regulations applying to EEO Laws.

Age Discrimination

Statements or specifications in job notices or advertisements of age preference and limitations are prohibited. An age limit may only be specified only when age has been proven to be a bona fide occupational qualification (BFOQ).

Disabilities

ROLINC Staffing, LLC prohibits discrimination on the basis of disability in all employment practices. Before making an offer of employment, an employer may not ask job applicants about the existence, nature, or severity of a disability. Certain positions may be subject to bona fide occupational qualifications. Applicants may be asked about their ability to perform job functions.

Prohibition of Discriminatory Practices

Discriminatory practices include the following areas:

- Benefits
- Compensation, assignment, or classification of employees
- Compensation, retirement plans
- Hiring or firing
- Job advertisements
- Leaves of absence
- Other terms & conditions of employment
- Recruitment
- Testing
- Training and apprenticeship programs
- Transfer, promotion, layoff, or recalls
- Use of company facilities

ROLINC Staffing, LLC does not tolerate the following actions:

- Employment decisions based on assumptions or stereotypes about the abilities, traits, or performance of individuals of a certain gender, race, age, religion, or ethnic group, or individuals with disabilities
- Harassment on the basis of age, color, disability, gender, national origin, race, sex, pregnancy, genetic information, or religion
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices
- Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability
- Discrimination based upon participation in schools or places of worship associated with a particular racial, ethnic, or religious group is also prohibited
- Indirect practices that have the effect of discriminating against individuals because of their race, color, national origin, religion, or gender

Equal Pay

ROLINC Staffing, LLC prohibits discrimination on the basis of gender in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions. This includes prohibiting a different wage that was/is paid to a person who worked in the same job before or after an employee of the opposite gender.

Hostile Environment Standards

ROLINC Staffing, LLC prohibits any and all practices ranging from direct sexual harassment that create a hostile environment for persons of either gender. Harassment based on race, color, national origin, religion, age, and disability will not be tolerated. Appropriate disciplinary action, up to and including dismissal, will be taken against any employee who willfully violates these guidelines.

National Origin Discrimination

Discrimination against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group is strictly forbidden. In compliance with the Immigration Reform and Control Act (IRCA) of 1986, ROLINC Staffing, LLC will assure that employees hired are legally authorized to work in the U.S. Employees are prohibited from seeking employment verification with the intent of identifying individuals of a particular national origin.

Pregnancy Based Discrimination

Pregnancy, childbirth, and related medical conditions will be treated in the same manner as other temporary

illnesses or conditions.

Religious Accommodation

ROLINC Staffing, LLC will reasonably accommodate the religious belief of an employee or prospective employee. If you observe a religious holiday which is not listed on the ROLINC Staffing, LLC observed holidays list, we have provided personal days so that you may utilize this time for your holiday observation.

EEO Notices

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that ROLINC Staffing, LLC's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

If you believe that you have been subjected to any form of unlawful discrimination, report the incident or complaint immediately, preferably in writing, to the HR Manager, who will conduct a prompt and thorough investigation and attempt to resolve the situation and ensure that appropriate action is taken. No action will be taken against an employee in any manner for reporting or opposing any form of unlawful discrimination or harassment.

The Americans with Disabilities Act

ROLINC Staffing, LLC is committed to providing equal opportunities to individuals with disabilities. The company will provide reasonable accommodation to enable a qualified applicant to perform the essential functions of the job, and to enable a qualified employee with a disability to perform the essential functions of a job currently held. We will not be able to make an accommodation that would impose an undue hardship on the company, as defined by law. Each accommodation request will be handled on a case-by-case basis, and every reasonable effort will be made to comply with it.

It is the policy of ROLINC Staffing, LLC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). ROLINC Staffing, LLC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. ROLINC Staffing, LLC will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on ROLINC Staffing, LLC.

It is ROLINC Staffing, LLC's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, ROLINC Staffing, LLC will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made ROLINC Staffing, LLC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ROLINC Staffing, LLC.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the employee's supervisor or manager will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential

accommodation that ROLINC Staffing, LLC might make to help overcome those limitations. ROLINC Staffing, LLC will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, ROLINC Staffing, LLC's overall financial resources and organization, and the accommodation's impact on the operation of ROLINC Staffing, LLC, including its impact on the ability of other employees to perform their duties and on ROLINC Staffing, LLC's ability to conduct business.

ROLINC Staffing, LLC will inform the applicant/employee of its decision on the accommodation request. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

NOTE - The ADA does not require ROLINC Staffing, LLC to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items; for example, eyeglasses, hearing aids, wheelchairs, etc.

- An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify their manager.
- All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Nepotism – Employment of Relatives / Friends

The employment of relatives can cause various problems, inclusive of but not limited to, charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that may work to the disadvantage of both ROLINC Staffing, LLC and its employees. However, members of an employee's immediate family may be considered for employment solely on the basis of their qualifications.

For purposes of this policy, the term "relative" includes the following relationships: established by blood, marriage or other legal action. Examples include: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, stepchild, aunt, uncle, nephew, niece, grandparent, grandparent-in-law, granddaughter, grandson, or cousin. Also includes: domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

It is the goal of ROLINC Staffing, LLC to avoid creating or perpetuating circumstances in which the appearance or possibility of favoritism, impairment of efficient operations or other conflicts of interest exist. Therefore, while ROLINC Staffing, LLC may permit the hiring or continued employment of relatives, spouses and other individuals having a personal or financial relationship with another employee at ROLINC Staffing, LLC, the following guidelines will apply:

- Individuals with such a relationship may not work under the same manager
- They may not create a supervisor/subordinate relationship with a family member
- They may not supervise or evaluate the individual
- May not create an adverse impact on work performance
- May not create either an actual conflict of interest or the appearance of a conflict of interest
- They may not be responsible for auditing or reviewing the individual's work

No organizational relationship will be allowed to exist, regardless of their positions, if it creates a disruption, violates confidentiality rules, is inconsistent with financial audit guidelines, or has a negative impact on the work and business at ROLINC Staffing, LLC.

This policy must also be considered when assigning, transferring, or promoting an employee.

Should two employees who work together or supervise each other enter into a personal, non-work related

relationship, or who establish a romantic relationship, one or both employees may have to be transferred.

Employees who become immediate family members, because of the marriage of two employees or some other circumstance, may continue employment as long as it does not involve any of the above circumstances. If one of the conditions outlined should occur, attempts will be made to find a suitable position within ROLINC Staffing, LLC where one of the employees can transfer. If employees become immediate family members or establish a romantic relationship, ROLINC Staffing, LLC will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

If the employees are unable to develop a workable solution, ROLINC Staffing, LLC retains sole discretion as to which employee will remain with the Company. The President of ROLINC Staffing, LLC may decide which employee may be dismissed in such situations.

ROLINC Staffing, LLC reserves the right to exercise managerial judgment to take such actions relating to employment as may be necessary to achieve the intent of this section. ROLINC Staffing, LLC reserves the right to vary from its guidelines (as outlined in this section) on a case-by-case basis.

It is the responsibility of the employee to notify a manager in writing if you are aware of any individual seeking employment at ROLINC Staffing, LLC who is a relative or spouse or who has a personal or financial relationship with you. Employees, in general, and managers, in particular, are expected to bring situations involving themselves, which present a potential conflict, to the attention of the management for appropriate guidance and resolution. Depending upon the circumstances, this may involve, but is not limited to, the reassignment of one or both employees. If reassignment is not possible, termination of employment may be required.

This does not apply to field staff.

Employee Information

Length of Service

Your date of hire as a regular, full-time employee will be the date used to determine eligibility for benefits. If you join the Company as a temporary employee and are later hired as a regular employee, your hire date will be the day you begin work as a regular employee. This date will determine your eligibility for ROLINC benefits.

Personnel Records & Administration

The task of handling personnel records and related personnel administration functions at ROLINC Staffing, LLC has been assigned to the HR Manager. Questions regarding insurance, wages, and interpretation of policies may be directed to the HR Manager.

Your Personnel File

Because personnel files contain personal information, the Company will make all reasonable efforts to maintain the confidentiality of the personnel files. The Company generally refuses to release personnel information to third parties unless there is reasonable protection of your privacy, that you have given your written authorization, or providing the record is required by legal process.

Personally identifiable information stored by the Company will be destroyed no later than 5 years after you last work with us. Certain documents will be destroyed earlier than that based on federal recordkeeping requirements.

Record Changes Notification

Keeping your personnel file up-to-date is important to you regarding pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your HR Manager as soon as possible.

- Change of work address or work contact phone number
- Driving record or status of driver's license, if you operate any ROLINC Staffing, LLC vehicles
- Exemptions on your W-4 tax form
- Home address
- Home telephone number
- Legal name
- Marital status
- Military or draft status
- Number of dependents
- Person to contact in case of emergency
- Professional License(s)
- Training Certificates

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. ROLINC Staffing, LLC maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Employment & Reference Checks

All requests for employee information must be directed to the HR department in writing. The only information released will be dates of employment, position title and compensation, and then only when authorized by the employee. No other information should be disclosed to outside parties.

ROLINC Staffing, LLC reserves the right to check the information provided by the employee on the employment application and other information provided by the employee at such time as deemed appropriate. False or misleading information on an application or resume is grounds for termination regardless of what is discovered.

Starting to Work

Introductory / Training Period

Your first ninety (90) calendar days of employment at ROLINC Staffing, LLC are considered an Introductory/Training Period.

This Introductory/Training Period is a “getting acquainted” time for both you, as our employee, and ROLINC Staffing, LLC, as your employer. Think of it as an adaptation and adjustment period for the benefit of both the employee and the Company.

During this period, the employee will become acquainted with their work and the people with whom they will be working. In turn, the employee's supervisor will have the opportunity to view them on the job and to determine his or her qualifications as an employee. The supervisor reserves the right to extend the duration of the training period at the supervisors' sole and absolute discretion. Completion of the training period does not mean that the employee has any right to continued employment.

During this Introductory/Training Period, ROLINC Staffing, LLC will evaluate your suitability for employment, and you can evaluate ROLINC Staffing, LLC as well. This Introductory/Training Period will be a time for getting to know your fellow employees, your Manager and the tasks involved in your job position, as well as becoming familiar with ROLINC Staffing, LLC's products and services. Your Manager will work closely with you to help you understand the needs and processes of your job.

The supervisor reserves the right to extend the introductory/training period at the supervisors sole discretion. Please understand, however, that completion of the Introductory/Training Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and ROLINC Staffing, LLC may choose to terminate your employment at any time, with or without reason.

During the training period, full-time employees are not eligible for any paid benefits described in this Employee Handbook unless otherwise required by law.

A former employee who has been rehired after a separation from ROLINC Staffing, LLC of more than thirteen (13) weeks is considered an introductory employee during their first ninety (90) days following rehire.

Hire Date

The first day you report to work is your hire date. Your hire date is used to compute various conditions and benefits described in this Employee Handbook.

Work Schedule

Business Hours

Work schedules may be established on an individual basis and may vary from workweek to workweek. Your manager may consider such factors as workload demands, amount and type of available funding, and employee skills when determining work schedules.

NOTE - All employees may be required to work weekends and evenings from time to time depending upon need.

Attendance

Punctuality and regular attendance are essential to the efficient operation of the Company. ROLINC Staffing, LLC would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours.

Employees are expected to report to work as scheduled, on time and prepared to start work. You are also expected to remain at work for your entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided and may result in disciplinary action.

Please tell your manager if you will be away from your work station for an extended period of time and when you expect to return.

If you are unable to report to work, or if you will arrive late, please contact your manager immediately.

Lateness / Tardiness

We hired you because we need your efforts to be successful. When you are not here, you cannot contribute to our success, and the responsibility of your work is placed on other employees. If you're arriving to work late, please let your manager know when you expect to arrive for work.

Excessive tardiness is not conducive to your success or ours and will not be tolerated. Excessive reprimands for tardiness within twelve months may be cause for disciplinary action up to and including termination, unless mitigating circumstances apply.

Absences

From time to time, it may be necessary for you to be absent from work. ROLINC Staffing, LLC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. PTO has been provided for this purpose.

However, when an absence is unavoidable, you *must* notify your manager or the HR Manager as soon after starting time as possible. If you are unable to call in yourself because of an illness, emergency or for some other reason, please be sure to have someone call in for you. If you are unable to reach a manager, you should call the next level manager. If you must leave during regular hours, the supervisor should be notified as soon as possible.

If you know in advance that you will need to be absent, please request this time off directly from your manager.

Absence from work without notifying your manager may be considered a voluntary resignation and will be cause for termination of employment.

If you are absent because of an illness for three (3) or more successive days, your manager may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without communicating to your manager will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reasons for the lateness, will be taken into consideration. However, please understand that ROLINC Staffing, LLC needs you on the job and that your reasons are your responsibility to manage effectively to enable you to be on the job on time and with your full attention.

Excessive excused absences will be considered on an individual basis. Your manager will make a note of any absence or lateness, and their reasons, in your personnel file. Please be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Break & Meal Periods

You are entitled to one (1) ten (10) minute break each 4 hour work period. Normally, these breaks will be scheduled at each 4 hour interval, one prior to your meal period and one after your meal period. These breaks should be scheduled with your manager. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than five (5) hours, you will be given an unpaid meal period of at least 30 minutes. The time and length when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Managers are authorized to control and set the time for breaks so they are scheduled in a manner that maintains the smooth flow of department business.

Employees cannot forego breaks in order to take a longer lunch or to leave work early.

Breaks cannot be used in setting flextime hours or accumulated for taking extra time off from work.

Severe Weather & Emergency Conditions

In the event of severe weather conditions or other emergencies, the President or your manager may decide to close ROLINC Staffing, LLC for the remainder of the day. As such, you will be notified as soon as possible by your manager.

If your manager asks that you remain at work to complete assigned work duties after ROLINC Staffing, LLC has closed because of severe weather conditions or another emergency, you will be paid at regular time for the remaining hours that you work beyond the announced closing time.

Compensation

The objective of ROLINC Staffing, LLC's compensation philosophy is to attract good employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and ROLINC Staffing, LLC needs.

Payroll Contact

The Benefits Coordinator is available to assist you with any questions you may have regarding wages, paychecks, etc.

Wage & Salary Policies

Compensation Philosophy

It is ROLINC Staffing, LLC's desire to pay all employees' wages and salaries that are consistent with job performance and comparable rates competitive with other employers for similar work in the marketplace in a way that will be motivational, fair and equitable.

ROLINC Staffing, LLC applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items ROLINC Staffing, LLC considers are the nature and scope of your job, what other employers pay their employees for comparable jobs, what ROLINC Staffing, LLC pays their employees in comparable positions, and individual as well as ROLINC Staffing, LLC performance.

Wages

Wages include all compensation you receive for services performed. This includes:

- Salaries
- Paid time off
- Bonuses, if applicable
- Commissions, if applicable

All of your earnings are paid through the ROLINC Staffing, LLC payroll system and are subject to federal, state, and city taxes. Where federal, state, and city tax regulations require reporting of wages, the Company will adhere to these requirements.

Computing Pay

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by manual or electronic timesheets.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your manager immediately.

Payroll Deductions

Mandatory deductions from paychecks are made in accordance with state and federal regulations. The Company will only withhold other deductions when authorized in writing by a court order or by the IRS.

ROLINC Staffing, LLC is required by law to make certain deductions from your paychecks. Among these are your federal, state and local income taxes and your contribution to Social Security and Medicare as required by law. These deductions will be itemized on your paycheck stub. The amount of the deductions will depend upon your earnings and on the number of exemptions you claim your W-4 form. If you wish to modify this number, please request a new W-4 form from your manager immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

You will be notified of any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, whenever ROLINC Staffing, LLC is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

Paycheck Distribution

Paychecks will be directly deposited to the cash card or checking or savings account you specify. The employee's paycheck stub, with all payroll information, will be emailed each payday to the email address provided by the employee.

Automatic Direct Deposit

ROLINC Staffing, LLC's method of payroll is by automatic deposit. Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. All financial institutions that are members of the Automated Clearing House Association are eligible for this service.

Automatic deposit is efficient, and ROLINC Staffing, LLC feels the employee's time is valuable. ROLINC Staffing, LLC is confident employees will enjoy the convenience of automatic payroll deposit. You may elect to have your pay deposited directly into a specified bank account—either checking or savings account.

In addition, it may be possible for you to authorize ROLINC Staffing, LLC to make additional deductions from your paycheck, such as payroll savings plans. Please contact your manager for details and the necessary authorization forms.

The accounts of all employees must go through what is called a "pre-note" process before auto deposit takes effect. During a pre-note process, your bank and ROLINC Staffing, LLC work together to ensure accuracy of all account numbers by comparing information. This process will mean a loss of automatic deposit, thereby requiring that your paycheck be deposited onto a cash card. In the following pay period, the paycheck will be directly deposited into your bank account.

In addition, if you should ever change bank accounts, account numbers, name or social security number, you must contact your ROLINC Staffing, LLC branch office, as these changes will require a new pre-note process.

Cash Card

For employees who do not wish to have their paychecks directly deposited in a bank account, a Cash Card will be provided. Paychecks will be directly deposited onto the Cash Card each payday. A paystub with all payroll information will be emailed to the email address provided by the employee. ROLINC Staffing, LLC is not responsible for any fees associated with Cash Cards.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Time Reporting

Non-exempt employees are required to maintain weekly time reports. It is your responsibility to accurately record daily starting and ending times, lunch periods and any time other than paid breaks.

Employees classified as “exempt” submit time reports only to reflect used paid time off, sick or bereavement leave, or time off work without pay.

Weekly Pay Cycle

Payday for internal employees is normally on Wednesday. Payday for temporary employees is normally on Friday. Each week, you will be paid for services performed during the one (1) week period ending the previous Sunday at 12:00 midnight. The weekly pay schedule is made up of fifty-two (52) pay periods per year.

Changes will be made and announced in advance whenever ROLINC Staffing, LLC holidays or closings interfere with the normal pay schedule.

Timesheets

A timesheet (manual or electronic) will be kept by each employee to show actual hours worked. Employees' timesheets must be submitted by each employee and approved by their appropriate supervisor. They may not be altered except with supervisor approval. Falsification or collusion to falsify a timesheet/card is a basis for dismissal.

Paychecks /deposits may be delayed if the timesheet/card is not received, is incomplete, unapproved, or the information is incorrect as these problems interfere with calculating the amount due to you.

Keeping the time sheet up-to-date and turning it in Monday before payday is your responsibility.

Overtime

From time to time, non-exempt employees, either salaried or hourly, may be required to work overtime. Overtime will be paid to non-exempt employees in accordance with state and federal wage and hour laws as follows:

All overtime must be approved in advance by your manager.

One and one-half (1½) times the base wage for approved hours worked in excess of forty (40) hours in one week. (Holidays, paid time off days, bereavement leave, jury duty, etc. are not counted toward hours

worked).

If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

Travel Time

All travel time spent at the control and direction of the employer, excluding normal home to work travel, is compensable work time.

Wage Garnishments

ROLINC Staffing, LLC must adhere to legally imposed wage assignments and garnishments and will not modify the terms of those legal arrangements unless ordered to by a court.

ROLINC Staffing, LLC acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck. ROLINC Staffing, LLC will deduct nominal administrative costs allowed by statute of complying with wage assignment and garnishment orders.

Note: Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

Professional Standards

ROLINC Staffing, LLC employees are expected to maintain the highest standards of integrity and professionalism while carrying out their duties and responsibilities whenever they are representing ROLINC Staffing, LLC. This policy is not intended to impose upon the personal and private lives of employees, nor is it intended to prescribe a particular moral code of conduct. Good judgment is the basic requirement for adherence to this policy.

What You Can Expect From ROLINC Staffing, LLC

ROLINC Staffing, LLC believes in creating a harmonious working relationship between all employees. In pursuit of this goal, ROLINC Staffing, LLC has created the following employment objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of ability, attitude, character, skill, and training without discrimination regarding age, color, creed, gender, marital status, national origin, political belief, race, religious beliefs, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide paid time off and holidays to all eligible employees.
6. Provide eligible employees with health benefits.
7. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with officers of ROLINC Staffing, LLC.
8. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within ROLINC Staffing, LLC whenever practical.
14. Promote an atmosphere in keeping with ROLINC Staffing, LLC's vision, mission, and goals.

What ROLINC Staffing, LLC Expects From You

ROLINC Staffing, LLC needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom ROLINC Staffing, LLC serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can

impact the entire service offered by ROLINC Staffing, LLC. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed ROLINC Staffing, LLC expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making ROLINC Staffing, LLC a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of ROLINC Staffing, LLC. (Please take a look at the “Suggestions” policy under Professional Standards section.) We’re all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that ROLINC Staffing, LLC intends for you. The result will be better performance for the company overall, and personal satisfaction for you.

Open Communication Policy

ROLINC Staffing, LLC encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your manager to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult his/her manager immediately with any questions.

Open Door Policy

ROLINC Staffing, LLC also encourages you to speak freely with members of the management staff about your work-related concerns and problems. It is the responsibility of all employees to communicate openly to resolve work-related problems. Complaints and frustrations should be voiced in a timely, appropriate and constructive manner. If your manager cannot resolve the matter, generally the next step would be to bring it to the attention their manager. In addition, the HR Manager is always available for consultation and guidance.

Employees with information or concerns about impermissible harassment should consult the terms of the policy on “Unlawful Harassment” for applicable procedures.

Business Gifts

Gifts (i.e., food, wine or gratuities) that you receive from clients, vendors or others as a result of your employment status with ROLINC Staffing, LLC potentially create a conflict of interest. Should you receive such a gift, you should notify your manager immediately. It may be appropriate to share the gift with other employees in the Company, or to return it, depending upon the specific circumstances. Any action or behavior on your part with respect to such gifts that may be considered unethical or poor business may result in disciplinary action, up to and including termination of your employment.

Conflicts of Interest

All ROLINC Staffing, LLC employees are expected to scrupulously avoid any and all situations where there could be or appear to be, a relationship with an outside party which might affect the proper exercise of judgment on the part of the employee. It is incumbent upon all employees to avoid actual conflicts of interest as well as any potential perception of conflicts of interest. If you are unsure as to whether a certain

transaction, activity, or relationship constitutes a conflict of interest, you should discuss it immediately with your manager for clarification.

Customer Relations

The success of ROLINC Staffing, LLC depends upon the quality of the relationships between ROLINC Staffing, LLC, our employees, customers, suppliers and the general public. Our customers' impression of ROLINC Staffing, LLC and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are ROLINC Staffing, LLC's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, ROLINC Staffing, LLC and ROLINC Staffing, LLC's products and services.

Below are several things you can do to help give customers a good impression of ROLINC Staffing, LLC. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Workplace Attire

ROLINC Staffing, LLC asks that all Temporary Employees follow the dress code as defined by the client site at which they are working.

Regular Full-time and Part-time employees working in a ROLINC Staffing, LLC office are asked to adhere to a Smart Casual dress code. Employees should be well-groomed and wear clean clothing, free of large holes, tears, or other signs of wear. Employees should follow managerial instruction to present themselves while hosting or visiting clients or attending events and conferences.

Reasonable Accommodation of Religious Beliefs

ROLINC Staffing, LLC recognizes the importance of individually-held religious beliefs to persons within its workforce. ROLINC Staffing, LLC will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of issues of safety for the particular employee as well as co-workers. Staff members requesting a workplace attire accommodation based on religious beliefs should be referred to the Benefits Coordinator.

At its discretion, a department may, such as during unusually hot or cold weather or during special occasions, allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, revealing or otherwise inappropriate clothing.

Any staff member who does not meet the attire or grooming standards set by his or her department will be required to take corrective action, for example leaving the premises to change clothing. Hourly-paid staff will not be compensated for any work time missed because of failure to comply with designated workplace standards.

ROLINC Staffing, LLC reserves the right to exercise managerial judgment to take such actions relating to employment as may be necessary to ensure appropriate attire in the workplace.

Outside Employment

Employees may not take an outside job, either for pay or as a donation of her/his personal time, with a customer or competitor of ROLINC Staffing, LLC; nor may they do work on their own if it competes in any way with the sales of products or services we provide our customers. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, ROLINC Staffing, LLC would like to know about it. Before accepting any outside employment you are encouraged to discuss the matter with your manager.

Suggestions

We encourage all employees to bring forward their suggestions and ideas about how our company can be made a better place to work, our products improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your manager. S/He can help you bring your idea to the attention of the people in the company who will be responsible for possibly implementing it.

Benefits

ROLINC Staffing, LLC is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction.

A good benefits program is a solid investment in ROLINC Staffing, LLC's employees. ROLINC Staffing, LLC will periodically review the benefits program and will make modifications as appropriate to the company's condition. ROLINC Staffing, LLC reserves the right to modify, add or delete the benefits it offers.

Regular Full-time Employee Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Handbook as soon as you meet the eligibility requirements for each particular benefit. Full-time employee is defined as an employee scheduled to work at least 40 hours per week. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time or temporary employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Benefits other than holiday pay are not available to you during your first 90 days, except as otherwise provided by law.

Regular Part-time Employee Benefits

As a part-time employee working at less than 40 hours per week, you are eligible to participate in ROLINC Staffing, LLC benefit plans. However, your participation and the company's contributions for many of these benefits are prorated to take your part-time schedule into account.

Here's a summary of how benefits are affected:

Health Benefits

Employees that work an average of at least 30 hours per week are considered full-time for health benefit purposes.

Paid Time Off (PTO)

Part-time employees are not eligible for PTO pay.

Holidays

Part-time employees are not eligible for holiday pay.

Sick Time

Part-time employees may be eligible for sick time pay as provided by applicable state law.

Temporary Employee Benefits

As a temporary employee, you are eligible to participate in selected ROLINC sponsored health care plans.

Health Benefits

Temporary employees are eligible to enroll in certain health insurance plans as long as all eligibility requirements have been met.

Paid Time Off (PTO) Temporary employees are not eligible for PTO.

Holidays

Temporary employees are not eligible for holiday pay.

Sick Time

Temporary employees may be eligible for sick time pay as provided by applicable state law.

Health Insurance Benefits

ROLINC Staffing, LLC is proud to provide eligible employees with a package of comprehensive benefits. The company periodically reviews the benefits which are provided to employees, and reserves the right to revise, supplement or rescind any such policies, programs or employee benefits as it deems appropriate. Many of these benefits and their coverage are described in the benefits program booklet or Summary Plan Descriptions, which are available from the Benefits Coordinator. The precise terms of each benefit are subject to the contracts of insurance and other plan documents that govern that benefit.

Group Insurance

ROLINC Staffing, LLC is dedicated to the health and well-being of both you and your family. Today's many health insurance plans and options can be confusing and complicated. That is why ROLINC Staffing, LLC has taken the time to carefully review the coverages and plans available. We have selected the plans we feel provide the best coverage for our employees. Several insurance programs are available to you and your family.

The following benefits are provided, as defined and limited in the Summary Plan Descriptions:

- Medical Care Coverage
- Dental Care Coverage
- Indemnity Plans

ROLINC Staffing, LLC will make a contribution toward the cost of the premiums for the employee only portion of Minimum Value Plans. Dependent and spousal coverage as well as Indemnity plan premiums will be the responsibility of the employee.

Applicable employee contributions will be automatically deducted from your paycheck.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with ROLINC Staffing, LLC or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult your manager for details.

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage provides benefits in the event of an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work. This job-injury insurance is paid for by ROLINC Staffing, LLC. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

If you are injured while working, or become ill due to a job condition, the injury must be reported to your manager immediately, regardless of how minor the injury may be. The Company must be informed of any work-related injuries in order to comply with federal and state injury record keeping requirements. Prompt reporting is the key to prompt benefits. Ensure your right to benefits by reporting every injury, no matter how slight.

After consulting with our preferred physician for a work-related injury, the employee is required to report directly back to their manager. If the physician sends you home, then you will need to contact your manager prior to returning to work. If, at the time of injury, a physician's visit is not required but later you feel you need to see a physician, you must notify your manager immediately. It is extremely important that any injured employee follow these procedures.

If you are unable to work as the result of a work-related injury or occupational disease, compensation (wage replacement) benefits will be based on 2/3 of your average weekly wage up to a maximum set by law. No compensation is payable for the first 3 days' disability unless the period of disability exceeds two weeks.

Workers' Compensation Fraud

The Company will not tolerate Workers' Compensation fraud under any circumstances. Insurance fraud is a felony; any employee found guilty of such conduct may be subject to fines, imprisonment, and immediate termination of employment.

Recreational Activities & Programs

Workers' compensation benefits are not available to employees injured as a result of voluntary participation in an off-duty recreational, social, or athletic activity not required as part of the employee's work-related duties.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with ROLINC Staffing, LLC. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. ROLINC Staffing, LLC pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Working from Home

Regular Full-time employees may occasionally need to work from home. If a situation arises in which you need to work from home, your request to do so must be pre-approved by your manager. Your request should be received by your manager with 24 hours prior notice whenever possible. Requests to work from home will be approved at your manager's discretion and may not always be granted. Working from home or in the office outside of regular business hours without permission may subject you to disciplinary action.

To work from home, you need to meet certain technology requirements. You must be able to receive your ROLINC e-mails on your phone and be able to access your work computer remotely from home. You should also know how to remote access your computer.

If you have a dispute on your pay for any reason, you must bring it to your manager or the accounting department's attention within ten (10) calendar days after the pay period in question. This will allow for accurate research for both parties to conclude the correct number of hours worked. You may be asked to prove that you worked, including but not limited to e-mails, phone calls, and records in accepted software.

Paid Time Off

About Our Paid Time-Off Program

ROLINC Staffing, LLC's Paid Time Off (PTO) Program combines personal, vacation, sick time and other time off not otherwise covered by the company's leave policies into one total PTO bank. PTO may be taken as vacation time, to allow you to rest, relax, and pursue special interests. So, instead of receiving a fixed amount of time for each type of paid time off, you can access a pool of days (all of which are considered your PTO days) to use as you see fit. You can use your earned PTO for vacations, in case of your illness or that of a family member, for personal matters, to participate in personal interests, or for religious observances.

PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. Temporary and part time employees are not eligible to receive PTO.

PTO may also be used for the following reasons:

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.

How Our PTO Plan Works

Eligible employees will earn PTO hourly. PTO hours will be available for use the week after they are accrued. PTO hours may be used for vacation, illness, family illness, medical leave, doctor appointments or emergencies. The schedule is as follows:

Years of Employment	Hourly PTO Earnings Rate	PTO Earned Per Year
Less than one (1)	0.04231 per hour, up to 1.6923 per week	11 days or 88 hours
One (1) but less than two (2)	0.06154 per hour, up to 2.4615 per week	16 days or 128 hours
Two (2) but less than three (3)	0.07692 per hour, up to 3.0769 per week	20 days or 160 hours
Three (3) but less than five (5)	0.09615 per hour, up to 3.8461 per week	25 days or 200 hours

Five (5) or more	0.11538 per hour, up to 4.6153per week	30 days or 240 hours
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Whenever possible, PTO must be approved in advance by the Branch Level Manager responsible for your department. Approval for PTO will be based upon operational requirements and business needs; consequently, PTO used for personal purposes may have to be deferred. You are responsible for tracking your PTO to ensure that you are using your time off in accordance with this program.

PTO Policies

Except in the instance of illness, all PTO must be scheduled in advance. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with your department's operation and therefore must be approved by the Branch Level Manager in charge of your department. If any conflicts arise in requests for PTO, the manager approving the PTO will make a decision based on the following factors: the needs of the business, seniority, when the requests were made, and any special circumstances directly relating to the request (such as a hardship).

In an effort to have clearer communications and to set everyone up for success, when recruiting/branch staff are out of the office, please follow the below guidelines:

- If you are out of town or away from home, please relax and use your PTO
- On holiday weeks, please do not take your regular remote day unless otherwise stated
- If you are working on a holiday week, make sure you are present for morning meetings and communicate with your branch manager if you are going to be late

To set your clients and up for success, we ask that you do the following:

- Set up your backup person for clients and a backup person for candidates & payroll questions – communicate with those teammates to make sure they are going to be present while you are out
- Send an Outlook invite to your team for the days you will be out and who your backup person/people are
- Set up your auto-responder in your Outlook email to let people know you are out of the office and again state who your backup people are

Normally, only earned PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO balance) without written authorization from the approving manager. Such authorization is at the discretion of your manager, and must be granted in advance of your time off. Any amount of advance PTO paid but not yet earned at the time of termination of employment will be deducted from your final paycheck.

If you have unused PTO hours upon the termination of your employment with ROLINC Staffing, LLC, you will be paid for that time at your regular base hourly rate.

Carryover of Paid Time Off

Although we encourage employees to take their PTO, some PTO may be carried over, not to exceed 125% of the annual earned PTO. Once the maximum amount has been reached, no additional PTO will be earned. Earning of PTO will resume when PTO is taken and the balance is below the maximum allowed. Employees who are on an unpaid leave of absence do not accrue PTO time during the leave.

Scheduling of PTO

You have the discretion to use your time off for whatever purpose you wish, for no more than two weeks at a time except as otherwise provided by law. It should be requested in advance, and we recommend not making any firm plans until you have received approval from your manager. However, you will not be able to take more paid time off than the program allows, so it is very important to plan the use of your PTO benefit carefully. For example, if you schedule a vacation but you exhaust your awarded PTO benefit for some reason (due to illness or for other reasons) before the scheduled vacation begins, depending upon your manager's decision, you may not be able to take the vacation or your vacation may be unpaid.

Paid Holidays

Regular full-time employees are eligible for holiday pay. Temporary employees are not eligible for paid holidays unless otherwise requested by the client they are on assignment with. The following holidays are recognized by ROLINC Staffing, LLC as paid holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 Day)
- Christmas Day
- New Year's Eve (1/2 Day)
- New Year's Day
- Employee's Birthday

Holiday observance will be announced in advance. Holiday pay is prorated based upon the hours per week you are regularly scheduled to work. Temporary employees are not eligible for this benefit. If a holiday falls on a day when you are regularly scheduled to be off, you will still receive the holiday pay.

In order to be eligible for holiday pay, employees are required to work the day before and the day after the holiday, according to their individual schedule. The only exception to this is a situation where an employee has received prior approval from their manager to use PTO. Employees on a leave of absence, whether paid or unpaid, are not eligible to receive holiday pay.

Holiday pay is not considered to be time worked, and is not used in computing overtime for the week. If an employee terminates employment for any reason, holiday pay will not be paid out for any holidays that occur beyond the date of termination. Should an exempt employee work on a holiday with an alternate day off scheduled, but terminate employment prior to taking the day off, the employee will receive compensation for that day. Questions regarding this policy should be referred to your manager.

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused paid time off may be used for this purpose, otherwise you won't be paid for this time off. Please schedule the time off in advance with your manager.

All national holidays are scheduled on the day designated by common business practice. In the event that a holiday falls on a weekend, the closest business day (or commonly recognized day) will be given. For example, if Independence Day falls on a Sunday, the holiday will be taken on Monday.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Other Leaves of Absence

Bereavement / Funeral Leave

Regular full-time employees may be eligible for a paid absence to attend the funeral of the following family members:

- Spouse/Domestic Partner
- Parent/Legal Guardian of Employee/Spouse/Domestic Partner
- Sister/Brother of Employee
- Child of Employee/Spouse/Domestic Partner

You may take up to three (3) scheduled workdays off with pay with the prior approval by your manager. Additional unpaid time off may be approved on a case-by-case basis.

One (1) day of paid funeral leave will be granted to attend the funeral of the following family members:

- Grandchild of Employee/Spouse/Domestic Partner
- Grandparents of Employee/Spouse/Domestic Partner
- Sister/Brother of Spouse/Domestic Partner
- Any member of your extended family living in your home

With your manager's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused paid time off may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Jury Duty / Witness Duty

ROLINC Staffing, LLC encourages employees to fulfill their civic duty and perform jury service when called upon to do so. Employees will be paid while on jury up to a maximum of three (3) working days, after which the employee will be placed on an unpaid leave of absence until the conclusion of the jury duty service. If you are called for jury duty, you must notify your manager of the need for time off for jury duty within forty-eight (48) hours of receipt of the jury summons. You will be requested to provide written verification from the court clerk of having served.

Leave for witness duty is unpaid. Time off will also be unpaid if you are a defendant in a court action or if you have initiated such court action.

On any day or half-day you are not required to serve, if you are temporarily released from jury duty, or if you are released from jury duty before the end of our work day, you will be expected to return to work.

ROLINC Staffing, LLC will pay you regular wages, but not to exceed 50 dollars per day unless by mutual agreement between you and your employer for a maximum of three (3) days of service, as required by state law.

Voting / Election Day

ROLINC Staffing, LLC encourages employees to fulfill their civic responsibilities by voting. We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are usually open for a sufficiently long period, you are encouraged to vote before or after regular working hours. If necessary, you may take up to two (2) hours leave from work to vote in a governmental election or referendum. If, however, you are unable to vote during non-working hours, please coordinate your leave with your manager.

With prior notice to an employer, employees may take up to two hours off of work for the purpose of voting. The employer may specify the hours the employee will take off, but the period must fall at the beginning or end of the work period if the employee so requests. There is no leave available if there are three or more hours between the time of opening and the time of closing of the polls during which the voter is not required to be on the job.

Parental Leave (all employees)

ROLINC Staffing, LLC follows the Family Medical Leave Act in regards to maternity leave. Eligible employees are entitled to twelve workweeks of unpaid leave in a 12-month period for the birth of a child and to care for the newborn child within one year of birth or the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement. Regular full-time employees may use accrued PTO concurrently with their FMLA leave.

ROLINC Staffing, LLC does not offer an infant-at-work program.

Regular Full-time Employee Parental Leave

ROLINC Staffing, LLC provides certain employees with up to 6 weeks of paid leave per year. Employees that are also eligible for unpaid FMLA leave shall use this paid leave concurrently and be eligible for the remaining weeks of unpaid leave under the FMLA after this paid leave is exhausted. Regular Full-time employees are eligible for leave if they have worked for ROLINC Staffing, LLC the last 12 consecutive months.

ROLINC Staffing LLC's parental leave is designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family reasons.

Regular Full-Time employees are eligible for paid leave for any of the following reasons up to the amounts listed within any 12-month period:

- For the birth of the newborn child of an employee (employee giving birth) – 6 weeks of paid leave
- For the care of the newborn child of an employee (employee not giving birth) – 4 weeks of paid leave
- For placement with the employee of a child for adoption or foster care – 4 weeks of paid leave

Paid leave covers the Regular Full-time employee's salary or average hourly wage up to 40 hours per week. Commissions will continue to be paid only for placements made by the commissions-eligible employee.

Paid Certifications

About Our Certification Program

ROLINC Staffing, LLC is excited to offer the opportunity to our internal team to participate in continuing education in the fields of staffing and payroll, including available certifications. ROLINC will pay for testing and approved testing materials for certifications through the American Staffing Association (ASA) and the American Payroll Association (APA) for nominated individuals.

Eligibility

Regular Full-time employees who have been with ROLINC for at least one year and have hit their goal for two consecutive quarters in the past year are eligible for the ASA certification for Certified Staffing Professional (CSP). Finance team members are also eligible after one year for the APA certification for Fundamentals of Payroll Certification (FPC). ROLINC employees in finance who wish to attain the APA certification for Certified Payroll Professional (CPP) must have at least 3 years with ROLINC. Eligible employees also need to be nominated by a manager to begin the process.

Expectations

ROLINC Staffing, LLC is investing in its employees to achieve greater levels of knowledge in staffing and payroll, and expects the same investment in the form of time from employees looking to attain certifications. Employees studying for certification are expected to study “off the clock” on their personal time. ROLINC expects CSP nominees to take the certification test within 6 months of nomination and FPC/CPP nominees to test in the summer testing period.

Attainment of a certification will not necessarily equate to an increase in the employee’s compensation. ROLINC Staffing, LLC’s investment is in the knowledge and certification of the employee.

Cost

ROLINC Staffing, LLC will cover the cost of the test and regular study materials, and for CPP and FPC tests will also cover the cost of the Denver Chapter Payroll Association study group. Any additional study materials or programs are not included. Sharing of existing study materials is encouraged when practical.

Test Failure or Expiration

If the ROLINC Staffing, LLC employee fails the certification test or the testing period expires, the employee may retake the test within six months if they still meet eligibility requirements and are still in good standing with objectives set by leadership being met. CPP and FPC hopefuls will be expected to retest in the winter testing period using the same year’s content and study materials.

The second test and any necessary materials will be paid for by the employee. If the second test is passed, ROLINC Staffing, LLC will reimburse the employee for the costs normally covered for the first test. If the second test is failed or not scheduled, ROLINC will not provide for another test.

Information Systems Usage Policy

Overview

This policy defines the appropriate use of various forms of electronic communication at ROLINC Staffing, LLC including, but not limited to computers, e-mail, telephones, voicemail, fax machines, and all online services paid for by the Company, including the internet, intranet, extranet and the World Wide Web. All electronic communications, including all software and hardware, are and remain at all times the sole property of ROLINC Staffing, LLC. This may also include policies regarding electronic monitoring and recording, closed circuit television and computer video cameras.

ROLINC Staffing, LLC makes every effort to provide the best available technology to those performing services for ROLINC Staffing, LLC. In this regard, ROLINC Staffing, LLC has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by ROLINC Staffing, LLC's employees with the use of ROLINC Staffing, LLC's equipment.

ROLINC Staffing, LLC property, including computers, electronic mail and voice mail, should only be used for conducting company business and the use of these systems at all times is subject to this policy. This Policy applies to all employees, contractors and others who use the Company's information and communication systems. Breach of this Policy with your use of the Company's information and communication systems will be considered a disciplinary issue.

Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

Computers, Electronic Mail & Voice Mail Usage Policy

Although ROLINC Staffing, LLC provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

Information Access & Disclosure

In addition to the policy section, "Access & Disclosure" under "Workplace Policies," ROLINC Staffing, LLC specifically reserves the right to access and disclose the contents of any part of the any communication systems used by a ROLINC Staffing, LLC employee at any time when, in the company's sole discretion and judgment, such actions are warranted. Examples of situations in which the company might elect to seek access to such communications include, but are not limited to, the need to solve technical problems, investigation of possible employee misconduct, prevention of unauthorized disclosure of Company proprietary information, concerns about personal abuse of any communication systems, and review of communications upon the departure or death of an employee/user. The Company may use information regarding the number, sender, recipient and address of such communication for any business reason.

Communication Etiquette

Users of any company communications systems should make their electronic and telephone communication courteous, professional and businesslike. Also, it is important to keep in mind that "deleting" a message

may not mean that it is deleted entirely from computer or voicemail memory since the sender's or the receiver's network may have backup/memory systems in place.

Email

Email is not private. Emails can be easily intercepted, copied, forwarded and stored without the original sender's knowledge. You must take into account the fact that any email you send may be read by a person (or many people) other than your intended recipient.

Any attachments which contain important or confidential material should be encrypted or password protected.

All messages and files are automatically scanned for viruses before being introduced into the network, but this does not provide a complete guarantee of protection. All employees have an obligation to be cautious when opening emails and attachments to emails from unknown sources. If you have any doubts about opening an email or attachment, please talk with your manager.

Contracts can be entered into by email in the same way as they are by letter or on the telephone. You must at all times take care to ensure that you do not inadvertently enter into contracts which bind the Company by email, and you should be aware that contracts must only be entered into in accordance with the normal procedures.

The use of the ROLINC Staffing, LLC email system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, our email system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

You must not under any circumstances send messages or attachments whether within the Company or outside the Company which are:

- Abusive, including the use of foul language
- Bullying or intimidating in content
- Defamatory about any other person or organization
- Discriminatory in any sense (e.g. age, disability, gender, race, religion, sexual orientation)
- Sexual
- Malicious
- Sensitive or confidential

If you receive any such messages from outside the Company, you may report them and not forward them either within or outside the company. Sending emails of the type described above is likely to be treated as a disciplinary offense and can be reason for disciplinary action up to and including termination.

ROLINC Staffing, LLC also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, ROLINC Staffing, LLC must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because ROLINC Staffing, LLC reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that ROLINC Staffing, LLC or its designated representatives will not have a need to access and review this information. Individuals using ROLINC Staffing, LLC's business equipment should also have no expectation that any information stored on their computer – whether the

information is contained on a computer hard drive, computer disks or in any other manner – will be private.

ROLINC Staffing, LLC has the right to, but does not regularly monitor voice mail or electronic mail messages. ROLINC Staffing, LLC will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by ROLINC Staffing, LLC if necessary within or outside of ROLINC Staffing, LLC.

Given ROLINC Staffing, LLC's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

ROLINC Staffing, LLC's president will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Internet

The Company has put technical measures in place to prevent access to internet web sites which contain explicit, illegal or other inappropriate materials. If you need to access a site which contains such materials for the purposes of your job you must obtain the express permission of the Company.

Much of the information that appears on the internet is protected by copyright. Unauthorized copying or modifying of copyright-protected material, including software, breaches copyright law. Therefore, downloading software or copyright protected information is not permitted, as it may make you and/or the Company liable to legal action. If you must download and reprint text from the internet, you must include an active hyper-link back to the authors' website for proper credit.

Confidential Information

You must not use ROLINC Staffing, LLC's information and communications systems whether alone or in conjunction with any other device to make any unauthorized disclosure or copy of any confidential information belonging to ROLINC Staffing, LLC. The unauthorized disclosure or copying of information belonging to the Company is likely to be treated as a disciplinary offense and could be reason for termination.

Such confidential information shall include without limitation details of:

- Accounts, invoices, statistical information and other financial reports
- Business contacts, associates, lists of customers, lists of existing or prospective temporary employees, suppliers, and details of contracts
- Corporate and marketing strategy, business development plans and forecasts, sales reports and research results
- Details of the employees and officers of the Company and of the compensation and other benefits paid to them
- Identities of potential customers, partners and suppliers
- Information regarding acquisitions, contemplated developments, joint ventures, offers, presentations, or projects offered or undertaken by ROLINC Staffing, LLC
- Proposals, plans or specifications for the development of the existing products and of new products to be sold or developed
- Sales, expenses, buying and pricing policies including details of percentage mark-up, or profit and discount data

Copyrighted Information

Use of company communication systems to copy, modify or transmit documents, software, information or other materials protected by copyright, trademark, patent or trade secrecy laws, without authorization of the owner of such materials, is prohibited.

Incorporating materials downloaded from the Internet into Company or personal databases, compilation or other works is likely to be a violation of copyright law. The copyright notices on Internet materials should be read carefully and any stated use, restrictions or permissions closely observed.

Monitoring & Data Protection

In order to protect the interests of ROLINC Staffing, LLC and to maintain the effectiveness, integrity and security of ROLINC Staffing, LLC's network, ROLINC Staffing, LLC has tools in place to monitor and intercept telephone and email communication and internet use by staff ensuring endpoint security.

Monitoring is undertaken using the following automatic procedures:

- Automatic blocking and recording access to certain files and pages on the internet
- Automatic blocking of access to premium rate telephone lines
- Automatic blocking of the connection of unauthorized devices to the network
- Automatic checking of disks, CDs and internet sites for viruses
- Automatic checking of emails and attachments for viruses
- Automatic checking of emails for multimedia attachments and offensive words
- Automatic measures in place to prevent software from being downloaded to, installed on or deleted from the Company's computers
- Automatic recording of telephone and mobile telephone call destination numbers

Monitoring of the content of emails, internet use or telephone calls is not routinely carried out but may be carried out in some situations. For example (this is not an exhaustive list):

- Where ROLINC Staffing, LLC has reasonable grounds to believe a staff member is breaching this or any other policy of ROLINC Staffing, LLC
- Where there is a suspected breach of contract or a serious under-performance
- For the purpose of assisting in the investigation of wrongful acts
- To comply with any legal obligations
- For the purpose of defending or prosecuting any legal action brought against the Company

You should not expect that your personal use of ROLINC Staffing, LLC's information and communication systems to remain private.

The holding, processing and disclosure of personal data in electronic form is regulated by the provisions of data protection legislation. Personal information relating to a living individual who can be identified from that information should not be sent by mail unless proper checks have been made to ensure that this will not involve any breach of that legislation.

You must also comply with ROLINC Staffing, LLC's Protection Policy.

Security

Employee access to the Company's information and communication systems is subject to satisfactory security checks being carried out in the reasonable discretion of the Company.

If you are provided with a portable computer, mobile phone, personal organizer and/or any related or similar equipment, you must ensure its security at all times. You must in particular:

- Always lock mobile equipment when not in use so that it cannot be used without entering your log-on ID.
- Keep your passwords confidential and the information system will force you to change them regularly.
- Lock the terminal if you leave a terminal unattended so that it cannot be used without entering your log-on ID in order to prevent unauthorized users using it in your absence.
- Never leave computer equipment including discs, CDs and DVDs in an unattended vehicle, or unattended in public.

If your computer equipment is lost or stolen you must report the incident to the police immediately, and notify your manager as soon as possible. The incident will be fully investigated, and may be treated as a disciplinary issue if you have failed to take adequate steps to safeguard the security of equipment in your possession.

Passwords

The security and protection of individual passwords is a prime responsibility of the individual owner of the password. *Passwords should not be shared.* Therefore, if any material is authored out of password-protected system, the presumption will be that the owner of the password is the author of such material.

You must not attempt to gain access to any part of the network to which you are not permitted access.

Software

All software used on ROLINC Staffing, LLC systems must be purchased and/or approved for use by ROLINC Staffing, LLC. When software is to be used on ROLINC Staffing, LLC communication systems the Information Technology Department has sole responsibility for the installation and maintenance of same, as well as all registration and licensing matters, and will be the primary contact with the manufacturer or reseller.

ROLINC Staffing, LLC does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$100,000 and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

ROLINC Staffing, LLC licenses the use of computer software from a variety of outside companies. ROLINC Staffing, LLC does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.

With regard to use on local area networks or on multiple machines, ROLINC Staffing, LLC employees shall use the software only in accordance with the software publisher’s license agreement.

ROLINC Staffing, LLC employees learning of any misuse of software or related documentation within the company must notify their manager.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. ROLINC Staffing, LLC employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Personal Use

A limited amount of personal use of ROLINC Staffing, LLC's systems is permitted subject to the following rules:

- Any personal use of email or communications systems must not delay or interfere with the proper performance of the duties of any other employee.
- Where you are in receipt of personal emails you should advise the sender that these may be monitored.
- Work on ROLINC Staffing, LLC's business must always take priority over your personal use of ROLINC Staffing, LLC's systems.
- You may not subscribe to any non-job related Internet service or access any web based personal email accounts using ROLINC Staffing, LLC's systems.
- You may not use the Company's systems to transfer, store or download information and files for your personal use including (but not limited to) MP3, AVI, WMV files and other similar formats.

If your personal use exceeds an acceptable level in the reasonable opinion of the Company or you do not comply with these rules your access to the system may be curtailed and you may be subject to disciplinary action.

Prohibited Uses of ROLINC Staffing, LLC Information Systems

Other prohibited uses of the company information or communication systems include, but are not limited to:

- Accessing pornography or any illegal material on the Internet and/or circulating it
- Any use that might compromise the operation or security of ROLINC Staffing, LLC data processing equipment
- Connecting an unauthorized device to the network
- Engaging in any communication that is unlawful or in violation of Company policy, including (but not limited to) communication that is defamatory, obscene or prohibited by ROLINC Staffing, LLC Harassment Policy
- Excessive personal use of the company communication systems
- Excessive visiting of non-job related internet sites during your normal working day
- Gambling or engaging in other activities in violation of local, state or federal law
- Introducing a virus to the computer system by inserting a disk, CD or DVD into a Company computer without running a virus check, via email or from downloading an Internet file
- Knowingly introducing a computer virus into the communication systems
- Misuse of the computer system which results in any claim being made against the Company
- Sending, forwarding, redistributing or replying to "chain letters"
- The unauthorized use of passwords to gain access to another user's information or communications
- Unauthorized access of any ROLINC Staffing, LLC e-mail account
- Unauthorized copying or modifying of copyright material
- Unauthorized downloading of software or files
- Use of the Internet for criminal activity
- Using any communication systems for electronic "snooping" i.e., to satisfy idle curiosity about the affairs of others, with no business or legal reason for obtaining access to the files or communications of others (this prohibition applies to users, including Company Communication System administrators and managers)
- Using any communication systems to interfere with normal business functions in any way
- Using any communication systems to solicit or conduct business other than the business of the Company

Consequences of a Breach of this Policy

Breach of this Policy in your use of the Company's information and communication systems will be considered a serious disciplinary matter and will be dealt with accordingly.

In less serious cases you may have access to the internet from your computer removed or other disciplinary action taken against you short of dismissal.

Computer Protection

As you may already know, computers are prone to viruses, crashes, power surges, and user mistakes that can cause lost data. Here are few important procedures to follow to protect your data as well as all of your hard work:

- Don't open emails or attachments from unknown sources. It sounds obvious, but this is the most common way viruses are spread. Be careful even when opening emails from people you trust - people frequently spread viruses unknowingly.
- Regularly download security updates and patches for your operating system. Software companies create patches to eliminate software vulnerabilities as they are discovered. By continually downloading these patches you help close the gaps in your computer.
- Use passwords that are hard to guess. Passwords are easy to figure out with software programs that will run billions of potential combinations. The only way to create a secure password is to vary upper and lowercase letter with numbers and symbols, make them at least eight characters long, and change them regularly.
- Don't share computer access with strangers. This sounds simpler than it is. Obviously you won't let a stranger play on your computer, but what if you use a file sharing program? That opens the door for others to use your computer from a remote location. Don't let that happen - keep your computer to yourself!
- Disconnect from the internet when not in use. The internet is used to send and receive information, which means that when you're "hooked up to the 'net," you've opened a two-way portal. The surest way to keep people out is to disconnect. It's that simple.

While you can't protect your computer from everything, there are preemptive measures that you can take to greatly reduce your risk.

Phishing / Spear Phishing

Phishing attacks come in several forms. However, the most common is when a phisher poses as a legitimate business, such as a bank or online payment processor. The phisher sends an email requesting that the recipient respond with personal information, which the phisher then uses to access a bank or credit card account. Phishers have tricked millions of unwary people, but consumers are learning to avoid unsolicited emails that claim to be from legitimate institutions.

Unfortunately, phishers are getting smarter, too. In a new act known as spear phishing, phishers send emails to individuals within corporations and pose as coworkers. Their goal is to fool your employees into giving out network user names and passwords, or other confidential data. If one employee is fooled, our entire network is exposed and our data is at risk.

To combat phishing schemes, follow a few security guidelines:

- Report emails that appear to come from within the company but aren't addressed to you personally.
- Report any email that asks for your user name or password.
- Remember that legitimate network administrators never need to ask you for a user name or password. Network administrators have administrator privileges and don't need your logon information to manage your account.

Web Logging (Blogging)

ROLINC Staffing, LLC may create a web log ("blog") for employee use, and will permit blogging on company computers at work. The following points must be considered in regard to this practice:

- Avoid comments that could constitute discriminatory or harassing behavior under company policies.

- Blogging may not interfere with an employee's job duties.
- Don't provide the company's or anyone else's confidential or proprietary information.
- Employees are legally responsible for their own commentary.
- There should be no listings of or references to customers or suppliers without their approval.
- There will be no anonymous blogging; writers should identify themselves.
- Users should state disclaimers such as "The views I express are mine alone and don't necessarily represent the views, values, or opinions of my employer."
- You are required to respect copyright laws.

These same guidelines or best practices should apply to employees for personal blogging activity. Employees may be disciplined for any off-duty conduct that affects the workplace to the extent permitted by law.

Workplace Policies

Alcohol Consumption

Alcohol usage during business hours and on business premises is prohibited except under special circumstances and as approved by the Manager.

This policy will not be construed to prohibit the moderate consumption of alcohol during social or business functions sponsored by the company where alcohol is served, or while entertaining customers and prospective customers of the company. However, employees must remember their obligation to conduct themselves properly at all times while performing company business or at company-sponsored functions or while representing ROLINC Staffing, LLC, including their responsibility not to drive while under the influence of alcohol or any other drugs.

Employees are expected to use good judgment and comport themselves at all times as representatives of ROLINC Staffing, LLC when performing company business, attending business functions or entertaining customers and prospective customers. Failure to do so may result in disciplinary action, up to and including termination of employment.

Cell / Mobile Phone Usage

Cell phone usage in the office should not disrupt your work or the work of others, or distract the user's attention from safely and considerately navigating the office space or effectively performing work duties.

Mobile phone usage while driving

In a growing number of states, it is illegal to drive a motor vehicle while using a wireless telephone, unless the phone is configured to allow hands-free listening and talking, and is used in that manner while driving.

ROLINC Staffing, LLC's focus is on your safety first – please use common sense while driving.

Go Hands-Free

Employees who drive as part of their jobs and frequently need to make business calls while on the road should make sure they have a hands-free device.

For safety and liability reasons, it is important that employees avoid using their cell phone for business while driving, whether they are using a hands-free device or not. Phone conversations while driving can cause big distractions, which can lead to tragic accidents. And if the call that caused the accident was work-related, the ROLINC Staffing, LLC client - and the employee who caused the accident - could be liable.

If you must use a cell phone while driving, we recommend the following safety guidelines:

- Use a hands-free phone
- Dial only while the car is stopped
- Never use the phone in heavy traffic or bad weather
- Use speed dialing whenever possible
- Never look up phone numbers while driving
- Let voicemail answer calls that come in while driving
- Never have stressful conversations while driving
- Keep your eyes on the road while on the phone

- Never text and drive

Communication

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all ROLINC Staffing, LLC methods of communication, including this Employee Handbook, bulletin boards, discussions with your manager, memoranda, staff meetings, newsletters, training sessions, and company e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time.

No Recording Policy

ROLINC Staffing, LLC understands that in the course of your work and in the evaluation of your performance, there will be frequent opportunities for private and confidential discussions, with your manager. We respect the privacy and confidentiality of such communications. Any surreptitious recording of these conversations by a tape recorder or similar electronic device is explicitly prohibited. Violations of this policy will lead to serious discipline since ROLINC Staffing, LLC believes that such non-consensual recording is inconsistent with an environment which nurtures open and frank interchange with our employees.

Company & Department Meetings

On occasion, we may request that you attend a company sponsored meeting. These meetings will be scheduled during regular work hours whenever possible. If the meeting is scheduled during your regular working hours, your attendance is required.

Employees will be compensated for attendance based on their regular pay rate. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting. If the meeting must be scheduled before or after regular work hours, non-exempt employees will be compensated with overtime if it applies to their work situation and hours worked.

Company Equipment

Improper, careless, negligent, destructive, unauthorized or unsafe use or operation of Company equipment is prohibited. No duplication, sharing, or loaning of keys, safe combinations or alarm codes except with appropriate supervisors.

Customer Relations

ROLINC Staffing, LLC customers are key to the success of the Company and its employees. Therefore, all employees must represent ROLINC Staffing, LLC in a positive fashion, and make clients feel confident and comfortable in working with the company.

Dispute Resolution Procedure Policy

ROLINC Staffing, LLC has established a dispute resolution procedure to allow employees an opportunity to voice any concerns they may have. The purpose of this policy is to provide an avenue for the

identification and solution of differences between an employee and the company regarding job-related complaints or problems.

The following steps are provided to all employees for the settlement of a grievance:

Step 1: Employees should first raise any problems or grievances verbally with their immediate supervisor.

Step 2: If a grievance is not settled by this process, an employee should then feel free to take the problem to the next level of supervision who will make every effort to resolve the situation.

Step 3: If a grievance is still not settled, an employee may file a written grievance within ten days of the decision of Step 2 with ROLINC Staffing, LLC. ROLINC Staffing, LLC will hear the grievance and provide the employee with a final and binding decision.

ROLINC Staffing, LLC encourages all grievances to be handled at the department level. However, the following exceptions are recognized as instances where an employee may file a grievance with any ROLINC Staffing, LLC manager without first meeting with the supervisor.

- If the employee suspects or has proof that a federal or state law is being violated or is about to be violated.
- If a safety hazard exists that threatens the health of an employee or a customer.
- If the grievance directly involves the department head and the employee can reasonably demonstrate that the department head may not be able to deal objectively with the situation.
- If the employee feels there is unlawful conduct or he/she is being sexually harassed.

It is the employer's intention to be fair and impartial in order to establish the smoothest working relationship possible. No employee will be discriminated or retaliated against, or in any way penalized for using this procedure.

This formal procedure should be limited to grievances concerning job-related problems or complaints. If the employee feels uncomfortable discussing a problem or complaint with their Supervisor, they may skip the first step and appeal directly to Human Resources. Of course, the employee is always free to contract their manager informally regarding any problem that the employee has, even if it is personal in nature.

Expense Reimbursement

You must have your manager's authorization prior to incurring an expense on behalf of ROLINC Staffing, LLC. To be reimbursed for all authorized expenses, you must submit an expense report accompanied by receipts and it must be approved by your manager. Please submit your expense report each week, as you incur authorized reimbursable expenses. In order for ROLINC Staffing, LLC to keep records and accounting accurate and current, expense reports older than two (2) months old may not be honored.

If you are asked to conduct company business using your personal vehicle, you may be reimbursed. Please submit this expense on your weekly expense report.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" (such as t-shirts, coffee mugs, pens or key chains) imprinted with the ROLINC Staffing, LLC logo or sales information.

Music / Portable Music Player Usage

Playing music in the office should not disrupt your work or the work of others, or distract the user's attention from safely and considerately navigating the office space or effectively performing work duties.

Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time.

As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for ROLINC Staffing, LLC; it does not include break periods, meal periods, or periods in which an Employee is not, and is not scheduled to be, performing services or work for ROLINC Staffing, LLC.

No employee shall solicit or promote support for any cause or organization during working time or during the working time of the employee or employees at whom the solicitation activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, during working time, or during the working time of the employee or employees at whom the solicitation activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on ROLINC Staffing, LLC property.

Telephone Usage

A professional telephone manner is required at all times since employees represent the Company during telephone conversations. Employees are expected to use telephones in a responsible manner and generally for business purposes only. Personal phone calls are permitted but should be kept to a minimum.

Safety

General Employee Safety

ROLINC Staffing, LLC is committed to providing and maintaining a healthy, safe and secure working environment for all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

ROLINC Staffing, LLC will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each manager make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

It is important that employees follow safe and healthy work practices at all times. ROLINC Staffing, LLC strongly encourages you to communicate with your manager regarding safety issues. Accidents can be prevented only with the cooperation of all; as such, the following safety rules should be observed at all times:

- Always check to see that electrical equipment, computers, coffee machines and so forth are turned off before leaving the company premises
- Immediately report every work-related injury or potentially hazardous condition, no matter how minor, to your manager
- Learn to lift correctly: do not attempt to push, pull or lift objects unless you can do so safely. Get help when necessary
- Take every precaution, including doing wrist and arm exercises, to avoid carpal tunnel and other repetitive motion injuries

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all ROLINC Staffing, LLC activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production. We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible.

Below are some general safety rules to assist you in making safety a regular part of your work. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination. Your manager may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your manager.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Personal Protective Equipment

Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you. Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

Operating Machines & Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.
- Make sure machine guards are in place while machines are in operation.
- Keep guards in place at all times.
- Do not clean machinery while it is running.
- Lock all disconnect switches while making repairs or cleaning.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Open only one drawer at a time. Remove or pad torn, sharp corners and edges.

Report All Injuries

All accidents, injuries (no matter how slight), potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your manager. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Occupational Safety & Health Administration (OSHA) requires that we keep records of all illnesses and accidents which occur during the workday. The CO State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. **If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.** OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your manager for more information.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a Manager. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your Manager at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is ROLINC Staffing, LLC's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and may result in disciplinary actions.

Employee Responsibilities

If you are injured on the job or become ill due to a job condition, follow the instructions for workplace illness or injuries below regardless of how minor the injuries seem:

1. Notify your recruiter immediately, by phone or in person.
 - Obtain the name of the designated clinic for evaluation and post-accident drug testing
 - You may jeopardize your benefits if initially treated by any other doctor
2. If the physician indicates you cannot return to your regular job, notify your recruiter immediately who will refer you to the ROLINC Staffing Safety Manager who will ensure your proper medical care and safe return to work.
3. Contact your Safety Manager after each medical appointment to report on your progress.
4. Participate in the ROLINC Modified Duty Program to facilitate your early return to work.

- This program provides modified duty at your current employer's job site, ROLINC branch office or at a non-profit with restrictions outlined by an authorized physician.
- ROLINC Staffing's goal is to get injured employees back to work subject to their current physical capabilities, as soon as the doctor permits.

5. It is your responsibility to return to work as soon as your doctor provides full or partial release to do so. If you fail to return to work (on either partial or full duty as allowed by your doctor) you may be subject to disciplinary action up to and including termination.

6. ROLINC will not tolerate Workers' Compensation fraud. Insurance fraud is a felony; any employee found guilty of such conduct may be subject to fines, imprisonment, and immediate termination of employment.

Designated Providers

Injured employees should be sent to one of the Concentra Occupational Medicine medical providers for treatment. For further information (including hours of operation) go to <https://www.concentra.com/urgent-care-centers/>. Concentra providers in the Colorado front range are:

Concentra Medical Facilities

South Broadway

1212 S Broadway
Ste. 150
Denver, CO 80210
Phone: 303.777.2777

Littleton

20 W Dry Creek Circle
Suite 100
Littleton, CO 80120
Phone: 303.798.1009

Cherry Creek

875 South Colorado Blvd
Denver, CO 80246
Phone: 303.388.3627

Greenwood Village

8200 E. Belleview
#428 C
Greenwood Village, CO 80111
Phone: 303.741.1166

Downtown Denver

1730 Blake Street
Ste. 100
Denver, CO 80202
Phone: 303.296.2273

Aurora Southeast

10355 E Iliff Avenue
Aurora, CO 80247
Phone: 303.755.4955

Lakewood Simms

11185 W. 6th Ave.
Ste. 100
Lakewood, CO 80215
Phone: 303.239.6060

Tech Center

11877 E. Arapahoe Rd.
Bldg. 200 C
Centennial, CO 80112
Phone: 303.792.7368

Stapleton

5855 Stapleton Drive North
Suite A-130
Denver, CO 80216
Phone: 303.371.7444

North Denver

420 E 58th Avenue
Ste. 111
Denver, CO 80216
Phone: 303.292.2273

Aurora North

15235 East 38th Ave
Aurora, CO 80011
Phone: 303.340.3053

Aurora Chambers

3449 Chambers Road
Suite B
Aurora, CO 80011
Phone: 720.859.6139

Thornton

500 E 84th Avenue
Ste. B14
Thornton, CO 80229
Phone: 303.287.7070

Thornton Parkway

550 East Thornton Parkway
Suite 110
Thornton, CO 80229
Phone: 720.872.0399

Broomfield

290 Nickel Street
Suite 200
Broomfield, CO 80020
Phone: 303.460.9339

Boulder Sunrise
1690 30th Street
Boulder, CO 80301
Phone: 303.443.0496

Boulder
3300 28th Street
Boulder, CO 80301
Phone: 303.541.9090

Longmont
1860 Industrial Circle
Suite D
Longmont, CO 80501
Phone: 303.682.2473

Rockrimmon
5320 Mark Dabbling Blvd.
Bldg. 7, Suite 100
Colorado Springs, CO 80918
Phone: 719.592.1584

South Academy
2322 S Academy Blvd.
Colorado Springs, CO 80916
Phone: 719.390.1727

Fort Collins Lemay
620 South Lemay Avenue
Ft. Collins, CO 80524
Phone: 970.221.5811

As an option, the ROLINC client may send an injured ROLINC employee to the client's designated medical provider.

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency medical facility. One of the medical providers designated above must provide all follow-up care.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your manager if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source. (e.g. Don't place a gas can in a closet with a water heater!)

In Case of Fire

If you are aware of a fire, you should:

- Dial 9-1-1 or the local fire department. Be sure to say, "Fire" and give the address or location.
- If there are injuries or people in danger, tell the dispatcher – they will send paramedics as well.
- What should you do when you're on fire? Stop, drop and roll!
- If possible, immediately contact your manager. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Arrange office space to avoid tripping hazards, such as telephone cords or computer electrical cords.
- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Remember to lift things carefully and to use proper lifting techniques.

Property & Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and ROLINC Staffing, LLC. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Drug-Free Workplace Policy

ROLINC Staffing, LLC is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated here in your Employee Handbook.

ROLINC Staffing, LLC is committed to providing a safe, drug free workplace and to protect the interests of our employees and customers. ROLINC Staffing, LLC policy prohibits anyone from using, possessing, selling, distributing, manufacturing, purchasing or being under the influence of alcohol, illegal drugs, intoxicants, or controlled substances while performing work for ROLINC Staffing, LLC, or while on ROLINC Staffing, LLC premises or on company business, including operating vehicles leased or owned by ROLINC Staffing, LLC.

ROLINC Staffing, LLC will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of these standards of conduct.

For purposes of this policy, the use of prescription drugs by a person for whom they have not been prescribed or for a use not consistent with the prescription is prohibited.

The use of prescription drugs and/or over-the-counter medication also may affect an employee's job performance. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform their job, or affect the safety or well-being of others, must notify a manager of such use immediately before starting or resuming work.

Zero Tolerance

Violation of these rules and standards of conduct will not be tolerated. The Company also may bring violations to the attention of appropriate law enforcement authorities.

This policy strictly prohibits employees from being under the influence of alcohol or any illegal drug while at the work place or performing company business, including driving vehicles leased or owned by ROLINC Staffing, LLC. This policy will not be construed to prohibit the moderate consumption of alcohol during social or business functions sponsored by the company where alcohol is served, or while entertaining customers and prospective customers of the company. However, employees must remember their obligation to conduct themselves properly at all times while performing company business or at company-sponsored functions or while representing ROLINC Staffing, LLC, including their responsibility not to drive while under the influence of alcohol or any other drugs.

Employees are expected to use good judgment and comport themselves at all times as representatives of ROLINC Staffing, LLC when performing company business, attending business functions or entertaining customers and prospective customers. Failure to do so will result in disciplinary action, up to and including termination of employment.

Fitness for Duty Examination

ROLINC Staffing, LLC reserves the right to require an employee to submit to a medical fitness for duty

examination, when, in the Company's opinion, such an examination is job related and consistent with business necessity.

Drug-Free Workplace

It is the goal of ROLINC Staffing, LLC to maintain a drug-free workplace. In the spirit of the Drug-Free Workplace Act of 1988, ROLINC Staffing, LLC has adopted the following policies:

1. The unlawful manufacture, possession, distribution, dispensing, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his manager of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction ROLINC Staffing, LLC shall take appropriate personnel action against the employee, up to and including termination.

Unlawful Harassment

Each person has the right to work in a pleasant, professional atmosphere that promotes equal opportunities and prohibits discriminatory practice, including harassment. Accordance to applicable law, ROLINC Staffing, LLC prohibits sexual harassment and harassment because of age, color, creed, disability (physical or mental), gender, national origin, race, religion, veteran status, genetic information, or any other basis protected by federal, state, or local law. All such harassment of any sort – physical, verbal, visual – is unlawful and will not be tolerated.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Policy Statement on Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Both victim and harasser can be either a woman or a man and the victim and harasser can be the same sex.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Sexual Harassment Defined

Generally, two categories of sexual harassment exist. The first, "quid pro quo," ("Do something for me and I will do something for you.") may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, or offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against ROLINC Staffing, LLC policy to download inappropriate pictures or materials from computer systems.

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for

sexual favors, visual, verbal, or physical conduct of a sexual nature when:

- (1) submission to the conduct is made a term or condition of employment; or
- (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
- (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, computer images, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, e-mail, or invitations;
- Physical conduct such as touching, assault, or impeding or blocking movements; and
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by or of persons doing business with or for ROLINC Staffing, LLC.

Other Types of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, sexual preference, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

Responsibility

All ROLINC Staffing, LLC employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Liability for Harassment

Any employee, whether a coworker or manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any Employee, who engages in prohibited harassment, including any manager who knew about the harassment but took no

action to stop it, may be held personally liable for monetary damages. Any manager who knew about harassment and took no action to stop it or failed to report the harassment to the Manager may also be subject to discipline up to and including discharge.

ROLINC Staffing, LLC accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. ROLINC Staffing, LLC may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Reporting Harassment

While ROLINC Staffing, LLC encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your HR Manager immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. ROLINC Staffing, LLC will also take any additional action necessary to appropriately remedy the situation.

Complaint Procedure

ROLINC Staffing, LLC wants every individual to know that the following procedures exist to report any harassment. These procedures should be followed whenever an individual believes that he or she has been the subject of harassment or observes or has knowledge of a violation of the Company's policy on harassment. Particularly, anyone in a management position who observes or has knowledge of a violation of the Company's anti-harassment policy (whether or not a complaint has been filed) has an obligation to report the situation to the HR Manager.

- Report the incident or conduct in question promptly to your manager. The complaint may be verbal or written. If you are uncomfortable discussing the matter with your manager you may report the incident or conduct to the HR Manager.
- You should also feel free to report the incident or conduct even if in the past it was not reported, or if you have taken some time to decide to make the complaint.

If ROLINC Staffing, LLC determines that prohibited harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Confidentiality for all parties involved will be respected to the utmost extent possible. Company policy also prohibits retaliation against individuals who in good faith have filed complaints of harassment, even if insufficient evidence is found to support the complaint.

ROLINC Staffing, LLC will investigate any complaint of harassment and will take immediate and appropriate disciplinary action if harassment has been found within the workplace.

Retaliation of any sort will not be permitted. ROLINC Staffing, LLC prohibits any employee from retaliating in any way against anyone who has raised any concern about harassment or discrimination against another individual. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Prohibited Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to ROLINC Staffing, LLC and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. In addition to any violation of any company rule, any action that is detrimental to ROLINC Staffing, LLC's efforts to operate profitably or any other types of conduct may result in disciplinary action up to and including termination. If you have any questions concerning any work or safety rule, or any possibly unacceptable activities, please see your manager for an explanation.

Listed below are some of the more obvious forms of improper conduct that will not be tolerated by ROLINC Staffing, LLC in the workplace. This list is for the purpose of illustration only, is not all-inclusive, and in no way changes ROLINC Staffing, LLC policy of at-will employment.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or ROLINC Staffing, LLC may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

- Any act of unlawful harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- Approving purchase transactions for yourself or other family members.
- Being intoxicated by (including, but not limited to alcohol) or under the influence of a controlled substance while at work. Use or possession of a controlled substance while at work, except medications prescribed by a physician which do not impair work performance.
- Borrowing from or coercing another employee to lend you any significant amount (>\$500) of money.
- Careless, sub-standard or unsatisfactory work, including failure to meet production or quality standards as explained to you by your manager.
- Carrying or possession of unauthorized firearms or other dangerous or illegal weapons or explosives on company premises at any time.
- Committing a fraudulent act or a breach of trust under any circumstances; alteration of company records or other company documents.
- Conducting a lottery or gambling on company premises.
- Creating or contributing to unsanitary conditions.
- Creating or participating in disruption of any kind during working hours. Participating in horse-play or practical jokes on Company time or premises. Provoking a fight or fighting during working hours or on Company property. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing ROLINC Staffing, LLC.
- Disclosure of confidential Company information without authorization.

- Dishonesty; falsification or misrepresentation on your application for employment or other work records, employment records or information or other Company records or other data requested by ROLINC Staffing, LLC
- Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Engaging in any form of criminal conduct.
- Excessive use of company telephone for personal calls.
- Failure to immediately report damage to, or an accident involving, company equipment.
- Failure to notify a manager when unable to report to work.
- Failure to report an absence or late arrival.
- Failure to observe working schedules, including rest and lunch periods; excessive absence or lateness.
- Failure to provide a physician's certificate when requested or required to do so.
- Failure to use your timesheet; altering or falsifying your timesheet or attendance records or documents.
Includes altering or punching another employee's timesheet or records or compelling someone else to alter or falsify your timesheet or records.
- Falsifying employment records or information or other Company records.
- Falsifying or lying about sick or personal leave; falsifying your reason for a leave of absence.
- Immoral conduct or indecency on company premises.
- Insubordination, including but not limited to, refusing to obey the delegation of duties or instructions appropriately issued by your manager, or member of management, pertaining to your work; refusal to help out on a special assignment.
- Interfering with another employee while working on the job; restricting work output or encouraging others to restrict work output.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without the approval of your manager; stopping work before the time specified for such purposes. Failure to obtain permission to leave work for any reason during working hours.
- Negligence or any careless action which endangers the life or safety of another person.
- Placing customer or employee names on solicitation lists of any kind.
- Posting, removing or altering notices on any bulletin board on company premises without the permission of your manager or an officer of ROLINC Staffing, LLC.
- Removing or borrowing Company property without prior authorization.
- Unauthorized use of Company equipment, time, materials, or facilities.
- Sale or distribution of any controlled or illegal substance in any quantity while on company premises.
- Sleeping, loitering or malingering while on the job.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony;
- Theft, negligent damage or destruction of ROLINC Staffing, LLC property or records, or property of any employee or customer.
- Theft or unauthorized removal from and/or possession of ROLINC Staffing, LLC property (or the property of other employees), products or documents off the premises without prior permission from your manager or senior management; unauthorized use of company equipment or property for personal reasons; using company equipment for personal profit.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
- Unscheduled absences.
- Using abusive, obscene, or threatening language toward any ROLINC Staffing, LLC customer, employee, manager, or vendor; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.

- Violating any ROLINC Staffing, LLC health, safety, or security practices, policies, procedures, or rules; failure to wear required safety equipment; tampering with ROLINC Staffing, LLC equipment or safety equipment.
- Violating the ROLINC Staffing, LLC Non-Disclosure Agreement (NDA); disclosing or providing confidential or proprietary ROLINC Staffing, LLC information to competitors or other organizations or to unauthorized ROLINC Staffing, LLC employees; working for a competing organization while a ROLINC Staffing, LLC employee; breach of confidentiality of any personnel information.

Workplace Violence

ROLINC Staffing, LLC believes that the safety and security of all ROLINC Staffing, LLC employees is paramount. Therefore, ROLINC Staffing, LLC has adopted this policy prohibiting workplace violence. Therefore, any acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect ROLINC Staffing, LLC or which occur on ROLINC Staffing, LLC property will not be tolerated.

This policy applies to everyone involved in ROLINC Staffing, LLC operations, including, but not limited to, ROLINC Staffing, LLC employees, contract workers, temporary employees, and anyone else conducting ROLINC Staffing, LLC business. Violations of this policy, by any individual, will lead to disciplinary action, up to and including termination and/or legal action as deemed appropriate by ROLINC Staffing, LLC management.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at ROLINC Staffing, LLC, or to create a hostile, abusive, or intimidating work environment for any one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on ROLINC Staffing, LLC's premises, regardless of the relationship between ROLINC Staffing, LLC and the parties involved.
- All threats or acts of violence occurring off ROLINC Staffing, LLC's premises involving someone who is acting in the capacity of a representative of ROLINC Staffing, LLC.

Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects ROLINC Staffing, LLC legitimate business interests.
- Harassing or any kind of unauthorized surveillance or stalking (following or watching someone).
- Hitting, pushing, or shoving another person.
- Intentional destruction or threatening to destroy ROLINC Staffing, LLC's property.
- Making harassing or threatening phone calls.
- The intentional destruction or threat of destruction of ROLINC Staffing, LLC property or another employee's property
- Threats or acts of physical harm or aggressive contact directed toward an individual or his/her family, friends, associates, or property.
- Unauthorized possession or inappropriate use of chemicals, explosives, firearms, materials, or weapons.
- Veiled threats of physical harm or similar intimidation.

Outside Threats

Should you be threatened by a person outside of ROLINC Staffing, LLC, this policy also requires all individuals who obtain a protective or restraining order on the basis of threatened or actual violence, to provide a copy of the petition and declarations used to seek the protective or restraining order, a copy of

any temporary protective or restraining order which is granted, and a copy of any protective or restraining order, which is made permanent, to the HR Manager.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your manager.

ROLINC Staffing, LLC understands the sensitivity of information that may be reported to the firm according to this policy, which recognizes the privacy of the reporting employee(s) to every extent possible. Although the company cannot guarantee confidentiality, it will make reasonable efforts to keep this information confidential.

Important Note:

ROLINC Staffing, LLC will make the sole determination of whether, and to what extent ROLINC Staffing, LLC will proceed regarding acts of violence. In making this determination, ROLINC Staffing, LLC may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at ROLINC Staffing, LLC.

Separation of Employment

ROLINC Staffing, LLC operates under the principle of at-will employment. This means that neither you nor ROLINC Staffing, LLC has entered into a contract regarding the duration of your employment. You are free to terminate your employment with ROLINC Staffing, LLC at any time, with or without reason. Likewise, ROLINC Staffing, LLC has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of ROLINC Staffing, LLC.

Resignation / Voluntary Termination

When an employee decides to leave for any reason, his/her manager would like the opportunity to discuss your resignation before final action is taken. ROLINC Staffing, LLC often finds during this conversation that another alternative may be better.

If an employee has tendered notice, ROLINC Staffing, LLC may elect to pay the employee's salary through the departure date communicated, but require that the day of notice become the employee's last day of work. This payment does not alter the terms of an employee's resignation. Paid time off may not be taken in the two-week notice period.

Employees must understand, however, that circumstances may exist where ROLINC Staffing, LLC may exercise its right to accept a resignation immediately and to accelerate the final date of employment. ROLINC Staffing, LLC must therefore reserve the right to accept a resignation and recognize the termination date as any date it chooses between the date the resignation is submitted and the date designated by the employee as the last day of employment. Whether the date designated by the employee or a date selected by ROLINC Staffing, LLC becomes the employee's last day of work, the employee's personnel records will normally reflect the fact that the employee resigned voluntarily.

If, as sometimes happens, the employee's manager wishes for the employee to leave prior to the end of the employee's two-weeks' notice, the employee may be paid for the remainder of that period.

The employer does not maintain a severance pay policy or pay-in-lieu-of-notice policy. Accordingly, if the employer accelerates the employee's last day of active work to a date prior to that designated by the employee in the employee's resignation notice, the employee will only receive compensation until and including the employee's last day of actual work. The employer does, of course, reserve the right to make exceptions to this policy and provide compensation in excess of that which it owes, as it determines appropriate in its sole and absolute discretion.

Failure to Report to Work

If you fail to report to work as scheduled and/or neglect to communicate absences for three (3) consecutive workdays, you will be considered to have voluntarily terminated your employment with the Company.

Resignation Notice

If you decide to leave your employment with ROLINC Staffing, LLC, we request that you give us at least two (2) weeks advance written notice, although we realize that you are not required to do so. Employees are encouraged to provide as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as the employer to terminate the employment relationship at-will, at any time, ROLINC Staffing, LLC would appreciate at least two weeks' notice of

your intention to resign wherever it is possible to do so. This professional courtesy allows our managers to make arrangements to reassign your work without overburdening co-workers, and possibly to arrange for some training of new people.

Involuntary Terminations

While the decision to begin employment is consensual, the same may not always be true when the time comes to terminate an employment relationship. Sometimes a company cannot afford to keep all of its people employed and must lay-off a certain number. Please be assured that most managers hate letting their people go and will do everything in their power to keep them. Nevertheless, some people simply do not fit well within an organization, some will not comply with company policies, and others may be incapable of getting the job done sufficiently – it is the job of managers and executives to make difficult decisions in the best interests of the company's survival and growth. Please understand that it is the intention of ROLINC Staffing, LLC that you are treated fairly and with dignity if your employment with us must be terminated.

Reduction in Force

Reduction in Force (RIF) is an organizational or procedural change resulting in the downsizing of workload requirements and loss of related positions. While ROLINC Staffing, LLC hopes to grow and provide continuing employment opportunities, business conditions, customer demand, and other factors are unpredictable. Changes or downturns in any of these or other areas could create the need to restructure or reduce the number of people employed at ROLINC Staffing, LLC.

Selected work areas affected by a RIF will generally align with a lack of work, funds, customer demand and/or a contract reduction, or whenever it is economically advisable to reduce the number of regular, part-time and/or introductory employees. Using the RIF program has the same objective as other downsizing initiatives, allowing ROLINC Staffing, LLC to minimize the impact on our people of downsizing.

Benefits Continuation / Termination

Benefits (Medical & Dental) end on an employee's last day of employment, (or last day of the month in which the last day of employment falls).

Any accrued but unused Paid Time Off will be paid out at the time of employment termination.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with ROLINC Staffing, LLC or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

An employee, unless dismissed for misconduct, has the option to continue Medical/Dental Benefits, in accordance with the COBRA regulations. Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA, if applicable. Specific information will be provided at the exit interview or mailed to the employee.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Please consult with your manager or the Benefits Coordinator for additional details.

Return of Company Property

Any ROLINC Staffing, LLC property issued to you must be returned to ROLINC Staffing, LLC on or before the last day of employment. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Please arrange with your manager to return all ROLINC Staffing, LLC property, including:

- Company manuals
- Customer directory
- Company credit card(s)
- Computer equipment
- Employee handbook
- Employment identification cards
- Keys
- Parking passes
- Picture identification cards
- Product samples
- Security Cards
- Vehicle(s)
- Any/all other company property on the day of termination and prior to receiving final pay.

You may not make copies of, or remove, any information that has been developed for the company and is company property, including databases, contacts, sales proposals, etc. unless given specific permission to do so by your Manager.

Former Employees

Depending on the circumstances, ROLINC Staffing, LLC may consider a former employee for re-employment. Such applicants are subject to ROLINC Staffing, LLC's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with ROLINC Staffing, LLC.

ROLINC Staffing, LLC

Employee Handbook

Date: **Tuesday, February 8, 2022**

To: **All ROLINC Staffing, LLC Employees**

From: **Adrian Dominguez**

Attached is the revised ROLINC Staffing, LLC Employee Handbook.

Much thought, experience, consulting and wisdom has been put into this project in order to address most of our workplace management policies and to make ROLINC Staffing, LLC a productive, interesting and nice place for all of us to work.

These policies are effective immediately

You are responsible for reading and understanding this Employee Handbook. It may be necessary for you to review your handbook to refresh your memory or to obtain answers to questions that may arise.

Your signature on the “Receipt & Acknowledgment of ROLINC Staffing, LLC Employee Handbook” confirms that you have been provided with a copy of the ROLINC Staffing, LLC Employee Handbook on the date noted, and that you are responsible for reading, understanding and complying with its contents. Please sign and return it to your manager.

No policy handbook can cover every situation; therefore, when a question does arise, please consult with your manager for clarification.

These policies replace & supersede any/all previous policies

This Employee Handbook replaces and supersedes any and all other prior editions of ROLINC Staffing, LLC Employee Policies Manuals / Handbooks, memoranda, or other ROLINC Staffing, LLC policies whether written, oral, or previously part of ROLINC Staffing, LLC tradition.

Circumstances may arise in which ROLINC Staffing, LLC determines that changes in these policies and procedures are required. For this reason, ROLINC Staffing, LLC reserves the right, at any time, and without notice, to modify, rescind or supplement any personnel policy or benefits and to take actions which may be contrary to a policy set forth herein, with the exception of the employment-at-will policy.

I think you will find that our policies are fair and treat everyone at ROLINC Staffing, LLC with respect and dignity.

I very much appreciate your continued presence at and contribution to ROLINC Staffing, LLC.

Receipt & Acknowledgment of ROLINC Staffing, LLC Employee Handbook

Please read the following statements, sign below and return to your manager.

Understand & Acknowledge Receipt of ROLINC Staffing, LLC Employee Handbook

I have received and read a copy of the ROLINC Staffing, LLC Employee Handbook. As an employee of or contractor for ROLINC Staffing, LLC, I agree to comply with all of its terms and conditions. I also understand that the policies and benefits described in it are subject to change at the sole discretion of ROLINC Staffing, LLC at any time.

At-Will Employment

I further understand that my employment is at will, and neither I nor ROLINC Staffing, LLC has entered into a contract regarding the duration of my employment. I am free to terminate my employment with ROLINC Staffing, LLC at any time, with or without reason. Likewise, ROLINC Staffing, LLC has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of ROLINC Staffing, LLC. No employee of ROLINC Staffing, LLC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the President.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me, for instance, marketing strategies, customer lists, employee lists, pricing policies and other related information. I understand that this information is proprietary and critical to the success of ROLINC Staffing, LLC and must not be given out or used outside of ROLINC Staffing, LLC's premises or with non-ROLINC Staffing, LLC employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Understood & Agreed

Employee's Signature

Position

Employee's Printed Name

Date