



PeopleSolutions
Your Healthcare Staffing Choice

Employee Handbook

Welcome to PeopleSolutions Healthcare Staffing

This employee handbook is designed to introduce you to the policies and procedures under which PeopleSolutions Healthcare Staffing operates. It is important, as a new employee, that you fully understand how our organization works. This book outlines what is expected of you, an employee of PeopleSolutions, and what you can expect from our organization. We have implemented these policies and procedures to ensure our business runs efficiently and fairly for all employees. Nothing in this handbook or in any other personnel document creates or is intended to create a contract, promise, or representation of continued employment for any employee. This handbook is based upon Federal, California state, and local laws. As to each employee, PeopleSolutions will comply with the laws of the jurisdiction where the employee is located. You are expected to read and sign the signature page at the back of this handbook. It is important to us that you understand how PeopleSolutions operates. PeopleSolutions reserves the right to revise, delete or add to any and all policies, procedures, work rules, or benefits stated in the handbook, with the exception of the at-will employment policy. All such revisions, deletions, or additions must be in writing.

If you have any questions regarding any part of this book please contact me, I would be happy to answer any questions.

Respectfully,

Teri Gray

Chief Executive Officer

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Partnering with PeopleSolutions Healthcare Staffing

PeopleSolutions provides staffing solutions to healthcare providers including, direct hire, temp-to-hire, contingent (temps), recruiting services and support, sourcing qualified, skilled personnel to serve in a wide variety of medical positions. We provide employees with permanent, long-term, and short-term obligations. Even though you may be working at one of our PeopleSolutions sites, you remain a PeopleSolutions employee, not an employee of the client, and therefore not entitled to any of the employment benefits offered by the client. When your assignment ends, you may have an opportunity to be reassigned to another PeopleSolutions job site and continue working for PeopleSolutions. Please contact the PeopleSolutions office immediately upon completion of each assignment towards another assignment.

As a new employee some of the benefits you can expect working with PeopleSolutions include:

- ✓ Assignment that best suits your immediate needs.
- ✓ Our job opportunities give you the chance to develop skills and gain work experience to advance your career over time.
- ✓ Achieve higher paying jobs. We help you network your talent and skills by sending your resume to our clients. We have already made the contacts so you don't have to work so hard to "get your foot in the door".
- ✓ Many of our employees are offered full-time employment in great work environments, with great pay and benefits.
- ✓ The services provided are at no cost to our employees.
- ✓ You can count on a weekly paycheck.

At-Will Employment

PeopleSolutions is an at-will employer, which allows termination of an assignment or the relationship with an employee at any time and for any reason. It also means that the employee or client may also terminate the relationship at any time and for any reason. You are not required to accept any assignments offered by PeopleSolutions and are not restricted from searching for employment on your own, but you may not violate the non-solicitation policy of PeopleSolutions Healthcare Staffing.

Equal Opportunity Employment

All eligible candidates seeking employment with PeopleSolutions are entitled to equal opportunity employment. We do not discriminate against any applicant based on race, color, religion, sex, sexual orientation, age, physical or mental disabilities. Equal opportunity employment is provided to all applicants at each stage of employment, including recruitment, hiring, training, promotion, discipline and termination of employment. PeopleSolutions will not unlawfully discriminate against any applicant and any employment decision is based solely on the individual's qualifications, experience and background check at the time the applicant is being considered for employment.

Non-Discrimination on Basis of Disabilities (1973)

In accordance with the provision of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all regulations properly issued to protect the rights of qualified disabled persons, no employment opportunity shall exclude an applicant or employee from participation or deny any benefits solely based on one's disability. PeopleSolutions will provide reasonable accommodations to the known physical or mental limitations of a qualified disabled applicant in accordance with all applicable legal requirements. All new employees should notify their manager of any such limitations at the time of hire.

The Immigration Reform and Control Act (1986)

The Immigrant Reform and Control Act (IRCA) legally mandate all United States employers verify the employment eligibility status of newly hired employees. The IRCA makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. Submission of the information in the I-9 Form is voluntary. However, no individual may begin or continue employment unless the I-9 Form is completed. Any employer that does not receive such documentation to ensure employment eligibility is subject to civil and/or criminal penalties if they do not comply with the Immigration Reform and Control Act. It is illegal to discriminate against any work-eligible applicant when recruiting, hiring or discharging.

Pre-Employment Verification

All information provided to PeopleSolutions must be accurate, including the information regarding reference checks. Applicants must successfully pass all reference and background checks as a

condition for employment. When applicable, copies of additional documents such as educational degrees and licenses/certifications will be required to substantiate educational background.

Employment and offers of employment are conditional upon the receipt, review and verification of references, background check information, and any other additional documents provided. Falsification, misrepresentation, making material omissions or information that cannot be verified may result in the withdrawal of an employment offer, termination of assignment, and/or disqualification from future employment.

Employee Attendance

All employees are expected to arrive at work every day on time and complete each shift as agreed. If you are unable to work as scheduled because of illness or an emergency, you must contact your supervisor and PeopleSolutions prior to the time you are scheduled to work. If you are unable to work due to a physical injury for three consecutive days or more you, a written note from your doctor is required stating you can return to work. Failure to meet these standards will result in disciplinary action or disqualification from future employment opportunities with PeopleSolutions.

Dress and Grooming Standards

Each employee represents the organization and is expected to adhere to all dress codes and grooming standards PeopleSolutions Healthcare Staffing and to follow clients' dress code policies and procedures. If you show up to work and are not in appropriate attire, you will be asked to leave work and return wearing the appropriate attire. You will not be paid for time for failure to meet the dress code of PeopleSolutions or clients.

Minimum dress and grooming standards include:

- ✓ Neat, clean hygiene (i.e., body odor, scalp, and facial hair)
- ✓ Hair color and style should be conservative.
- ✓ Jewelry and accessories are minimal. Body piercings must be removed and tattoos must be covered.

- ✓ Perfume or cologne should be worn sparingly, if at all.
- ✓ Fingernails must be clean and trimmed. Nail polish should be subtle.

Inappropriate clothing, include:

- ✓ Strapless dresses or tops, exposed midriff, low cut tops or dresses
- ✓ Torn, transparent or stained garments.
- ✓ Shorts, sweatpants or shirt or blue jeans
- ✓ Hats, tennis shoes, or open-toe shoes or flip-flops

It is important to always maintain these standards. PeopleSolutions may amend these standards from time-to-time. If your religious beliefs require a different type of attire, please notify PeopleSolutions and all reasonable accommodations will be made.

Notification of Arrest

PeopleSolutions currently maintains numerous policies intended to prevent criminal and/or unethical conduct by its Employees. Employees are required to notify their Manager within three (3) days of any arrest, regardless of if an incarceration occurred. Failure to do so may result in immediate termination.

Payroll Policies and Procedures

Your timesheet is the basis by which you receive your weekly paycheck. PeopleSolutions pays weekly, each Friday for the previous week. Complete your timesheet for each day that you work. We ask that you finish up, review and submit your timecard after your last shift for the week. It is your responsibility to obtain your supervisor's timesheet approval at the end of each work week. Some employers may request that you fill out one of their organization's timesheets as well.

Please keep track of your work hours **accurate to the minute**. PeopleSolutions pays to the minute, we **don't round up or down** and there is no grace period. While we always want you to arrive on time, if you do not, please report your arrival accurately. For example, if you are scheduled to start at 8:30 am but you don't arrive until 8:38 am, then record 8:38 am. On the other hand, if you are scheduled to finish your day at 5:30 pm but you are still with a patient until 5:33 pm, please record 5:33 pm. Reporting of incorrect hours worked is considered fraud and any fraudulent or deceptive practices will result in disqualification and prosecution which includes financial restitution. In accordance with state and federal laws, PeopleSolutions may offset your earnings for the value of the advanced payment of wages that resulted from, but

not limited to, inaccurate, missing or falsified timesheets or hours not worked that were reported as work. Note any illegible, incomplete or unapproved timecards submitted will delay processing of your timesheet.

Paychecks are issued on Fridays, either by Direct Deposit or PayCard.

Completing Electronic Timesheets

Electronic timesheets are a safe and convenient way to record working hours for payroll. When you start your first placement with PeopleSolutions you will be provided login information to the Employee Payroll Login. You will receive an email each week with a reminder to complete your on-line timesheets and submit it to your supervisor. The email will include a link to the website to enter time. Your login information is confidential and the property of PeopleSolutions, Inc. You are prohibited from sharing this information with anyone. Violation of this policy will result in termination of your employment with PeopleSolutions. If you elect to file your timesheet this way, staff will review the process with you.

To complete your timesheet accurately, make sure it has all the following:

- ✓ Client's Company Name (i.e., Dr. Smith)
- ✓ Supervisor's Name
- ✓ Your Name
- ✓ Payroll Start Date- Usually a Saturday.
- ✓ Payroll End Date: Usually a Friday.
- ✓ Total Hours Worked: Total daily hours, less your lunch period, and round time to the nearest quarter hour using the decimal system (i.e., $\frac{1}{4} = .25$, $\frac{1}{2} = .50$, $\frac{3}{4} = .75$).
- ✓ Your Signature
- ✓ Supervisor Signature- approval required each week.

Overtime

Overtime must be approved by your supervisor ahead of time. PeopleSolutions complies with all federal and state laws regarding overtime. In California overtime is paid for any day in which more than eight hours are worked. If you do not get approval from the supervisor, you may not receive overtime pay for the hours recorded. If you are currently on one assignment or work more than one part-time position with PeopleSolutions you may not work more than 8 hours per workday, forty hours per work week or more than six consecutive days. Any employee scheduled to work more than eight hours per day (e.g., working four 10-hour days) must have a written waiver from their supervisor stating the schedule has been approved and to avoid unnecessary overtime charges.

Sick Time

Employees accrue sick pay at a rate of 1 hour for every 30 hours worked. By California law, once an employee has worked 90 days the employee is allotted the use of up to 3 days/24 hours of the accrued sick pay in the employees work anniversary year. Any remaining accrued sick time rolls over for use in the follow year. You must be employed and scheduled to work on an assignment to use the sick time. You can be paid up to 8 hours per sick day but sick time does not cover missed overtime.

Shift Differential

Any will be approved by the client first before any shift differential will be paid in compliance with the client company's standard shift differential pay scale.

Lunch Break and Break Times

All employees are entitled to an unpaid 30-minute meal lunch break when working more than five consecutive hours each day. Your meal break must be taken by 4:49 hours into your workday. If you are working more than five hours in a workday, you are required to take and record a meal period, unless you complete your day's work on the sixth hour. You are also entitled to a ten-minute break for every four hours worked consecutively. PeopleSolutions does not pay for lunch breaks, work time lost to illness or personal time.

Only skip a meal break if asked to work through your lunch by your supervisor. If you are asked to skip lunch or work through lunch, please send us an email after your shift letting us know you didn't get your lunch break and include who requested you to skip/work through lunch.

A second meal break of 30 minutes is available if you work more than 10 hours in a single shift. You may waive the second meal break only if the total hours worked on that workday is not more than twelve, and you did not waive the first meal break of the workday. If you find your job duties or a supervisor's instructions do not afford you this time, you must report this immediately to PeopleSolutions. Staff will work with you and the supervisor to ensure eligible break times are available to you. Only employees under an approved alternative work schedule may follow a different overtime and/or break schedule. Any state or federal regulations would supersede this policy. Failure to follow the meal break and rest period guidelines may result in termination of your assignment and disqualification from future placements. All employees will receive a paid 15-minute break for every four hours of work completed.

Safety Practices and Policies

If you are injured or become ill on the job you must immediately:

- ✓ Notify your supervisor and PeopleSolutions.
- ✓ Do not perform a job assignment that causes you physical discomfort
- ✓ If you are aware of any defects or dangerous conditions in the equipment or machinery that might cause injury, inform your supervisor and PeopleSolutions immediately.
- ✓ If your supervisor requests that you perform duties which are different from those initially assigned to you report it to PeopleSolutions immediately.
- ✓ Know the type of liquids you will have to handle in your work. Protect yourself in the manner instructed by your supervisor when handling toxic liquids, flammable materials or other fluids.
- ✓ All clients who use hazardous chemicals and materials must post a list of these chemicals in the workplace.
- ✓ Employees are responsible for familiarizing themselves with the recommended precautions at each facility and maintaining knowledge outlined in OSHA and CDC guidelines.
- ✓ Any exposure or suspected exposure must be reported to your supervisor and PeopleSolutions.

Do not use a chair, box, desk in place of a ladder or step stool. The drawers of desks and filing cabinets must be closed when unattended and no more than one file drawer should be opened at any time. In the event of fire, sound the alarm and evacuate. Gather at the designated location.

Work Environments and Client Property

You are expected to maintain all workspaces and property of your employer. Do not eat or drink around computers. Computers are the property of your employer and should be used for business only. Use of computers for personal reasons including web-surfing, personal email, banking or any other personal business is prohibited. Your employer has the right to monitor or research any usage of the computer or its programs at the worksite for the purpose of investigation of violation of this policy. During your employment, you may be issued client property such as keys, parking passes or passwords. These items are issued for business purposes only and not shared with any other person. You are solely responsible for any property issued to you during this period of employment. Any client issued property must be returned 48 hours within hours following your assignment. Failure to do so may result in legal action and disqualify you from any future employment opportunities. PeopleSolutions will offset the value of the property issued to you that is lost, damaged or unreturned by deducting the value from your wages in accordance with state and federal laws.

Privacy Standards- HIPPA

In the course of your employment with PeopleSolutions, you may have access to information of a confidential, proprietary nature which may be applicable or related to the present or future business of PeopleSolutions, our client, its research and development, or the business of its customer. Such information includes but is not limited to medical records, devices, inventions, processes, compilation of information, records, specifications, and information concerning patients, other employees, clients or vendors. Disclosure of any of the trade secrets, directly or indirectly, or use of them in any way, either during terms of employment with PeopleSolutions or at any time, thereafter, is prohibited, except as required in the course of employment with the company.

- ✓ Avoid discussing information regarding patients, doctors, other employees or any other confidential information in public places.
- ✓ Patient information should be on a “need to know” basis only. Only discuss information with those who have a “need-to-know.”
- ✓ All written or printed information should always be kept in a secure location.

Standard or Universal Precautions

Standard precautions emphasize the major features of Universal Precautions (blood and bodily fluid) designed to reduce the risk of transmission of blood borne pathogens and bodily substance isolation designed to reduce the risk of transmission of pathogens from moist bodily substances.

This means that you should treat all blood and bodily fluids as if they are potentially infectious.

Standard precautions apply to:

- ✓ Blood, all bodily fluids, secretions, and excretions (except sweat) regardless of whether they contain visible blood;
- ✓ Non-intact skin; Any mucous membranes. Normally skin acts as a protective barrier to keep viruses out, but even tiny breaks or cracks in the skin from common conditions like dermatitis, acne, chapping or broken cuticles can become doorways for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) to enter your body.

Personal Protective Equipment (PPE)

Protective equipment needs to be worn to prevent exposure to infection or hazards while working in a healthcare facility or while performing delivery of care to patients. These precautions include 1) Contact Precautions, 2) Airborne Precautions, 3) Droplet Precautions and 4) Standard Precautions.

Precautions include wearing a face shield or mask, eye protection, gloves, gown, and placing patients in isolation when appropriate. Hand washing remains the primary method of reducing the spread of infection. Routine and terminal cleaning of equipment that comes in contact with patients should be done by following the facility's policies and procedures in which the healthcare worker is assigned. The intended type of reprocessing equipment is determined by the article, its intended use, the manufacturer's recommendations, policy, and any applicable guidelines and regulations.

Clean Up

Contaminated disposable (single use) patient-care equipment is handled and transported in a manner that reduces the risk of transmission. Environmental protection rules and regulations need to be followed for bagging and disposing of medical waste. Handling, storage, treatment and disposal of all regulated waste shall be in accordance with the Health and Safety Codes for the state and county in which the client company is located. Any spilled body fluids or blood must be cleaned up following standard precautions, and use of protective equipment is required to prevent exposure. Cleaning up any spill requires that the area be disinfected using an acceptable solution for decontamination.

Sharps and Needle-Less Systems

Sharps are to be handled with precautions. They are not to be recapped and are to be disposed of in proper rigid, puncture resistant, and leak proof containers. Prohibited practices include:

- ✓ Reusing disposable sharps,
- ✓ shearing or breaking of contaminated needles and other contaminated sharps,
- ✓ opening, emptying, or cleaning sharps manually or in any other manner that would expose employees to the risk of sharps injury,
- ✓ any other improper handling of sharps/needle-less systems.

It is now required that if both a needle-less and sharps device are available the needle-less systems must be used. The new regulation contains a new definition of sharps in general and requires that non-needle sharps be used to incorporate engineered sharps injury protection. Sharps logs are to be maintained on all needle sticks for five years from the date of the stick. Training records are to be maintained for three years post training.

Hepatitis A and Hepatitis E

The viruses are excreted or shed through fecal matter. Direct contact with an infected person's feces or indirect fecal contamination of food, water supply, raw shellfish, hands, and utensils may result in sufficient amounts of the virus entering the mouth to cause infections. Other transmission can occur due to intra-family or institutional transmission.

Hepatitis B

Formerly called serum hepatitis, it is the most common form of hepatitis with thirty million carriers in the world and an estimated 1.2 million carriers in the United States. Exposure is due to intra-family or institutional transmission, anal or oral sex or intravenous drug use. A vaccination is required for infants and all seventh-grade students. If individuals are offered the vaccination upon employment and decline, they need to sign a Declination Statement.

Hepatitis C

Formerly called non-A or non-B, more than 3.9 million Americans are carriers of the virus. Once exposed, symptoms may not occur for up to ten years. Exposure is directly transmitted from one person to another via blood or contaminated needles, as from intravenous drug use, transfusion and hemodialysis. Exposure can occur due to unclean instruments used in tattoos, podiatry or nail care. Still under investigation is contamination from oral, household, and intra-family transmission.

Human Immunodeficiency Virus (HIV)

HIV is primarily transmitted through sexual contact but may also be transmitted through contact with blood and certain body fluids. Eventually most people infected with HIV will get AIDS. They will be unable to fight infections and other diseases once diagnosed with AIDS.

Tuberculosis

Exposure occurs from individuals infected with Mycobacterium Tuberculosis. It is an airborne, droplet nuclei transmission. Employees working with patients with known TB need to utilize personal respiratory protection, which is a high efficiency particulate air filtered (HEPA) mask fit based on OSHA standards. Patients with an active disease being cared for in a hospital will need to be maintained in a single room with proper negative pressure ventilation and with the door closed. All healthcare workers should be screened for TB using a tuberculin skin test (PPD). A chest x-ray is recommended with positive symptoms of weight loss, coughing, fever, and night sweats. Each employee is responsible to follow exposure follow-up recommendations. PeopleSolutions staff will periodically visit your worksite to ensure there are no safety concerns.

Work-Related Injury

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety conscious. You must notify your supervisor and PeopleSolutions if your workplace presents a potential hazard or illness or presents an obstacle to performing the essential functions of the job. If you are injured while working on the job you must notify your work supervisor and PeopleSolutions staff immediately. If you need emergency medical attention, go immediately to the nearest medical facility for care.

Note: Failure to report a work-related injury or illness even when medical treatment does not appear to be necessary is a violation of our policy and may result in the denial of benefits. PeopleSolutions provides Workers' Compensation coverage in compliance with state and federal regulations.

Alcohol and Drug Policy

The use, sale, purchase, transfer, distribution, or possession of alcohol or illegal drugs while placed at a PeopleSolutions client company or while performing company business is prohibited. Being under the influence of alcohol or illegal drugs while performing company business or while in a client company facility is also prohibited. For the purposes of this policy, "illegal drugs" means any drug listed in 21 U.S.C. §821 and other federal regulations, including, but not limited to, heroin, marijuana, cocaine, PCP and amphetamines. Illegal drugs also include prescription medications that have not been properly prescribed by a doctor. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior. A determination of influence can be established by a professional opinion, a scientifically valid test and in some cases by a layperson's opinion based upon specific personal observations concerning an employee's appearance, behavior and body odors. Any employee who uses, sells, purchases, transfers, distributes, possesses, or is under the influence of alcohol or illegal drugs is subject to discipline, up to and including disqualification of employment.

Prescription Drugs

The legal use of controlled substances such as prescription drugs prescribed by a licensed physician or over-the-counter medications is allowed. However, if you cannot do your job satisfactorily because of such substances, the company may require you to see a doctor at your expense. You may be terminated or obligated to take an unpaid leave of absence if the doctor concludes that you cannot do the job safely and efficiently because of the use of prescription or over-the-counter drugs.

Company Testing

PeopleSolutions or its client company may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol.

"Reasonable suspicion" may be established by accident, physical and/or verbal altercation, unusual behavior, possession of drugs and alcohol or other factors. An employee's consent to submit to such a test is required as a condition of employment and the employee's refusal to consent shall result in termination, even for a first refusal.

California Workers Compensation

Leaves of absence for industrial illness or injury are without pay from PeopleSolutions, but you may be entitled to disability payments under the Company's Workers' Compensation insurance policy.

Unemployment Insurance Qualification

When you complete a placement, you have the right to file for unemployment insurance (UI) benefits. Prior to filing for UI benefits you should contact PeopleSolutions to see if a new placement is available, as part of your efforts to seek work. Eligibility for unemployment insurance is determined by the EDD. You must have completed your placement satisfactorily and be currently available for a new placement to receive benefits. If you fail to contact us for reassignment, refuse a placement, or fail to respond to mail or telephone calls regarding a placement, you may be declined benefits under Sections 1253(e) and 1257(b) of the California Unemployment Insurance Code. PeopleSolutions will vigorously dispute any unemployment claims if you were terminated or not reassigned due to issues relating to tardiness, attendance or leaving an assignment without proper notice.

California's Paid Family Leave program (PFL) provides wage replacement benefits to workers who need to take time off from work to bond with a new child or to care for a seriously ill family member. PFL is a component of the State Disability Insurance program and workers covered by SDI are also covered for this benefit. The wage replacement benefits under PFLA are paid for by employee contributions to the SDI program. The employee contribution appears as a withheld tax on the employee's paycheck. Employees are paid 60-70% of their wages through a claim they submit to EDD. Employees are paid 60-70% of their wages through a claim they submit to EDD. No more than eight weeks of PFL benefits may be paid within any 12-month period.

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service-member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

You are required to give advance notice of your need for Family Medical Leave whenever such a need is foreseeable. A medical certification must be provided to support a request for leave required because of a serious health condition. The notice should contain:

- ✓ The date on which the serious health condition started.
- ✓ The duration of the condition
- ✓ A statement that, due to your serious health condition, you are unable to work at all or are
- ✓ unable to perform any one or more of the essential functions of his/her position.

Request for Leave

No employee shall be granted PFL unless the employee submits a written request for such leave. Written updates may be requested from time to time thereafter. Failure to provide the above information is grounds for denial of the leave of absence. The maximum amount of time off for all pregnancy-related conditions shall not exceed four months. PFL is granted without pay.

Returning from PFL

You must provide a doctor's written certification of fitness to perform the essential functions of the job, with or without reasonable accommodation, upon returning from PFL. When returning from a leave of absence, PeopleSolutions make the effort to return you to the same position held prior to the leave of absence. If this position is not available, a comparable position will be offered.

Compliance and Corrective Action

Rules outlining acceptable conduct for employees are necessary for the orderly operation of PeopleSolutions and for the benefit and protection of all employees. Although it is impossible to provide an extensive list of all the types of conduct that may result in disciplinary action, the following list contains some examples of conduct that may lead to the imposition of discipline, including possible disqualification. The following guidelines generally apply to discipline and involuntary termination of employees. However, as much as employment is "at will," these guidelines do not create any contractual or other rights for any employee:

- ✓ Improperly altering or falsifying any timekeeping record.
- ✓ Obtaining employment based on false or misleading information, such as falsifying or making an omission in the employment application or any other document.
- ✓ Destruction or damage to property (including computer files) or supplies.
- ✓ Theft or inappropriate/unauthorized removal or possession of PeopleSolutions' property or property of another employee or client.
- ✓ Bringing or possessing firearms, weapons, or hazardous or dangerous items into the office at any time.
- ✓ Failure to report to work on any day without prior notification.
- ✓ Release or misuse of confidential information about patients, clients, or employees.
- ✓ Fighting, provoking a fight, or use of crude, vile, abusive, obscene or vulgar language while on duty.
- ✓ Insubordination, including refusal to do assigned work.
- ✓ Possession and/or consumption of alcohol or drugs while at work. Reporting to work under the influence of drugs or alcohol.
- ✓ Sleeping during scheduled working hours.
- ✓ Leaving the office during scheduled working hours without notifying the supervisor and obtaining permission to do so.

- ✓ Misuse of the telephone.
- ✓ Failure to comply with company dress standards.
- ✓ Note: The above list contains examples that are simply examples of unacceptable conduct. PeopleSolutions participates in a highly competitive business in which many individuals and companies rely on the quality and reliability of our work, product, and service; thus, you are expected to provide an excellent and reliable performance. Any failure to meet this high standard is grounds for concern, counseling, termination from assignment and possibly disqualification from employment. Additionally, PeopleSolutions seeks to work with clients and employees who possess the highest standards of ethics, motivation and personal and professional integrity. In the event of deceptive practices or fraud of any kind, it is the intention of PeopleSolutions to prosecute the offense vigorously, immediately and to the fullest extent of the law including full restitution.

Legal Obligations for Leave

On occasion you will need time off from work. PeopleSolutions complies with both state and federal legal obligations that grant employees time off for voting, participate in jury duty, as a volunteer firefighter, to appear at your child's school pursuant to a request of the school, attend judicial proceedings, or you are victims of domestic violence. Time off is provided under this policy will be unpaid, except where the law requires the employee to be compensated. Requests for time off under these or any circumstances must be given to your Supervisor a minimum of two weeks prior to the scheduled event where applicable. If you are notified of the need for the event in less time than the two-week period, notice must be given to the supervisor immediately upon notification.

Working on Leave of Absence

Employees cannot be employed elsewhere or apply for unemployment benefits while on leave. Failure to return from leave of absence by the scheduled time may result in termination.

Returning from Leave of Absence

An employee who returns to work following a leave of absence resulting from an injury or illness may be required to take a physical examination to:

- ✓ Determine if you are an "individual with a disability" for purposes of the Americans with Disabilities Act and any other applicable federal or state law.
- ✓ Determine if you can perform the essential functions of the job to which you are returning with or without reasonable accommodation and without posing a direct threat to the health or safety of others.
- ✓ To identify effective accommodation that would enable you to perform the essential functions of the job. Any physical examination required by PeopleSolutions is provided by PeopleSolutions at no cost to you.

Return from Leave of Absence

When returning from an industrial medical leave of absence you must provide a doctor's written certification of your fitness to perform the essential functions of your job with or without reasonable accommodation. When you return from a leave of absence PeopleSolutions will try to return you to the same position held prior to the leave of absence or a find comparable position.

Military Leave of Absence

If you enter the armed forces of the United States, you will be granted a military leave in accordance with federal laws.

Bereavement Leave

Employees become eligible for bereavement leave after 30 days of employment. In the event of a death in the family member, you may take five days per year, without pay, to arrange and attend the funeral. The five days of leave do not need to be taken consecutively but must be completed within 3 months of the death of the family member. This means that employees may be taking a full workweek off for a death in the family or merely switching to shortened workweeks for a 3-month period. By law "family member" will be defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law of the employee. While the leave is unpaid, employees are entitled to use their vacation, personal leave, accrued and available sick leave, or other available paid time off (PTO). PeopleSolutions is allowed to confirm the need for leave by asking for

documentation, such as a death certificate; a published obituary; or a written verification of death, burial, or memorial services from a funeral home or other applicable entity. This request must occur within 30 days of the employee's first day of leave.

Non-Retaliation

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

Sexual Abuse Policy

PeopleSolutions prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. The organization provides procedures for employees, volunteers, family members, board members, patients, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, patient or third party, no matter his or her title or position has the authority to commit or allow sexual abuse.

The organization has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue. Sexual abuse is inappropriate and unwanted sexual contact of criminal nature or interaction for gratification between one employee to another. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. Any incidents of sexual abuse believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Sexual Harassment Policy

PeopleSolutions, Inc. is committed to providing a work environment free of unlawful harassment. PeopleSolutions' policy prohibits sexual harassment or harassment based on race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful.

PeopleSolutions prohibits unlawful harassment by any employee of PeopleSolutions, including supervisors, managers, vendors, customers or any other persons. It also prohibits unlawful

harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- ✓ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- ✓ Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- ✓ Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis.
- ✓ Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss in return for sexual favors.
- ✓ Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to your supervisor and PeopleSolutions as soon as possible after the incident. You will be asked to provide details of the incident or incidents, name(s) of individuals involved and name(s) of any witnesses. Supervisors will refer all harassment complaints to PeopleSolutions. PeopleSolutions will immediately undertake an effective, thorough and objective investigation of the harassment allegations. If PeopleSolutions determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by PeopleSolutions to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. PeopleSolutions will advise all parties concerned of the results of the investigation. PeopleSolutions will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

PeopleSolutions encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Reporting Procedure

If you are aware of or suspect sexual abuse taking place, you must immediately report it to PeopleSolutions and your supervisor. If the suspected abuse is to an adult, you should report the abuse to your local or state Adult Protective Services (APS) Agency. If it is a child who is the victim then you should report the suspected abuse to your local or state Child Abuse Agency. If you do not know your

state child abuse agency you can call the Child Help's National Child Abuse Hotline, 1-800-422-4453, TDI2 800-222-1453. Appropriate family members should be notified of alleged instances of sexual abuse.

Investigation and Follow-up

The organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The organization will use an outside third party to investigate. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the organization's objective to conduct a fair and impartial investigation. The organization provides notice that they have the option of placing the accused on a leave of absence or on reassignment. The organization will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Anti-Retaliation

The organization prohibits retaliation made against any employee, volunteer, board member or patient who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

All employees are required to complete the Sexual Abuse and Harassment online training before they start with any PeopleSolutions assignments.

Social Media

At PeopleSolutions, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all associates who work for PeopleSolutions. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with PeopleSolutions HCS, as well as any other form of electronic communication. The same principles and guidelines found in PeopleSolutions HCS policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of PeopleSolutions HCS or [Employer's] legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of PeopleSolutions HCS. Keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or their supervisor than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about PeopleSolutions HCS, fellow associates, members, customers, suppliers, and people working on behalf of PeopleSolutions HCS or competitors.

Post Only Appropriate and Respectful Content

- ✓ Maintain the confidentiality of PeopleSolutions HCS trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, knowledge and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- ✓ Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- ✓ Do not create a link from your blog, website or other social networking site to a PeopleSolutions HCS website without identifying yourself as a PeopleSolutions HCS

associate. Express only your individual opinions. Never represent yourself as a spokesperson for PeopleSolutions HCS. If PeopleSolutions HCS is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of PeopleSolutions HCS, fellow associates, members, customers, suppliers or people working on behalf of PeopleSolutions HCS. If you do publish a blog or post online related to the work you do or subjects associated with PeopleSolutions HCS, make it clear that you are not speaking on behalf of PeopleSolutions HCS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of PeopleSolutions HCS.”

Grievance Procedures

If you feel that you have been improperly disciplined or discharged or that company policies have not been properly applied, you may obtain a review of the decision in question in writing by PeopleSolutions. Please send all correspondence to:

PeopleSolutions Healthcare Staffing, Inc.
4000 Long Beach Boulevard, Suite 201
Long Beach, California 90807

Letter of Acknowledgement

To: PeopleSolutions Healthcare Staffing, Inc.
4000 Long Beach Boulevard, Suite 247
Long Beach, California 90807
Tel. (562) 988-8139

I, _____ have read the PeopleSolutions Healthcare

Staffing Employee Handbook and understand the policies and procedures as set forth in this handbook. I agree to adhere to all policies and procedures while employed with PeopleSolutions Healthcare Staffing.

Sign Name: _____

Date: _____