



EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

	<u>PAGE</u>
Welcome	1
 Payroll Procedures and Records	
Time Sheet Completion	A-1
Example of Time Sheet	A-1
Compensation	A-2
Personal Information for Payroll Records	A-2
Payroll Deductions	A-2
Withholding Exemption Certificate (W-4).....	A-3
State Withholding Exemption Certificate	A-3
Employee Eligibility Verification Form I-9	A-3
 Benefits	
Health and Dental Insurance.....	B-1
Vision Benefit	B-1
Life Insurance.....	B-1
Short Term Disability Insurance	B-1
401(k) Retirement Plan	B-2
 Time Off Benefits	
Vacation Pay	B-3
Holiday Pay	B-4
Personal Pay	B-4
Longevity	B-5

Regulatory Compliance Benefits

Workers Compensation	B-6
Unemployment Insurance.....	B-6
Family and Medical Leave	B-6
Uniformed Services Employment and Reemployment Rights Act (USERRA)	B-7
COBRA Continuation Coverage Rights	B-8

Company Policies

At Will Employment	C-1
Equal Opportunity Employment.....	C-1
Anti-Harassment Policy	C-1
Background Checks	C-2
Professional Business Behavior Expectations	C-2
Absenteeism and Tardiness Policy	C-2
Conflict of Interest and Confidential Information.....	C-3
Substance Abuse	C-3
Substance Abuse Testing	C-4
Business Property	C-4
Computer Resources	C-4
Social Media / Networking.....	C-6
Cellular Phones	C-6
Dress Code	C-7
Smoking	C-8
Travel Authorization	C-8
Assignment Performance Reviews.....	C-8
Workplace Complaint Procedure	C-8
Resignation	C-9

WELCOME!

SEEK Professionals, LLC welcomes you as a new or returning employee and wishes you great success as you perfect your talents, learn new skills and prosper during your assignment.

SEEK Professionals, LLC takes pride in offering you excellent employment opportunities. This Employee Handbook describes the benefits and standards required of employees of SEEK Professionals, LLC. Customers are familiar with these standards and you will want to meet them to make your assignment enjoyable. Please make certain to learn the *Payroll Procedures*, *Company Policies*, and *Professional Business Behavior Expectations* sections of this handbook.

It is important to remember that you are a SEEK Professionals, LLC employee and not an employee of the customer to whom you are assigned. When issues arise during your assignment, please call your SEEK contact immediately. Customers prefer that your SEEK contact work with them to help resolve any issues you may have.

SEEK Professionals, LLC provides you the most competitive employee fringe benefits package in the technical staffing industry.

SEEK Professionals, LLC will update you periodically about changes to this handbook and have the right to amend, modify, delete, or otherwise revise all of its rules, regulations, policies and benefit plans. None of the descriptions of the personnel policies or practices in this handbook guarantees employment for any length of time.

PAYROLL PROCEDURES AND RECORDS

Time Sheet Completion

Please complete your *Time Sheet* as follows:

- Enter your first and last name on the *Time Sheet*.
- Enter the client company name on the *Time Sheet*.
- Enter the pay period (Monday through Sunday) on the *Time Sheet*.
- Enter the daily and weekly hours worked in the appropriate columns on the *Time Sheet*. (There is room for seven (7) projects on the *Time Sheet*.) Note that there are different descriptions for hours reported.
- Enter the number of hours worked in full and/or quarter hour increments only.
- Save the *Time Sheet* to your desktop. Email your *Time Sheet* as an attachment to your manager for approval and carbon copy (CC) our payroll department at timesheets@seekprofessionals.com so we can process your payroll. Ask your manager to approve your timesheet by selecting Reply All to your email.
- SEEK Professionals needs to receive your carbon copy by 5:00 p.m. Monday in order to process your payroll in a timely manner.

Completing your *Time Sheet* accurately and making sure your *Time Sheet* gets to SEEK Professionals, LLC on time is the best way to ensure that your pay deposit will be made to your bank account on time. Questions about how to complete the *Time Sheet* form can be directed to our payroll department – timesheets@seekprofessionals.com

Example of *Time Sheet*

SEEK Professionals Weekly Time Sheet												
Employee Name:		<input type="text"/>										
Client Company:		<input type="text"/>										
Pay Period - Monday:				Through - Sunday:								
HOURS WORKED PER DAY								TOTALS				
PO# or Job Description	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Straight Time	Over Time	Dbt Time (Sun & Hol)		
								0				
								0				
								0				
								0				
								0				
								0				
								0				
Personal								0				
Vacation								0				
Holiday								0				
Totals	0	0	0	0	0			0	0	0		
Employee Signature:		<input type="text"/>				Date:		<input type="text"/>				
Supervisory Signature (approved by):		<input type="text"/>				Date:		<input type="text"/>				
<p style="text-align: center;">Please have your Manager forward this timesheet to timesheets@seekprofessionals.com Timesheets are due by 5:00PM every Monday for the previous work week timesheets@seekprofessionals.com</p>												

Compensation

Your compensation has several components, including *Straight Time* pay, *Overtime* pay, *Double Time* pay, and in some cases, *Expense Reimbursement*. Your weekly compensation is based on the hourly wage rate to which you agree, and you receive a *Rate Confirmation* prior to beginning all assignments. The *Rate Confirmation* verifies your *Straight Time* hourly wage rate, *Overtime* hourly wage rate and *Double Time* hourly wage rate. Your compensation is determined as follows:

- ***Straight Time***. This is the non-overtime hourly wage you earn.
- ***Overtime***. As an hourly employee of SEEK Professionals, LLC you receive overtime pay, as follows:

If your regular workweek is five eight-hour days, you receive *Overtime* pay after you have worked forty (40) hours during weeks in which five (5) days of work are available; thirty-two (32) hours during weeks in which four (4) days of work are available; and twenty-four (24) hours during weeks in which three (3) days of work are available to be worked. *Overtime* pay is paid at 1.5 times your *Straight Time* hourly wage.

If your regular workweek is four ten-hour days, you receive *Overtime* pay after you have worked forty (40) hours during weeks in which four (4) days of work are available or thirty (30) hours during weeks in which three (3) days of work are available to be worked. *Overtime* pay is paid at 1.5 times your *Straight Time* hourly wage.

- ***Double Time***. Hours worked on Sundays and recognized holidays of SEEK Professionals, LLC (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day) are paid to you at 2.0 times your *Straight Time* hourly wage.

Personal Information for Payroll Records

SEEK Professionals, LLC maintains personnel records for you. To receive your weekly pay and benefits correctly, it is important that SEEK Professionals, LLC have correct information about you. Please report changes to your address, phone number, direct deposit bank account, number of dependents, or marital status to SEEK Professionals, LLC.

If information on your *Weekly Pay Confirmation* is not correct, or you have questions concerning your taxes, benefits, or other matters please inform your SEEK contact.

Payroll Deductions

Administration makes certain deductions from your earnings on your behalf. Amounts withheld vary according to how much you earn, your marital status, government employment regulations, and other factors. Mandated withholdings include federal and state income tax, Social Security and Medicare. Other deductions, made at your direction, may include retirement contributions and insurance premiums.

If you are subject to a notice of a pending garnishment or wage assignment, make sure to promptly provide it to Administration.

Withholding Exemption Certificate (W-4)

You must complete a *W-4* withholding form at the beginning of your employment. You may change the number of exemptions claimed at any time by submitting a new *W-4* form. Your changed exemption status will take effect beginning with the first pay period worked after Administration has received your new *W-4* form.

State Withholding Exemption Certificate

You must complete an *Employee's State Withholding Exemption* form at the beginning of your employment. You may change the number of exemptions claimed at any time by submitting a new form. Your changed exemption status will take effect beginning with the first pay period worked after Administration has received your new form.

Employee Eligibility Verification Form I-9

All U.S. employers must complete and retain a *Form I-9* for each person they hire for employment in the United States, including citizens and non-citizens. Employers are required to verify the employment eligibility and identity documents presented by the employee and record the document information on the *Form I-9*. Acceptable documents are listed on the back of the form. You are not allowed to work until you sign a completed *Form I-9*.

BENEFITS

Below is a general overview of the employee benefits provided by SEEK Professionals, LLC.

Health, Dental and Vision Insurance

Employees who work at least 30 hours per week are eligible to receive and enjoy group Health, Dental and Vision Insurance benefits by enrolling in SEEK's group *Health Insurance*, *Dental Insurance* and *Vision Insurance* plans. The effective date of enrollment will be on the first of the month after the employee has completed two consecutive calendar months of employment.

If you do not elect to participate in the group *Health Insurance*, *Dental Insurance* and *Vision Insurance* plans at the start of your employment, the next time you will be eligible to participate in the plans will be during open enrollment.

The cost of your *Health Insurance* premium is shared between you and SEEK Professionals, LLC as shown in the Benefits Overview.

SEEK contracts with insurance providers recognized for their service. For further details regarding SEEK's group *Health*, *Dental* and *Vision Insurance* plans, please carefully review the insurance summaries and certificates of insurance or talk to your SEEK contact.

Life Insurance

Employees are eligible for \$25,000 in life insurance. Coverage is also provided for spouse, \$5,000, and dependent children, \$2,000. An application form must be completed by the employee designating a beneficiary. **Cost to the Employee: \$0.**

You may also elect to participate in SEEK's *Supplemental Term Life Insurance* Group Benefit Plan. Under this plan you may purchase *Supplemental Term Life Insurance* on yourself, your spouse and your dependents.

For further details regarding the *Term Life Insurance* and *Supplemental Term Life Insurance* group benefit plan(s) please refer to your *Life Insurance* and *Supplemental Life Insurance* group benefit plan certificates or talk to your SEEK contact.

Short Term Disability Insurance

Employee coverage for non-work related disability is available. It is based on two-thirds (66.67%) of the employee's average weekly earnings to a maximum of \$750.00 per week. There is a 7-day waiting period for illness, no waiting periods for injuries. There is a maximum of 26 weeks of benefits. **Cost to the Employee: \$0.**

401(k) Retirement Plan

You are eligible to participate in a portable *401(k) Retirement Plan*. Under the plan you are able to accumulate retirement savings on a tax-advantaged basis. Your 401(k) plan investment, when combined with Social Security benefits and personal savings, provides financial benefits when you retire.

When you enroll in the *401(k) Retirement Plan*, you contribute a percentage of your earnings to the plan. Under the guidelines of this plan, the money that you invest tax-advantaged (traditional 401k) or after tax (Roth 401k) may be matched by SEEK Professionals, LLC, or SEEK Professionals, LLC may elect to make contributions for you (in its discretion and with a percentage that varies from year to year).

Upon enrollment in the plan, you make investment choices for your contributions from among several different investment funds. The plan allows you to change the percentage of earnings you contribute and change your investments and investment elections.

Once you are eligible for the plan, you may enroll at the beginning of each business quarter. For details about eligibility and employer contributions to the plan, please refer to the **401(k) Retirement Plan Summary Plan Description** or call your SEEK contact.

TIME OFF BENEFITS

Vacation Pay

You earn *Vacation Pay* based upon being a full-time employee and the number of *Benefit Weeks* (weeks of employment with SEEK Professionals, LLC during which you worked all available *Straight Time* hours) you have accumulated, as follows:

- You receive 40 hours of *Vacation Pay* after completing 52 *Benefit Weeks*.
- You receive 80 hours of *Vacation Pay* after completing 104, 156 and 208 *Benefit Weeks*.
- You receive 120 hours of *Vacation Pay* after completing 260 (and subsequent multiples of 52 that exceed 260) *Benefit Weeks*.
- You are considered to have worked all available *Straight Time* hours during a workweek when the total hours worked plus *Personal Pay* (discussed below) and/or *Vacation Pay* received during that week equals or exceeds 36 hours or all of the available *Straight Time* hours the customer made available for you to work during that workweek.

If you decide to take time off from your current assignment, you must have the prior approval of both SEEK Professionals, LLC and the customer to whom you are assigned. You are encouraged to collect your *Vacation Pay* between assignments. You may collect your *Vacation Pay* without actually taking off from work.

Vacation Pay is requested on your *Time Sheet* and paid to you according to the following guidelines:

- *Vacation Pay* is paid in one-hour increments.
- *Vacation Pay* is not counted as hours worked for calculating *Overtime* wages.
- You do not need to take time off from work in order to receive your *Vacation Pay*.
- *Vacation Pay* earned during one assignment may be carried forward to your next assignment.
- *Vacation Pay* is always paid to you at your current *Straight Time* hourly wage and does not include *Expense Reimbursement*.

During a workweek that you do not work all available *Straight Time* hours, you may use accumulated *Personal Pay* (discussed below) and/or *Vacation Pay* to satisfy the requirement that you worked all available *Straight Time* hours and have that workweek counted as a *Benefit Week*. For example, during a week in which 40 hours of *Straight Time* work are available, the week will be counted as a *Benefit Week* and you are credited with one-half hour of *Personal Pay* if you work 32 hours and use 4 hours of accumulated *Personal Pay* and/or *Vacation Pay*. During any week, the combination of *Straight Time* hours worked and *Personal Pay* and/or *Vacation Pay* used must equal or exceed 36 hours or all available *Straight Time* hours available during that week, or the week will not be counted as a *Benefit Week*.

Holiday Pay

All full-time employees of SEEK Professionals, LLC are eligible to receive *Holiday Pay* immediately upon being hired. Holidays that SEEK Professionals, LLC recognizes and compensates you for are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The amount of *Holiday Pay* you receive per holiday is equal to eight (8) times your current *Straight Time* hourly wage. *Holiday Pay* does not include *Expense Reimbursement*.

In order to receive *Holiday Pay*, you are required to work all available *Straight Time* hours during the week of the Holiday. You may use *Personal Pay* (discussed below) or *Vacation Pay* (discussed above) to substitute hours not worked.

Personal Pay

The *Personal Pay* benefit enables full-time employees of SEEK Professionals, LLC to earn up to twenty-six additional paid hours per year. *Personal Pay* is additional compensation to you and it enables you to miss time from work without sacrificing *Benefit Weeks*.

All full-time employees of SEEK Professionals, LLC begin earning *Personal Pay* immediately upon being hired. For each week during which you earn a *Benefit Week*, you are credited with one-half hour of *Personal Pay*.

- *Personal Pay* is paid in one-hour increments.
- You must have a minimum of one (1) *Personal Pay* hour accumulated in order to receive any *Personal Pay*.
- *Personal Pay* is not counted as hours worked for calculating *Overtime* wages.
- You do not need to take time off from work in order to receive your *Personal Pay*.
- *Personal Pay* earned during one assignment may be carried forward to your next assignment.
- *Personal Pay* is always paid to you at your current *Straight Time* hourly wage and does not include *Expense Reimbursement*.

An example of Personal Pay use is:

You have just finished an assignment and wish to be paid the maximum amount of your *Personal Pay*. The records show that you have accumulated a total of 5 *Personal Pay* hours. In this situation you are eligible to receive 5 hours of *Personal Pay*. Upon completion of an assignment you will be paid the accumulated balance of *Personal Pay* unless you immediately begin another assignment or request otherwise.

During a workweek that you do not work all available *Straight Time* hours, you may use accumulated *Personal Pay* and/or *Vacation Pay* (discussed above) to satisfy the requirement that you worked all available *Straight Time* hours and have that workweek counted as a *Benefit Week*. For example, during a week in which 40 hours of *Straight Time* work are available, the week will be counted as a *Benefit Week* and you will be credited with one-half hour of *Personal Pay* if you work 32 hours and use 4 hours of accumulated *Personal Pay* and/or *Vacation Pay*. During any week, the combination of *Straight Time* hours worked and *Personal Pay* and/or *Vacation Pay* used must equal or exceed 36 hours or all available *Straight Time* hours available during that week, or the week will not be counted as a *Benefit Week*.

Longevity

SEEK Professionals, LLC realizes that the term of your employment is dependent on the length and consistency of your work assignments. For that reason, SEEK Professionals, LLC carries forward benefits you have accumulated, but have not collected, under the *Vacation Pay* and *Personal Pay* programs. Beginning on the first day of any interruption of your employment with SEEK Professionals, LLC, any benefits previously accumulated, but not yet received by you, are kept in place for up to one year until your employment with SEEK Professionals, LLC resumes. In the event that your employment with SEEK Professionals, LLC is interrupted for a period greater than one year, any benefits previously accumulated are forfeited.

REGULATORY COMPLIANCE BENEFITS

Workers Compensation

SEEK Professionals, LLC provides *Workers Compensation* insurance for you and is concerned that you seek proper medical attention if you are injured in any way while working. **If you are hurt in any way while at work call your SEEK contact as soon as possible.** SEEK Professionals, LLC files a *Workers Compensation* report based on the information you provide. Failure to notify SEEK Professionals, LLC of any work-related injuries in a timely fashion may result in you being deemed ineligible for *Workers Compensation* benefits.

Unemployment Insurance

SEEK Professionals, LLC obeys and is covered by each State's *Unemployment Insurance* law. To make a claim for *Unemployment Compensation*, you must be partially (reduced weekly earnings) or totally unemployed or believe you will become unemployed during the next thirteen weeks.

Family and Medical Leave

SEEK Professional, LLC employees who have been employed for at least 52 consecutive weeks and have worked a minimum of 1,250 hours during the previous 52-week period are eligible for up to 12 weeks of unpaid family or medical leave during a 12-month period. SEEK Professionals, LLC employees who have been employed for at least 52 consecutive weeks and have worked a minimum of 1,000 hours but less than 1,250 hours during the previous 52-week period are entitled to up to 2 weeks of unpaid medical leave and 8 weeks of unpaid family leave during a 12-month period.

Family Leave. Family leave may be taken for the birth of a child or the placement of a child through adoption or foster care. Family leave must be taken within 12 months of the birth or placement. For SEEK Professionals, LLC employees who work less than 1,250 hours, family leave must begin within sixteen (16) weeks of the birth or placement of the child. Family leave is also available to SEEK Professionals, LLC employees who care for their child, spouse or parent, if the child, spouse or parent has a serious health condition requiring inpatient care in a hospital, hospice or nursing home, or continuing treatment or supervision by a health care provider.

Medical Leave. Medical leave is available if you are unable to perform your duties due to a serious health condition that requires your inpatient care in a hospital, hospice or nursing home, or continuing treatment or supervision by a health care provider.

Scheduling Leave. Family and medical leaves may, under certain circumstances, be taken on an intermittent basis or a part-time basis. A SEEK Professionals, LLC employee requesting part-time or intermittent leave may be required to transfer temporarily to an alternative position which better accommodates his or her leave.

Notice. For any leave, you must provide your SEEK contact with not less than 30 days' advance notice, if possible, before the date the leave is to begin. You should make a reasonable effort to give your SEEK contact advance notice, and to schedule planned medical treatment so as to not unduly disrupt the operations of SEEK Professionals, LLC and the customer.

Certification of Medical Leave. If you request medical leave you must provide certification from your health care provider:

- The date on which the serious health condition commenced and the probable duration of the condition;
- The appropriate medical facts regarding the condition;
- Where appropriate, a statement that you are needed to care for your spouse, child or parent;
- Where appropriate, a statement that you are unable to perform the functions of your position due to a serious health condition;
- Where appropriate, a statement of the medical necessity for part-time or intermittent leave; and
- When appropriate, an estimated schedule for planned intermittent leave.

Second Opinions. You may be required to obtain, at our expense, an opinion from a second or third health care provider designated by SEEK Professionals, LLC. SEEK Professionals, LLC may also require periodic status reports from you regarding your anticipated return from the leave.

Substitution of Leave. You may be permitted, and in some circumstances may be required, to substitute other accrued paid or unpaid leave for family or medical leave under this policy.

Benefits. During a family or medical leave of absence, SEEK Professionals, LLC employees already covered under the group *Health Insurance* plan shall continue coverage on the same terms and conditions as existed prior to their leave. SEEK Professionals, LLC will continue to contribute its portion of the premium payment during the leave of absence, and you will be required to pay your portion of the monthly premiums as instructed by SEEK Professionals, LLC. If you fail to return from your leave, SEEK Professionals, LLC will seek reimbursement for premiums it paid during the leave.

Return from Leave. In most cases, upon return from a family or medical leave, you will be returned to the position previously held, provided the job is available at the termination of the leave of absence. If your previous position is not available, you will be returned to an equivalent position. You will be required to provide a physician's fitness for duty certification if you have been on medical leave.

This policy will be interpreted and applied in accordance with state and federal laws governing family and medical leave.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. SEEK Professionals, LLC complies with all federal and state laws related to uniformed services personnel. See your SEEK contact for further details.

Reemployment rights. You have the right to be reemployed in your job if you leave that job to perform service in the uniformed services and you have performed the following:

- You ensure that SEEK Professionals, LLC receives advance written or verbal notice of your service.
- You have five years or less of cumulative service in the uniformed services while with that particular employer.
- You return to work or apply for reemployment in a timely manner after conclusion of services, and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

No discrimination or retaliation. If you are a past or present member, have applied for or are obligated to serve in the uniformed services, an employer may not deny you any of the following:

- Initial employment
- Reemployment
- Retention in employment
- Promotion
- Or any benefit of employment

Health insurance protection. If you leave your job to perform uniformed service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

COBRA Continuation Coverage Rights

This section contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the *Group Health Insurance Plan*, the *Group Dental Insurance Plan*, *Group Vision Insurance Plan* or the *FSA (125) Plan*. This section generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and/or to other members of your family who are covered under the Plan when you or they would otherwise lose group coverage. For additional information about your rights and obligations under the Plan and under federal law, review the Plan's insurance certificate or Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage? COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this section. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

You become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced.
- Your employment ends for any reason other than your gross misconduct.

An employee's spouse who is covered by the Plan becomes a qualified beneficiary if he/she loses coverage under the Plan because any of the following qualifying events happen:

- The employee's hours of employment are reduced.
- The employee's employment ends for any reason other than his or her gross misconduct.
- The employee becomes entitled to Medicare benefits (Part A, Part B, or both).
- The spouses become divorced or legally separated.
- The employee dies.

An employee's dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happen:

- The employee's hours of employment are reduced.
- The employee's employment ends for any reason other than his or her gross misconduct.
- The employee becomes entitled to Medicare benefits (Part A, Part B, or both).
- The parents become divorced or legally separated.
- The employee dies.
- The child stops being eligible for coverage under the Plan as a "dependent child."

When is COBRA Coverage Available? The Plan offers COBRA continuation coverage to qualified beneficiaries when the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), SEEK Professionals, LLC must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events. For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice in writing to President, SEEK Professionals, LLC, 1160 Opportunity Drive, Grafton, WI 53024.

How is COBRA Coverage Provided? When the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage is offered to each of the qualified beneficiaries. Each qualified beneficiary has an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of your employment or reduction of your hours of employment, and you became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For

example, if you become entitled to Medicare 8 months before the date on which your employment terminates, COBRA continuation coverage for your spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of your hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended:

- **Disability extension of 18-month period of continuation coverage.** If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator within 90 days of electing COBRA continuation coverage, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. If you qualify for this extension, you must provide notice and reasonable proof of disability in writing to President, SEEK Professionals, LLC, 1160 Opportunity Drive, Grafton, WI 53024.
- **Second qualifying event extension of 18-month period of continuation coverage.** If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If You Have Questions. Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.

Keep Your Plan Informed of Address Changes. In order to protect your family's rights, keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information. Please see each Plan's insurance certificate or Summary Plan Description for the name (or position), address and phone number of the party or parties from whom information about the Plan and COBRA continuation coverage can be obtained on request.

COMPANY POLICIES

At Will Employment

Your employment with SEEK Professionals, LLC is "at-will"; that is, you, or SEEK Professionals, LLC can discontinue your employment at any time with or without cause or notice.

Equal Opportunity Employment

SEEK Professionals, LLC does not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, national origin or status as a disabled veteran, veteran of the Vietnam era, or member of the uniformed services. This policy includes, but is not limited to: employment, promotion, demotion, transfer, recruitment, termination, compensation, benefits, layoffs, return from layoffs, training, and social and recreational programs. SEEK Professionals, LLC complies with all applicable federal and state laws.

Anti-Harassment Policy

SEEK Professionals, LLC promotes a work environment free of discrimination and will not tolerate harassment of SEEK Professionals, LLC employees by anyone, including any supervisor, co-worker, customer or customer's personnel.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, disability, sexual orientation, or other protected group status. SEEK Professionals, LLC will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, such as explicit sexual propositions, obscene language or gestures of a sexual nature, display of obscene material of a sexual nature and unwelcome physical contact of a sexual nature.

All SEEK Professionals, LLC employees are responsible to help assure that there is no harassment in the workplace. If you feel that you have experienced or witnessed harassment, immediately notify your supervisor and a senior manager of SEEK Professionals, LLC.

SEEK Professionals, LLC investigates all harassment complaints thoroughly and promptly. To the fullest extent practicable, SEEK Professionals, LLC will keep complaints, investigative records, and the results of harassment investigations confidential. If an investigation confirms that harassment has occurred, SEEK Professionals, LLC will take corrective action, including appropriate discipline, up to and including termination of

employment. SEEK Professionals, LLC forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation.

Background Checks

SEEK Professionals, LLC may conduct personal background checks at any time during your employment for appropriate business purposes. Background checks may be conducted with assistance from outside investigation organizations which have the expertise and experience to perform their duties accurately, discreetly, and professionally. SEEK Professionals, LLC maintains confidentiality for all background checks and results are only communicated to those within SEEK Professionals, LLC who have a business-related “need to know.”

Professional Business Behavior Expectations

You are expected to conduct yourself in a professional manner. Failure to follow the guidelines listed below may lead to discipline or discharge. This list is not all-inclusive and SEEK Professionals, LLC reserves the right to interpret behaviors and conduct as they deem necessary.

- You are to obey all federal, state, and local laws and codes.
- You are to maintain all licenses and insurance required for your job.
- You are responsible for keeping yourself informed of and for obeying all safety rules and regulations in effect at your workplace.
- Any damages you cause to SEEK Professionals, LLC's or a customer's property due to negligent or inappropriate behavior is your responsibility.
- Discrimination, harassment, fighting, immoral conduct, threats or intimidation of customers and/or employees is not tolerated.
- You are not to conceal, carry or use firearms or weapons of any kind in vehicles or at facilities of SEEK Professionals, LLC and/or its customers.
- Negligent performance of job duties may lead to discipline or discharge.
- You should not sleep on the job.
- You should not gamble on customer premises.
- Theft or misappropriation of customer or employee property or any form of dishonesty may lead to discipline or discharge.
- You should not falsify records or information.
- You should not make use of customer funds or assets for any personal, unlawful, or improper purpose.
- You should not use any customer equipment, supplies, or facilities for personal use unless you have received prior written consent from the customer.

Absenteeism and Tardiness Policy

Maintaining good attendance is a condition of employment and an essential function of your job. Failure to comply with this standard may result in discipline up to and including termination. Employees terminated for this cause may not be eligible for unemployment benefits according to the Wisconsin Department of Workforce Development.

You are expected to report for work on time and on a regular basis. Unnecessary absences and tardiness are expensive and disruptive and place an unfair burden on co-workers, supervisors and the customer to whom you are assigned. Unsatisfactory attendance or

repeated tardiness may result in disciplinary action up to and including termination of employment.

If you are going to be late for work or absent from work for any reason, please inform both your customer and SEEK contact as far in advance of your regular starting time as possible to explain the reason for the tardiness or absence and when you expect to return to work. It is your responsibility to ensure that prompt notification of tardiness or absence is given. Notification received from another employee, friend, or relative is not considered proper, except under emergency conditions.

Conflict of Interest and Confidential Information

Prior to the start of each assignment for SEEK Professionals, LLC, you must sign an *Employee Confidentiality, Shop Rights and Noncompetition Agreement*. You may not report to your work assignment until you have signed this agreement, which is required by both SEEK Professionals, LLC and its customers. Please read the agreement carefully before signing. If you have questions concerning the agreement, please call your SEEK contact.

SEEK Professionals, LLC recognizes and respects your right to engage in activities outside your employment. Management reserves the right to determine when an employee's outside activities create a conflict with the interests of SEEK Professionals, LLC and its customers and to take whatever action it deems necessary to resolve the conflict, up to and including termination of employment. Should you wish to be employed elsewhere while employed by SEEK Professionals, LLC, you must obtain prior written approval from SEEK Professionals, LLC.

It is a conflict of interest for an employee to accept simultaneous employment with another company or to receive any kind of compensation for any services rendered, especially if that service is in competition with SEEK Professionals, LLC or the customer to whom you are assigned. A conflict may also arise if the hours of the second job conflict with the attendance requirements of SEEK Professionals, LLC or the customer to whom you are assigned.

It is as important to avoid the appearance of conflict as it is to avoid the conflict itself. If you engage in any activities which tend to jeopardize SEEK Professionals, LLC's relationship with its customer, your employment may be terminated.

Substance Abuse

You are not to report for work under the influence of alcohol or illegal drugs, or the misuse of any prescription or non-prescription drugs. Employees who report to work under the influence of alcohol or illegal drugs or the misuse of any prescription or non-prescription drugs may be excluded from their office or work area and subject to disciplinary action up to and including termination of employment. Consumption of alcoholic beverages or illegal drugs, or the misuse of any prescription or non-prescription drugs during work hours or on work premises or in work vehicles is strictly prohibited.

You are not to possess, dispense or use a controlled substance during work hours or on work premises or in work vehicles without a medical prescription. Reporting to work or working under the influence of a controlled substance without a medical prescription is strictly prohibited.

Any employee found violating any of these provisions is subject to disciplinary action up to and including termination of employment and the proper law enforcement authorities may be notified.

Substance Abuse Testing

SEEK Professionals, LLC reserves the right to require you to submit to *Substance Abuse Testing* at any time during your employment. An employee who exhibits inappropriate behavior may be subject to a test for illegal drugs or substance abuse. Any employee in a safety sensitive area may be required to undergo substance abuse or drug testing. Failure to participate in or pass any requested *Substance Abuse Testing* may result in the termination of your employment.

SEEK Professionals, LLC operates its *Substance Abuse Testing* program with assistance from outside drug testing organizations, which have the expertise and experience to perform their duties accurately, discreetly, and professionally.

SEEK Professionals, LLC maintains confidentiality for all *Substance Abuse Testing* and discipline information. Information about *Substance Abuse Testing*, results and disciplinary action will only be communicated to those within SEEK Professionals, LLC who have a business-related "need to know." All personnel provided with information about *Substance Abuse Testing*, results and disciplinary action are obligated to maintain it in confidence, both within and outside SEEK Professionals, LLC.

Business Property

You are responsible for the equipment used in performing your work. Any damage or failure of this equipment is to be reported to your supervisor immediately. Equipment or supplies are not to be removed from your work premises without proper authorization. At the conclusion of your employment, you must return to the customer in good condition all equipment provided to you during the course of your employment.

Phones and business supplies are for business use. Personal phone calls should be kept to a minimum. Your supervisor may restrict personal visits to your work area by individuals not employed by the customer or SEEK Professionals, LLC.

SEEK Professionals, LLC and the customer are not responsible for loss or damage to your personal property. Valuable personal items such as purses should not be left in areas where theft might occur.

Computer Resources

The customer's computer and communications resources (including all hardware and software) are to be used for work-related purposes only and not for employees' personal purposes. The customer reserves the right to remove, replace or reconfigure its computer resources without notice to employees. The customer neither guarantees against, nor shall it be responsible for, the destruction, corruption or disclosure of personal material on or by its computer resources.

SEEK Professionals, LLC employees are prohibited from installing, deleting, reconfiguring or altering in any way any software or system configurations present on customer computer equipment (including the installation and use of non-customer owned software) without the

prior written consent of the customer. The customer reserves the right to monitor and/or examine all system configurations and files on customer systems including without limitation: responding to a complaint of computer abuse such as harassment, profanity, obscenity, or other wrongful acts; maintaining business continuity in the absence of employees; protecting customer computer resources from misuse; finding lost files or messages; or recovering from system failure.

The customer's e-mail system is to be used for the customer's business purposes only. E-mail messages should be concise, contain proper subject descriptions and be directed to individuals with a bona fide interest or need to know only. E-mail messages composed and distributed using the customer's e-mail system are the property of the customer which has the right to monitor all such e-mail messages. E-mail passwords must be immediately disclosed to the customer.

You should have no expectation of privacy while using customer-owned or customer-leased equipment. Information passing through or stored on customer equipment can and will be monitored. You should also understand that the customer maintains the right to monitor and review Internet use and e-mail communications sent or received by you as necessary.

You are prohibited from using the Internet or e-mail services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Messages of a religious, political, or racial nature.
- Gambling.
- Sports, entertainment, and job information and/or sites.
- Personal shopping.
- Personal financial gain.
- Forwarding e-mail chain letters.
- Spamming e-mail accounts from e-mail services or customer machines.
- Material protected under copyright laws.
- Sending business-sensitive information by e-mail or over the Internet.
- Dispersing corporate data to customers or clients without authorization.
- Opening files received from the Internet without performing a virus scan.
- Tampering with your user ID in order to misrepresent yourself and the customer to others.
- Downloading or installing any programs which are principally for personal use.

You have the following responsibilities in regard to customer technology:

- Honoring acceptable use policies of networks accessed through Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of network resources.
- Not overloading networks with excessive data or wasting other technical resources.

Violations will be reviewed on a case-by-case basis. If it is determined that you have violated one or more of the above use regulations, you will receive a reprimand from your supervisor and your future use will be closely monitored. If a gross violation has occurred the customer may take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or termination of employment at the customer.

Social Media / Networking

- Employees may not use SEEK Professionals, LLC or customer owned equipment to conduct social networking activity.
- Employees may engage in social networking during work hours only with prior written approval of their work supervisor.

Cellular Phones

- **Personal Cellular Phones.** While at work you are expected to exercise the same discretion in using personal cellular phones as is expected for the use of customer phones. Excessive personal calls and text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. You are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the customer's policy. Flexibility will be provided in circumstances demanding immediate attention.

The customer or SEEK will not be liable for the loss of personal cellular phones brought into the workplace.

- **Camera Phones.** The customer prohibits use of cameras in the workplace, including camera phones, as a preventive step believed necessary to secure employee privacy, trade secrets and other business information.
- **Personal Use of Customer-Provided Cellular Phones.** Where job or business needs demand immediate access to you, the customer may issue a business-owned cell phone to you for work-related communications. To protect you from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

Employees in possession of customer equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, you may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

- **Safety Issues for Cellular Phone Use.** Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, you are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, you are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues and keep your eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or you are driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are you allowed to place yourself at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

Dress Code

As a representative of SEEK Professionals, LLC you should display a neat and clean appearance at all times. Although SEEK Professionals, LLC does not have a formal dress code, you are expected to come to work dressed in clothing appropriate to the environment of your assignment. If you have questions about proper attire, please check with your supervisor and/or SEEK contact.

SEEK Professionals, LLC reserves the right to review an employee's appearance in relation to the established standards at any time and require reasonable improvement in any matters discussed with you within a reasonable time. You are expected to make corrections and follow recommendations on your own time if necessary.

Smoking

Smoking is prohibited at work except in designated smoking areas. You cannot smoke in any designated "No Smoking" areas. You should exercise extreme care regarding the fire hazards associated with smoking at all times.

Travel Authorization

If you are traveling on customer business you must have authorization from your supervisor prior to making any travel arrangements. When using your personal vehicle on customer business you must have a valid driver's license and carry adequate insurance. SEEK Professionals, LLC is not responsible for damage to your car while on customer business.

Assignment Performance Reviews

SEEK Professionals, LLC conducts *Assignment Performance Reviews* with the customer to whom you are assigned and with you. *Assignment Performance Reviews* help you understand how you are doing at your assignment and document your employment history with SEEK Professionals, LLC, which may make it easier for you to obtain future assignments. It is very important that you cooperate with your SEEK contact in completing your *Assignment Performance Reviews*.

SEEK Professionals, LLC has the authority to change, modify or approve exceptions to this policy at any time with or without notice.

Workplace Complaint Procedure

SEEK Professionals, LLC is committed to providing the best possible working conditions for you. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response.

SEEK Professionals, LLC strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect. You are encouraged to offer positive and constructive criticism.

If you disagree with established rules of conduct, policies or practices, you can express your concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with SEEK Professionals, LLC in a reasonable, business-like manner or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

- **Step I.** Attempt to discuss your concerns with your immediate customer supervisor on an informal basis and inform your SEEK Professionals, LLC contact. Please make every effort to express your concerns in a cordial, informal atmosphere free of ill will. If this step does not lead to a satisfactory answer to your concerns, proceed to Step II.
- **Step II.** Inform your supervisor or another customer official and your SEEK Professionals, LLC contact to begin the formal *Complaint Process*. You will be

asked to complete an *Employee Complaint* form, which puts your concerns in writing. The customer official and your SEEK Professionals, LLC contact will assist you in completing this form and begin the initial inquiries into your complaint. During the formal *Complaint Process* it is the responsibility of the customer official and your SEEK contact, not you, to contact other customer personnel regarding your concerns. After the customer official and your SEEK contact have investigated the situation, you will be notified of the findings and possible solutions, usually within a week of your initial complaint. All findings will be reviewed by the customer's Key Decision Maker and SEEK.

SEEK Professionals, LLC encourages you to become familiar with these complaint procedures and assure you that your employment standing is not adversely affected by the prompt, responsible use of the complaint procedure.

Resignation

Please provide two weeks' written notice if you decide to end your employment with SEEK Professionals, LLC. On your final workday, you will need to return all building, office and desk keys in addition to any other SEEK Professionals, LLC or customer property.

EMPLOYEE HANDBOOK RECEIPT



I have received a copy of SEEK Professionals, LLC (“SEEK”) Employee Handbook. I understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with SEEK Professionals, LLC. I understand that it is my responsibility to read the Employee Handbook and to abide by the policies and procedures set forth in this document.

I understand that nothing contained in this document is intended as a guarantee of indefinite employment or extension of benefits and that I can terminate my employment arrangement at any time for any reason. Similarly, SEEK Professionals, LLC is free to terminate my employment at any time, with or without cause or notice. **I understand this to mean that my employment with SEEK Professionals, LLC is “at-will.”** I also understand that no manager or employee has the authority to enter into an employment agreement – express or implied – providing for employment other than at-will without the written approval of SEEK Professionals, LLC.

I understand that SEEK Professionals, LLC reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing; no oral statements or representations can change the provisions of this Employee Handbook.

Employee Signature _____ Date _____