



PRESIDENTIAL STAFFING SOLUTIONS LLC

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# 1. Introduction

## 1.1 Handbook Disclaimer

*The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with PRESIDENTIAL STAFFING SOLUTIONS LLC is "AT-WILL." This means employees of PRESIDENTIAL STAFFING SOLUTIONS LLC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with PRESIDENTIAL STAFFING SOLUTIONS LLC for any set period.*

*This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control.*

*The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.*

*The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.*

## 1.2 Welcome Message

Dear Valued Employee,

Welcome to PRESIDENTIAL STAFFING SOLUTIONS, LLC! We are pleased with your decision to join our team.

PRESIDENTIAL STAFFING SOLUTIONS, LLC (referred to as **PSS** hereinafter) is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Antonia Babers.

Welcome aboard. We look forward to working with you!

Sincerely,

Antonia Babers, V.P. Business Development

### **1.3 Changes in Policy**

Change at PRESIDENTIAL STAFFING SOLUTIONS LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by PRESIDENTIAL STAFFING SOLUTIONS LLC, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or Antonia Babers.

## **2. General Employment**

### **2.1 At-Will Employment**

Employment with **PSS** is "at-will." This means employees are free to resign at any time, with or without cause, and **PSS** may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with **PSS** for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by **PSS**, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between **PSS** and any of its employees.

### **2.2 Immigration Law Compliance**

**PSS** is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with **PSS** within the past three years, or if their previous I-9 is no longer retained or valid.

**PSS** may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, **PRESIDENTIAL STAFFING SOLUTIONS LLC** provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

### **2.3 Equal Employment Opportunity**

**PSS** is an Equal Opportunity Employer. Employment opportunities at **PSS** are based upon one's qualifications and capabilities to perform the essential functions of the job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation or have any

questions about your rights and responsibilities contact Antonia Babers or Nicole Cox. This policy is not intended to afford employees with any greater protections than those which exist under federal, state, or local law.

**PSS** strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. **PSS** will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## **2.4 Equal Employment Opportunity (Ohio Employees)**

PRESIDENTIAL STAFFING SOLUTIONS LLC is an Equal Opportunity Employer. Employment opportunities at PRESIDENTIAL STAFFING SOLUTIONS LLC are based upon one's qualifications and capabilities to perform the essential functions of the job. All employment opportunities are provided without regard to race, color, religion, sex, national origin, ancestry, age, military status, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

PRESIDENTIAL STAFFING SOLUTIONS LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. PRESIDENTIAL STAFFING SOLUTIONS LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## **2.5 Employee Grievances**

It is the policy of **PSS** to maintain a harmonious workplace environment. **PSS** encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to Antonia Babers.

After receiving a written grievance, **PSS** may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with **PSS** Sexual and other Unlawful Harassment Policy.

**PSS** assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **2.6 Internal Communication**

Effective and ongoing communication within **PSS** is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, **PSS** uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## **2.7 Outside Employment**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with **PSS**.

Unless an alternative work schedule has been approved by **PSS**, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

**PSS** property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## **2.8 Anti-Retaliation and Whistleblower Policy**

This policy is designed to protect employees and address **PSS** commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, **PSS** will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices.
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting.
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public.
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law.
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.



Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Rayna Ben directly. Employees should also review their state and local requirements for any additional reporting guidelines.

**PSS** will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, Antonia Babers, or any state or local agency responsible for investigating alleged violations.

## **3. Employment Status & Recordkeeping**

### **3.1 Employment Classifications**

For purposes of salary administration and eligibility for overtime payments and employee benefits, **PSS** classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with **PSS** or if your job responsibilities change, you will be informed by Antonia Babers or a staff member of **PSS** of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

#### **Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for **PSS** benefits, subject to the terms, conditions, and limitations of each benefit program.

#### **Part-Time:**

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some **PSS** benefit programs, subject to the terms, conditions, and limitations of each benefit program.

#### **Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to **PSS** benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless they are notified by **PSS** Management of an employment status change.

### **3.2 Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or Antonia Babers of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor as well as Antonia Babers as soon as possible:

- Legal name
- Mailing address

- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

### **3.3 Expense Reimbursement**

**PSS** reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Antonia Babers.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to Antonia Babers for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### **3.4 Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization.

#### **Notice of Voluntary Separation**

Employees who intend to terminate employment with **PSS** shall provide **PSS** with at least two weeks written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

#### **Return of Company Property**

Any employee who terminates employment with **PSS** shall return all files, records, keys, and any other materials that are the property of **PSS** prior to their last date of employment.

#### **Final Pay**

**PSS** will provide employees with their final pay in accordance with applicable federal, state and local laws.

#### **Benefits Upon Termination**

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. **PSS** will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact Antonia Babers.

## **4. Working Conditions & Hours**

### **4.1 Company Hours**

PRESIDENTIAL STAFFING SOLUTIONS LLC is open for business from

- Monday - Friday 8 AM to 5 PM
- Sunday 10 AM to 2 PM

. This excludes holidays recognized by **PSS**. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

### **4.2 Emergency Closing**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by **PSS** management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

### **4.3 Workplace Safety**

**PSS** is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. **PSS** and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

#### **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Rayna Ben  
[humanresource@presidentialstaffing.com](mailto:humanresource@presidentialstaffing.com)  
210-488-7279 ext. 1

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

**PSS** expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Antonia Babers.

### **4.4 Security**

The purpose of **PSS** security policy is to protect Company assets and to maintain a safe working environment for all employees.

#### **Facility Access:**

All regular **PRESIDENTIAL STAFFING SOLUTIONS LLC** employees will be issued a key to gain access to **PRESIDENTIAL STAFFING SOLUTIONS LLC** facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from **PRESIDENTIAL STAFFING SOLUTIONS LLC**, and at any other time upon **PRESIDENTIAL STAFFING SOLUTIONS LLC**'s request, all keys must be returned to your supervisor.

#### **Closing Procedures:**

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the Antonia Babers.

### **4.5 Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

**PRESIDENTIAL STAFFING SOLUTIONS LLC** will schedule meal and break periods in order to accommodate Company operating requirements.

#### **4.6 Break Time for Nursing Mothers**

PRESIDENTIAL STAFFING SOLUTIONS LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Antonia Babers.

## 5. Employee Benefits

### 5.1 Health Insurance

PRESIDENTIAL STAFFING SOLUTIONS LLC's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

For eligible employee's health insurance benefits begin on the first day of the month following a 30-day probationary period of employment with the company. For example, if the employee start date is on January 1<sup>st</sup>, the benefits will become active on February 1<sup>st</sup>. If the employees start date is on January 10<sup>th</sup>, the benefits will not become active until March 1<sup>st</sup>.

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through **PSS**, as well as copies of the plan documents, contact Antonia Babers.

### 5.2 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at PRESIDENTIAL STAFFING SOLUTIONS LLC's group rates plus an administration fee.

#### **Notification Requirements:**

The employee, or family member, has the responsibility to inform Antonia Babers of a divorce, legal separation, or a child losing dependent status. The employee, or a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under rules of the plan. **PSS**



has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, PSS is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

### **Period of Coverage:**

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- PRESIDENTIAL STAFFING SOLUTIONS, LLC no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through PRESIDENTIAL STAFFING SOLUTIONS LLC, as well as copies of the plan documents, contact Antonia Babers.

### **5.3 Holidays**

PRESIDENTIAL STAFFING SOLUTIONS LLC observes the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Due to the nature of our business, PRESIDENTIAL STAFFING SOLUTIONS LLC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

#### **5.4 Paid Time Off (PTO)**

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

- After 1 year(s) of service employees are eligible for 5 PTO Days.
- After 2 year(s) of service employees are eligible for 10 PTO Days.

Unless **PSS** is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact Antonia Babers.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which **PSS** operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

#### **5.5 Bereavement Leave**

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time employees only

An immediate family member for purposes of PRESIDENTIAL STAFFING SOLUTIONS LLC's bereavement leave policy includes the following:

- Spouse
- Child
- Parent

Eligible employees are entitled to 2 days paid time off for a death in the immediate family.

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, PRESIDENTIAL STAFFING SOLUTIONS LLC may require verification of the need for the leave.

### **5.6 Employee Referral Program**

PRESIDENTIAL STAFFING SOLUTIONS LLC offers an employee referral program to encourage employees to recommend qualified candidates. Our referral program provides employees with a referral bonus for successful hires made based upon an employee's recommendation. If a recommended candidate is hired and completes 90 days of service, the employee who provided the referral will be entitled to a bonus.

All referred candidates will be considered and evaluated based on experience and qualifications and will be subject to the same pre-employment standards as all other candidates.

Questions regarding this policy should be directed to Antonia Babers.

### **5.7 Military Leave**

PRESIDENTIAL STAFFING SOLUTIONS LLC grants employees unpaid time off for service, training, and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Antonia Babers.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

PRESIDENTIAL STAFFING SOLUTIONS LLC complies with all rights and protections under all applicable state laws granting time off for service, training, and other obligations in the uniformed

services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Antonia Babers.

### **5.8 Jury Duty**

**PSS** encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor can plan to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either **PSS** or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, **PSS** may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

### **5.9 Jury Duty Leave (Alabama Employees)**

**PRESIDENTIAL STAFFING SOLUTIONS LLC** encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons on the next business day following receipt so that the supervisor may make arrangements to accommodate their absence.

If you report for jury duty and/or serve on a jury you will be paid your usual compensation.

Either **PRESIDENTIAL STAFFING SOLUTIONS LLC** or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

### **5.10 Workers' Compensation**

Employees who are injured on the job at **PRESIDENTIAL STAFFING SOLUTIONS LLC** are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by **PRESIDENTIAL STAFFING SOLUTIONS LLC**. No premium is charged for this coverage and no individual enrollment is required. **PRESIDENTIAL STAFFING SOLUTIONS LLC** will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Antonia Babers to obtain the required claim forms and instructions.

### **5.11 Election Duty Leave (Alabama Employees)**

Employees who serve as election officials will be granted leave on Election Day in order to perform the duties of the position to which they have been appointed. The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Employees must provide documentation of the appointment and the dates of required service within 7 days of the need for leave under this policy. Requests must be submitted to the employee's supervisor.

### **5.12 Emergency Response Leave (Ohio Employees)**

Volunteer firefighters or volunteer providers of emergency medical services may be allowed a leave of absence to respond to an emergency that occurs prior to the start of their shift. To be eligible, the employee must provide PRESIDENTIAL STAFFING SOLUTIONS LLC with written notification of the employee's status as a volunteer firefighter or volunteer provider of emergency services within 30 days of receiving certification as a volunteer firefighter or a volunteer provider of emergency services. Employees must notify PRESIDENTIAL STAFFING SOLUTIONS LLC of any changes in such status.

If an employee is going to be late or absent due to an emergency dispatch, he or she must make every effort possible to provide notice to his or her supervisor prior to the beginning of their shift. If notification of dispatch to an emergency cannot be made, then the employee must submit a written explanation from the chief of the volunteer fire department, or the medical director or chief administrator of the emergency medical service organization, as applicable, to explain why prior notice was not given.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification from the volunteer fire department or emergency medical service, along with the date and time of the employee's response to the emergency, to verify the employee's eligibility for leave.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

### **5.13 Witness Duty Leave (Ohio Employees)**

Employees may be eligible for leave if they are subpoenaed to testify in a criminal proceeding and/or juvenile court proceeding.

Employees must provide his or her supervisor with notice of their need for leave as soon as possible following receipt of a subpoena.

Witness duty leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification to verify the employee's eligibility for the leave requested.

#### **5.14 Voting Leave (Alabama Employees)**

PRESIDENTIAL STAFFING SOLUTIONS LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

PRESIDENTIAL STAFFING SOLUTIONS LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or less than one hour between the end of an employee's workday and the closing of the polls, an employee may take up to one hour of unpaid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification, such as a voter's receipt, to prove that he or she voted.

#### **5.15 Voting Leave (Georgia Employees)**

PRESIDENTIAL STAFFING SOLUTIONS LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

PRESIDENTIAL STAFFING SOLUTIONS LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification, such as a voter's receipt, to prove that he or she voted.

#### **5.16 Voting Leave (Ohio Employees)**

PRESIDENTIAL STAFFING SOLUTIONS LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does

not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

PRESIDENTIAL STAFFING SOLUTIONS LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification, such as a voter's receipt, to prove that he or she voted.

### **5.17 Voting Leave (Texas Employees)**

PRESIDENTIAL STAFFING SOLUTIONS LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

PRESIDENTIAL STAFFING SOLUTIONS LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take a reasonable amount of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide PRESIDENTIAL STAFFING SOLUTIONS LLC with certification, such as a voter's receipt, to prove that he or she voted.

### **5.18 Pregnancy Related Leave (Ohio Employees)**

Employees who are temporarily disabled because of pregnancy, childbirth, or related medical conditions may take a reasonable period of leave as necessary based on their disability.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees returning from leave will be reinstated to the same position or a comparable position to the position held when leave began unless doing so is not possible due to legitimate business reasons unrelated to the employee taking such leave.

Leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under other relevant laws.

Employees should speak with Antonia Babers to discuss their need for leave or for questions regarding this policy.



## **6. Employee Conduct**

### **6.1 Standards of Conduct**

PRESIDENTIAL STAFFING SOLUTIONS LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, lunch, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers, or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding PRESIDENTIAL STAFFING SOLUTIONS LLC's standards of conduct, please direct them to your supervisor or Antonia Babers.

### **6.2 Disciplinary Action**

Disciplinary action at PRESIDENTIAL STAFFING SOLUTIONS LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. PRESIDENTIAL STAFFING SOLUTIONS LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

PRESIDENTIAL STAFFING SOLUTIONS LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging PRESIDENTIAL STAFFING SOLUTIONS LLC business practices or any other confidential information
- Any misrepresentation of PRESIDENTIAL STAFFING SOLUTIONS LLC to a customer, a prospective customer, the general public, or an employee

### **6.3 Confidentiality**

PRESIDENTIAL STAFFING SOLUTIONS LLC takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with PRESIDENTIAL STAFFING SOLUTIONS LLC and as a direct result of your job responsibilities with PRESIDENTIAL STAFFING SOLUTIONS LLC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of PRESIDENTIAL STAFFING SOLUTIONS LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Antonia Babers.

#### **6.4 Personal Appearance**

The purpose of PRESIDENTIAL STAFFING SOLUTIONS LLC's personal appearance policy is to ensure a safe and sanitary workplace for all employees. PRESIDENTIAL STAFFING SOLUTIONS LLC strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing PRESIDENTIAL STAFFING SOLUTIONS LLC, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Slacks
- Blouses
- Button-down shirts
- Khaki pants
- Polo shirts

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

PRESIDENTIAL STAFFING SOLUTIONS LLC understands that in certain situations, the Company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on PRESIDENTIAL STAFFING SOLUTIONS LLC.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Antonia Babers.

#### **6.5 Workplace Violence**

PRESIDENTIAL STAFFING SOLUTIONS LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. PRESIDENTIAL STAFFING SOLUTIONS LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

PRESIDENTIAL STAFFING SOLUTIONS LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## **6.6 Drug & Alcohol Use**

PRESIDENTIAL STAFFING SOLUTIONS LLC is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for PRESIDENTIAL STAFFING SOLUTIONS LLC is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of PRESIDENTIAL STAFFING SOLUTIONS LLC, or in any vehicle owned or leased on behalf of PRESIDENTIAL STAFFING SOLUTIONS LLC or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

PRESIDENTIAL STAFFING SOLUTIONS LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Antonia Babers immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, PRESIDENTIAL STAFFING SOLUTIONS LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, PRESIDENTIAL STAFFING SOLUTIONS LLC reserves the right to examine and test for drugs and

alcohol at our discretion.

As a condition of your employment with PRESIDENTIAL STAFFING SOLUTIONS LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between PRESIDENTIAL STAFFING SOLUTIONS LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **6.7 Sexual & Other Unlawful Harassment**

PRESIDENTIAL STAFFING SOLUTIONS LLC is committed to a work environment in which all individuals are treated with respect. PRESIDENTIAL STAFFING SOLUTIONS LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

### **Complaint Procedure:**

PRESIDENTIAL STAFFING SOLUTIONS LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Rayna Ben  
humanresource@presidentialstaffing.com  
210-488-7279 ext. 1

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

PRESIDENTIAL STAFFING SOLUTIONS LLC expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

### **6.8 Telephone Usage**

PRESIDENTIAL STAFFING SOLUTIONS LLC telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

### **6.9 Personal Property**

Employees should use their discretion when bringing personal property into the workplace. PRESIDENTIAL STAFFING SOLUTIONS LLC assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on PRESIDENTIAL STAFFING SOLUTIONS LLC premises.

## **6.10 Use of Company Property**

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

PRESIDENTIAL STAFFING SOLUTIONS LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

### **Personal use of company property:**

Company property is not permitted to be taken from the premises without proper written authority from company management.

### **Company Tools:**

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

### **Care of Company Property:**

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

## **6.11 Smoking**

PRESIDENTIAL STAFFING SOLUTIONS LLC provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

## **6.12 Visitors in the Workplace**

To ensure the safety and security of PRESIDENTIAL STAFFING SOLUTIONS LLC and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a “visitor” badge while on PRESIDENTIAL STAFFING SOLUTIONS LLC premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Company at all times.

### **6.13 Computer, Email & Internet Usage**

Computers, email, and the Internet allow PRESIDENTIAL STAFFING SOLUTIONS LLC employees to be more productive. However, it is important that all employees use good business judgment when using PRESIDENTIAL STAFFING SOLUTIONS LLC’s electronic communications systems (ECS).

#### **Standards of Conduct and ECS**

PRESIDENTIAL STAFFING SOLUTIONS LLC strives to maintain a workplace free of discrimination and harassment. Therefore, PRESIDENTIAL STAFFING SOLUTIONS LLC prohibits the use of the Company’s ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company’s policy against discrimination and harassment.

#### **Copyright and other Intellectual Property**

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

PRESIDENTIAL STAFFING SOLUTIONS LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, PRESIDENTIAL STAFFING SOLUTIONS LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. PRESIDENTIAL STAFFING SOLUTIONS LLC prohibits the illegal duplication of software and its related documentation.

#### **ECS Guidelines**

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company’s policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company’s confidential material, trade secrets, or non-public proprietary information outside of the Company. *Wages and other conditions of employment are not considered confidential material.*



- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of PRESIDENTIAL STAFFING SOLUTIONS LLC.

### **Privacy and Monitoring**

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by PRESIDENTIAL STAFFING SOLUTIONS LLC are the property of PRESIDENTIAL STAFFING SOLUTIONS LLC. Employees have no right of personal privacy when using PRESIDENTIAL STAFFING SOLUTIONS LLC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Antonia Babers.

### **6.14 Company Supplies**

Only authorized persons may purchase supplies in the name of PRESIDENTIAL STAFFING SOLUTIONS LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of PRESIDENTIAL STAFFING SOLUTIONS LLC or bind PRESIDENTIAL STAFFING SOLUTIONS LLC by any promise or representation without express written approval.

## Receipt of Non-Harassment Policy

It is Presidential Staffing Solutions, LLC's policy to prohibit intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

It is Presidential Staffing Solutions, LLC's policy to prohibit harassment of any employee by any Supervisor, employee, customer, or vendor based on sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Presidential Staffing Solutions, LLC's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## **7. Timekeeping & Payroll**

### **7.1 Attendance & Punctuality**

Absenteeism and tardiness place an undue burden on other employees and on the Company. PRESIDENTIAL STAFFING SOLUTIONS LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. PRESIDENTIAL STAFFING SOLUTIONS LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, PRESIDENTIAL STAFFING SOLUTIONS LLC will presume that the employee has voluntarily resigned. PRESIDENTIAL STAFFING SOLUTIONS LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

### **7.2 Timekeeping**

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

PRESIDENTIAL STAFFING SOLUTIONS LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

### **7.3 Paydays**

PRESIDENTIAL STAFFING SOLUTIONS LLC employees are paid on a Semi-monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

### **7.4 Payroll Deductions**

PRESIDENTIAL STAFFING SOLUTIONS LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Antonia Babers immediately. PRESIDENTIAL STAFFING SOLUTIONS LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

## General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with Presidential Staffing Solutions, LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of Presidential Staffing Solutions, LLC's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.**

**I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the President of the company.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.