



Focus Workforce Management, Inc. Employee Handbook & Policies

FOCUS IS YOUR EMPLOYER

Focus Workforce Management, Inc., its subsidiary, and affiliated companies (including Focus Workforce Services, Inc., Focus Enterprise Services, Inc., Focus Industrial Workforces, Inc., and/or JMR Workforce Services, Inc.), hereinafter collectively referred to as "Focus," have adopted the following policies to ensure a safe, productive, and harassment free workplace. While working at Focus you may be employed by one or more of several of Focus' operating companies. Focus is your legal employer and withholds and remits payroll taxes and pays unemployment and workers compensation insurance on your behalf.

VARIABLE HOUR EMPLOYEE STATUS NOTICE

Employment and/or job assignments at Focus may vary in location, duration, and/or number of hours per week, none of which is guaranteed. If your employment begins with a stated shift or hours per week, this can change regularly. The duration of your assignment(s) is uncertain. Many assignments are seasonal, such as a holiday season. Breaks of unknown time and significant gaps between assignments are expected. It is YOUR right to NOT be available for future assignments (although unavailability may affect unemployment qualifications). As a result of these facts, most employees Focus hires are "Variable-Hour" employees for purposes of qualifying for employer contributions for health insurance. Subject to applicable law, variable hour employees must work 1,560 hours in 12 months to qualify for employer contributions for health insurance. If you have any questions, please contact your local branch.

AT -WILL EMPLOYMENT

Your employment with Focus is on an at-will basis, meaning that either you or Focus can terminate your employment at any time, for any reason, with or without cause and with or without notice. Your employment with Focus is temporary in nature and for no definite period of time. No employee of Focus has the authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. Any agreement by the President for employment for a specific period of time may only be made in a writing signed by the President and you.

This manual contains the employment policies and practices of Focus in effect at the time of publication and supersedes previously issued handbooks or policies. Focus reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook.

The contents of this handbook are presented as a matter of information only, and this material is not to be considered a contract of employment between you and Focus. Nothing in this handbook, or any other policy or personnel document creates or is intended to create a promise or representation that employment will continue for a set period of time for any employee or that employment will be terminated only under particular circumstances. Focus reserves the right to terminate any employee and to change wages (to the extent permitted by law), benefits, and/or other terms and conditions of employment at any time, with or without cause and with or without notice.

Focus strives to provide its employees with policies, practices and programs of the highest quality and continually looks for improvements. At the same time, the company must also maintain the flexibility to adjust to changing conditions. Therefore, Focus reserves the right to interpret the contents of the handbook, or vary its actions to fit the particular circumstances. If any policy in this handbook is inconsistent with any applicable law or regulation, that inconsistency is unintentional, and the applicable law or regulation would supersede Focus' policy.

CONFIDENTIALITY OF COMPANY AND CLIENT INFORMATION AND PRODUCTS

Information about Focus' or its clients' products, customers, suppliers or employees should not be divulged to anyone other than persons who have a right to know or are authorized to receive such information. When in doubt as to the confidentiality of certain information, prudence dictates that no disclosure is provided without first clearly establishing that such disclosure has been authorized by appropriate management personnel. This basic policy of caution and discretion in the handling of confidential information extends to both external and internal disclosure.

Employees are prohibited from photographing or recording (through video, audio, or any other means), on or in Focus' or its clients' premises, Focus' or its clients' products, processes, or other confidential or proprietary information, unless the President of Focus has given the employee express written authorization.

Confidential information obtained as a result of employment with Focus is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Employees who violate this policy are subject to discipline, up to and including termination, as well as potential legal action under applicable law.

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ALCOHOL AND DRUG-FREE WORKPLACE POLICY

Focus is committed to establishing and maintaining an alcohol and drug-free workplace. The use, distribution, dispensation, sale, offering for sale, possession, purchase, manufacture, or trading of unauthorized or illegal drugs on Focus' premises, client premises, or in any other work-related environment or while being employed is strictly prohibited. The prohibition of illegal drug activity includes occasions when an employee is representing Focus' clients at events and meetings beyond normal work hours.

Employees are not permitted to consume or have in their system illegal or unauthorized drugs or alcohol or be under the influence of illegal or unauthorized drugs and alcohol while on Focus premises, client premises, or while conducting employment for Focus.

Every employee hired by Focus is subject to an initial drug screen and alcohol screen prior to employment depending upon client company requirements. Employees are also subject to drug and alcohol screens after work-related accidents or work-related injuries, when management has reasonable suspicion that any provision of this policy has been violated, and random drug and/or alcohol screens, subject to applicable law. Employees who refuse to submit to drug testing, test positive, adulterate a drug/alcohol screen will be subject to termination. Adulterating a drug screen will be deemed reason for termination and will be considered a positive drug screen, subject to applicable law.

Focus may use any method allowed by law, including drug and alcohol testing to maintain this environment. Any violation of this policy is cause for termination. Focus requires the cooperation of all employees in administering this policy. Any employee who is convicted or who pleads no contest to controlled substance-related violations must inform management within five days of the conviction or plea.

Desks, lockers, and other storage areas may be provided for the convenience of employees, but remain the sole property of the client or Focus. Employees have no expectation of privacy in any desks, lockers, or other storage areas provided in the workplace. Accordingly, any agent or representative of a client or Focus can inspect such areas, as well as any articles found within them, at any time, either with or without prior notice.

FAMILY/MEDICAL LEAVE

Focus recognizes that from time to time employees may require a leave of absence to attend to certain family or medical situations. Therefore, in accordance with the requirements of the federal Family and Medical Leave Act ("FMLA"), Focus will provide job-protected family/medical leave to eligible employees. This policy summarizes employees' rights, responsibilities and benefits, but in all cases, applicable law will apply. Given the complexity of leave issues, employees who are contemplating taking family/medical leave are encouraged to contact Human Resources.

Covered Leave - Leave will be provided to eligible employees requiring time off for the following reasons:

- For their own serious health condition (including pregnancy, prenatal medical care, childbirth, and on-the-job illnesses or injuries), which makes them unable to perform at least one of the essential functions of their job (referred to as "**medical leave**").
- To care for their newborn, adopted or foster-placed child and for the adoption or foster placement of a child (within one year from the birth, adoption or foster placement) (referred to as "**family leave**"). See also Parental Leave policy below.
- To provide necessary care for the serious health condition of their spouse, parent, or minor or disabled child (referred to as "**family leave**").
- When a spouse, parent or child is on, or has been called to, active duty in the Armed Forces and deployed to a foreign country, or is in the National Guard or Reserves and has been called to active duty in a foreign country in support of a contingency operation, and experiences a "qualifying exigency" such as the need to attend certain military events, arrange for alternative parental care or childcare, address certain financial and legal arrangements, attend certain counseling sessions, and attend post-deployment reintegration activities, including reintegration briefings (referred to as "**family leave**" or "**military exigency family leave**").
- To provide necessary care for a spouse, parent, child or otherwise nearest blood relative who is a covered service member as defined by the FMLA, which may include certain Veterans, and those who incurred or aggravated a serious injury or illness

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in the line of active duty in the Armed Forces, National Guard or Reserves (referred to as "family leave" or "military caregiver family leave").

Eligibility - To be eligible for family/medical leave, an employee must have worked for Focus for at least 12 months, have actually worked at least 1,250 hours during the 12-month period immediately preceding the leave, and work within a 75-mile radius of 50 employees. Leave may be granted to employees who are not eligible for leave under the FMLA or to those who have exhausted their 12-week FMLA entitlement to reasonably accommodate employees with disabilities, as long as such leave does not result in undue hardship to Focus, in its sole discretion.

Amount of Leave - Eligible employees are entitled to receive up to 12 weeks of unpaid family/medical leave in a 12-month period, measured from the date their first family/medical leave begins. Employees are entitled to up to 26 weeks of leave for military caregiver family leave in a single 12-month period under the FMLA, measured from the date their leave begins. Such 26-week entitlement includes any other leave taken under the FMLA. Depending on the reason for leave, employees who are married to other Focus employees may need to share leave entitlements.

Form of Leave - Leave may be taken consecutively in periods of up to employees' leave entitlement. When medically necessary due to the serious health condition of employees or their covered family members, leave may also be taken intermittently (in separate blocks of time) or on a reduced schedule (fewer hours in a day or days in a week). Employees are generally not entitled to intermittent or reduced schedule leave for the care, adoption or foster placement of a new child, but may be granted such leave at the sole discretion of Focus. Employees needing intermittent or reduced schedule leave are expected to consult with Human Resources prior to scheduling treatment in order to work out a schedule that does not disrupt operations. Such employees must provide documentation demonstrating that leave on an intermittent or reduced schedule basis is medically necessary. In accordance with applicable law and at the sole discretion of Focus, Focus may transfer employees requesting intermittent or reduced schedule leave to positions that would better accommodate such leave.

Notice and Applicable Forms - Employees should provide as much notice as possible of their need for leave. Employees requesting leave, to the extent that such leave is foreseeable, must notify Human Resources at least 30 days prior to the requested leave. When the need for the leave is not foreseeable, including in the case of military exigency family leave, employees must provide notice as soon as practicable. Employees must provide sufficient information for Focus to determine if the leave is covered by the FMLA, and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Focus if the requested leave is for a reason for which FMLA leave was previously taken or certified. Failure to provide proper notice may result in a delay of leave or discipline for unauthorized absence. Written request forms are available from, and should be submitted to, Human Resources at the time of notice to Human Resources. After a request for leave, Human Resources will provide notice of employees' eligibility for leave. Human Resources will be solely responsible for granting or denying a request for family/medical leave. In addition, employees must complete applicable forms, including an acknowledgment of their obligations while on leave, and submit documentation demonstrating their need for leave, including but not limited to birth certificates, proof of familial relationship, proof of military exigency, and medical certification. Human Resources will designate employees' leave as FMLA leave, in writing, in a timely manner and will notify employees when leave is not FMLA-protected. If Focus is aware that an employee's absence is covered family/medical leave, it reserves the right, in its discretion, to designate such leave without the employee's participation or cooperation.

Medical Certification - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the covered family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three full consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic or long-term serious condition. Employees requesting leave due to their own serious health condition or to care for a family member suffering from a serious health condition must provide Focus with written certification from a health care provider, initially within 15 days of a Focus request, and thereafter every 30 days or upon the expiration of a previous certification, whichever is later. Such documentation must include, among other information, the nature and the anticipated duration of the need for leave, a statement that the condition in question constitutes a serious health condition, and in the case of leave to care for a family member, that the employee's presence is necessary for the physical or psychological care or comfort of the family member. When incapacitated for more than three days, employees may be required to submit a Health Care Provider Certification Form. They

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may also be required to provide recertification in certain situations, including but not limited to changed circumstances. Health Care Provider Certification forms are available from Human Resources.

Employees who submit certifications that are incomplete, illegible, or otherwise insufficient will be required to obtain additional information from their health care providers. Failure to provide a complete Health Care Provider Certification form in a timely manner (within 15 days of an initial Focus request or upon the expiration of prior certification) may result in the delay or denial of leave, benefits and/or reinstatement, and/or disciplinary action up to and including termination of employment for unauthorized absence. Focus reserves the right to require employees and/or their family members suffering from serious health conditions to submit medical certification, or obtain second or third medical opinions at Focus's expense, in order to determine the necessity of leave and/or eligibility for paid time off. A third opinion shall be final and binding. Before returning to work, employees on medical leave must obtain medical certification indicating that they may perform the essential functions of their position, with or without reasonable accommodation. The above provisions also apply with regard to serious injuries and illnesses in conjunction with military caregiver family leave.

Pay/Use of Paid Time Off During Leave – Unless employees are otherwise entitled to compensation, leaves are without pay. Employees must use their accrued paid time off during leave. Employees may also be eligible to receive a portion of their normal compensation through workers' compensation benefits during medical leave.

Maintenance of Benefits - Focus will continue to maintain coverage under its health benefit plan for employees otherwise entitled to coverage during FMLA leave as long as they continue to pay their share of the premiums for such benefits. Focus, in its sole discretion, may provide benefit coverage to employees during leaves granted in excess of their FMLA entitlement, if any (with employees continuing their premium contribution), or may offer employees the ability to continue such coverage at their own expense through the provisions of COBRA. Employees who fail to continue to pay their premiums risk having their coverage terminated. Coverage shall retroactively be terminated due to non-payment after a grace period of 30 days and with 15 days' notice. Focus reserves the right to seek reimbursement of health benefit premiums paid for employees (other than for periods they took their paid time off) who fail to return from their leave for a reason other than their own serious health condition, the serious illness or injury of a service member entitling them to FMLA leave, or other situation beyond their control.

Status Reports - Employees on leave may be required to provide periodic reports on their status and intent to return to work at the end of their leave from Focus. Employees are asked to be forthcoming about their intentions so that Focus can adequately plan staffing.

Reinstatement - Employees on leave must give at least two business days' notice of their intended return to work date. Upon returning from leave (up to their entitlement under FMLA), Focus will reinstate employees to their same or an equivalent position, with no loss in salary, benefits, or other terms and conditions of employment. Employees who would have been terminated (e.g., for poor performance or affected by a reduction in force or layoff) had they not taken leave, or who are considered "key" to the organization and who were previously notified that their leave and/or reinstatement would result in grievous economic harm to Focus, may not be entitled to leave and/or reinstatement. Employees who do not return to work upon their scheduled return date or who have not received an approved extension of leave, will be considered to have voluntarily resigned from their employment.

Extensions of Leave - Prior to the expiration of any approved leave, employees needing additional time off must request an extension of leave from Focus, in writing, and with appropriate supporting documentation, if necessary, including the reason for continued leave, specific dates requested, and other relevant information requested by Focus. Depending on the circumstances, Focus will grant or deny such leaves in its sole discretion. Extended medical leaves in addition to that provided by the FMLA will not be granted where such leaves would result in undue hardship to Focus. If Focus, in its discretion, allows employees to remain on medical leave past their entitlement, such employees are no longer guaranteed reinstatement to their same or an equivalent position. Depending upon the circumstances and in the sole discretion of Focus, such employees may be reinstated to their same or an equivalent position or to another available position for which they are qualified, or their employment may be terminated. Failure to comply with the above extension procedures may result in termination of employment for unauthorized absence.

Employee Rights - It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Employees who believe their rights have been violated should contact Human Resources immediately. Such employees may also file a complaint with the U.S. Department of Labor or may

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bring a private lawsuit against an employer to enforce such rights.

Again, employees contemplating taking family/medical leave or who have concerns about leave issues are encouraged to contact Human Resources for further information regarding their rights, obligations and the applicable procedural requirement.

USERRA / MILITARY DUTY POLICY

The Uniformed Services Employment and Reemployment Act ("USERRA") is a law that affects employment, reemployment and retention in employment when an employee serves or has served in the uniformed services. The definition of "service in the uniformed services" covers all categories of military training and service, including duties performed on a voluntary or involuntary basis in time of peace or war. USERRA also applies to persons serving in active components of the Armed Forces and members of the National Disaster Medical System. It is the policy of Focus to adhere to USERRA regulations

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Focus is an equal opportunity employer and it is the policy of Focus to make employment decisions on the basis of merit and to prohibit discrimination on the basis of age, race, creed, color, religion, national origin, sex, pregnancy, disability, military (including veteran) status, sexual orientation, ancestry, genetic information, or any other protected status in accordance with applicable federal, state and local laws. This policy governs all areas of employment practices at Focus, including advertising, recruiting, hiring, training, application procedures, job assignment, hiring, training, promotions, compensation, benefits, discipline, and terminations.

In addition, Focus does not discriminate against any applicant or employee, regardless of temporary or other status, in work assignments, does not invite or honor discriminatory job orders or requests by client companies, and does not "code" job orders, applications, or other documents to record the status of any applicant or employee. Any employee who violates this Policy will be subject to discipline, up to and including the possibility of discharge. If you feel you have not been treated in accordance with this policy, you should contact the Focus Anonymous Reporting at 913-260-2567 or via email@focusjobs.com. Focus will not retaliate against an employee for filing a complaint and will not tolerate retaliation by management or co-workers.

REASONABLE ACCOMMODATION

Focus provides reasonable accommodation upon request for qualified individuals with known disabilities unless undue hardship to the company would result. Such reasonable accommodation will be provided to enable such individuals to: 1) apply for employment with Focus; 2) perform the essential functions of their jobs; and 3) to enjoy the other terms, conditions and privileges of employment. Request for accommodation should be made to the Focus Anonymous Reporting at email@focusjobs.com or 913-260-2567. All requests for accommodation will be treated confidentially to the extent possible for effective analysis and administration of the request. Focus also provides reasonable accommodation upon request for employees' religious practices and observances unless undue hardship to the company would result. Focus may exercise the right to require documentation concerning the need for any requested accommodation.

ANTI-HARASSMENT POLICY

Focus promotes a workplace that is free of harassment and discrimination based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state, or federal law. Discrimination and harassment of Focus employees by anyone – management, supervisors, co-workers or non-employees, including vendors, contractors or clients – on the basis of any status protected by applicable law – are prohibited by Focus.

Prohibited conduct includes unwelcome conduct, whether verbal, physical, or visual, that is based on or relates to an individual's sex, race, color, religion, national origin, age, disability, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

Examples of prohibited conduct include, but are not limited to: verbal harassment, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs; physical harassment, such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement; or visual forms of harassment, such as derogatory posters, cartoons or drawings.

Prohibited behavior also may include any unwelcome behavior of a sexual nature, whether or not motivated by romantic or sexual desire, such as: sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions,

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or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, physical or visual conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit condition of employment; or
2. Submission to or rejection of such conduct is used as a basis for employment-related decisions such a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive or offensive working environment.

If you believe that you have been subject to harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with your employment at Focus, you should immediately bring the matter to the attention of your supervisor or placement counselor. If the complaint involves your immediate supervisor or placement counselor or if you feel uncomfortable discussing the matter with your supervisor or placement counselor, report the matter to Focus Anonymous Reporting at email@focusjobs.com or 913-260-2567. Upon receipt of a complaint under this policy, Focus will conduct an investigation, and appropriate action will be taken based on the circumstances.

Focus assures all employees that complaints will be handled as confidentially as possible. Any employee who honestly and in good faith makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation, will be protected from retaliation.

It is management's responsibility to make a reasonable effort to prevent all forms of discriminatory harassment from occurring and to take immediate and appropriate corrective action when harassment is brought to their attention.

Focus affirms the right, in accord with this policy to discipline any Focus company administrator, supervisor, or employee who engages in harassment, and to discipline any administrator or supervisor who fails to act on employee complaints or on personal observations of harassment. Violations of this policy will result in appropriate disciplinary action, up to and including termination of employment.

DRESS CODE REQUIREMENTS

Focus's basic dress code requirements are long pants (such as blue jeans), closed ended shoes (no sandals or flip flops) a shirt that covers past your shoulders by three inches such as a t-shirt (no tank tops). Absolutely NO shorts, mini skirts, spandex, exercise pants, sweat pants, tank tops, midriiffs, excessively loose/baggy clothing, open toed shoes or clothes with obscene language or design. Clothing should be presentable, neat, ironed and clean. Certain jobs related to food processing, electrical, and medical environments may restrict jewelry, fingernails, smoking, and/or facial hair. You will be notified prior to job assignment whether these are any job-specific dress code requirements. Some jobs require certain safety equipment and/or clothing such as steel-toed boots, safety glasses, hard- hats, hairnets or other clothing. Such requirements will be discussed prior to job assignment.

Focus reserves the right to consult with employees on an individual basis regarding appropriate attire. Violations of this policy may result in disciplinary action up to and including termination.

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INJURY PROCEDURES

If you are injured on the job, Focus will deal promptly with legitimate claims and has workers compensation insurance to cover qualifying medical expenses and wages. Focus has extensive experience investigating claims and will fight fraudulent claims with all available resources.

1. If you are involved in an accident that does not require emergency treatment, first notify your immediate supervisor, then notify **Focus**. You then will be instructed to a medical care facility to go to and what you will be required to do. Failure to contact Focus may result in claims not being paid by Worker's Compensation. Therefore, ***you must notify FOCUS prior to going to any clinic or hospital.***
2. If an emergency occurs such as: Broken limb, bleeding profusely etc., notify proper emergency officials. After the emergency situation is under control, notify Focus immediately.
3. If you are injured and you only require first aid, report the occurrence to your immediate supervisor and then to Focus.

ALL ACCIDENTS MUST BE REPORTED IN WRITING TO A FOCUS OFFICE IMMEDIATELY!

RETURN-TO-WORK AND MODIFIED-DUTY PROGRAM

As part of Focus' commitment to providing a safe work environment, we offer all of our employees who may become injured on the job a return-to-work and modified duty program. Focus offers injured employees who are prescribed modified duty or restricted work from the attending physician a modified duty assignment at your regular pay rate. This may include working in our office or a modified duty assignment at non-profit organizations such as Goodwill, Salvation Army, Food Shelters, etc. Modified duty assignments may include activities (depending upon nature of injury) such as filing, sorting paperwork, cleaning, stapling, and other miscellaneous light work. Other modified duty assignments may include folding or sorting donated items such as food and clothing at a non-profit organization.

While on your modified duty assignment, injured employees are not to complete any task that is not allowed by your treating physician. Notify your immediate supervisor immediately if asked to complete an activity that you are not able to do. Your modified duty assignment is intended to comply with any restrictions you may have. Though Focus will make its best effort to ensure this does not happen, if it does, please notify Focus Anonymous Reporting immediately at (913) 260-2567.

It is important and required that you arrive on time every day to your scheduled modified duty assignment just as you would to your regular assignment. Tardiness or absenteeism can result in loss of the light duty assignment and/or termination of employment from Focus. If you are tardy two times in the same month or you No Call/No Show, your employment may be terminated. This means you may not receive pay from Worker's Compensation in lieu of working.

While on your modified duty assignment, Focus will accommodate Doctor or physical therapy appointments prescribed to you if they occur during your scheduled light-duty hours. We will make our best effort to match your original shift as closely as possible but your hours may be modified slightly due to the availability of light-duty assignments.

Once your doctor prescribes you back to regular duty, Focus will place you back in your original position if it is still available. Because our jobs are temporary with other companies, we are not able to guarantee your original job will be available at the same client company. However, Focus will make its best effort to offer you a similar job at similar pay immediately after your release to full duty. If, due to your injury, you are still not able to complete the required tasks of your original job, Focus will make its best effort to offer you a position that meets your restrictions.

If you have any questions or concerns, please contact Human Resources or call Focus Anonymous Reporting at (913) 260-2567.

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SAFETY POLICY & ORIENTATION

Focus is committed to maintaining a safe and healthy working environment for you. It is a requirement for all employees to follow all Focus safety guidelines and all safety guidelines and policies of client companies you may be assigned to work. A copy of client company safety policy is available on request. If you fail to follow safety procedures, you will be subject to disciplinary action, up to and including termination.

While working on your assignment(s), you are to wear safety equipment as required for the particular job at all times. These items include: Safety glasses, toe caps, hard hats, steel toed boots, back supports, hearing protection or any and all other provided safety equipment. You are to never wear open toed shoes such as sandals. You are required to wear long pants. Shorts are not allowed.

As a Focus employee, you are never to perform any job requiring you to be off the ground. You are not to climb on a ladder or walk on scaffolding of any type. You are not to lift more than 30 pounds without prior written permission from Focus and without using required lifting apparatuses. You are not to operate any type of machinery, forklift, company vehicle, or equipment without prior written authorization from Focus. You are not to work with any hazardous or toxic materials without written consent from Focus.

If you notice any unsafe working conditions on the job site, you are required to report it to Focus immediately. It is policy that employees report in writing an injury, hazardous situations, potential hazards, or unsafe work practices immediately to their supervisor or to the Focus office. Failure to report such events or situations may result in disciplinary action up to and including termination of employment.

GENERAL SAFETY RULES

You are required to read and become familiar with the below rules and other, safety rules applicable to your job.

1. Report any injury to Focus and your immediate supervisor immediately.
2. Report any observed unsafe condition to your employer/supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or illegal or unauthorized drugs will not be permitted to work.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and CLOSED TOED footwear must be worn on the job at all times.
7. Where there exists the hazard of falling objects, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
9. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
11. The riding of a hoist hook, or on other equipment not designed for such purposes, is prohibited at all times.
12. Never remove or by-pass safety devices.
13. Do not approach operating machinery from the blind side; let the operator see you.
14. Learn where fire extinguishers and first aid kits are located.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. If allowed to operate a vehicle by Focus, obey all traffic regulations when operating vehicles on public highways. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt must be worn.
17. Be alert to hazards that could affect you and your co-employees.
18. Obey safety signs and tags.
19. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

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GENERAL EMPLOYMENT POLICIES & PROCEDURES ACKNOWLEDGMENT AND AGREEMENT

- I acknowledge and represent that I am 18 years of age or older. I will not accept any assignments from Focus if I am under 18 and will notify a Focus branch manager immediately so that Focus may inactivate my application.
- In some circumstances, Focus will conduct on-site interviews on its clients' premises before determining whether a temporary assignment will be offered. I understand that my participation in any such pre-placement interview process is voluntary and for my benefit in deciding whether to accept an assignment, and does not guarantee employment. I further agree and acknowledge that I will not be paid for time spent interviewing for potential placement with Focus clients, subject to applicable law.
- I understand I am employed by Focus Workforce Management, Inc. or its subsidiary or affiliated companies and not directly by a client(s) of Focus. I agree I will not seek any benefits including but not limited to health, vacation, stock options, PTO, and/or retirement benefits from Focus' clients.
- I certify that the information provided in my job application, whether on paper or on the online application portal is true and complete to the best of my knowledge and I understand that false information or significant omission of facts may disqualify me from further consideration from employment and may result in termination if discovered at a later date.
- I understand that Focus is an "industrial" staffing company and that most job requirements include various forms of physical activity including lifting, bending, standing, stooping, etc. for long periods of time.
- I agree to submit to pre-employment, random, and post-injury or incident alcohol and drug screening as required by Focus and/or its clients, subject to applicable law. I understand that my failure to comply with this agreement or refusal to submit to drug-screening will be grounds for my immediate termination.
- I have legal authorization to work in the U.S.A.
- I have previous experience in manufacturing, warehouse, and/or production type industries.
- I understand that my employment with Focus and/or certain client assignments is contingent upon satisfactory results of pre-employment background investigations. All background investigations are performed in accordance with any applicable federal, state, and/or local laws. I understand and authorize that the results of any pre-employment background screening can be shared with Focus and its clients who may express an interest in engaging my services or employment, subject to applicable law.
- I agree that as a condition of my employment, I will have a working telephone number and email address and provide it to Focus, and have reliable transportation to and from work. I understand and agree that at any time if I no longer have a working phone number, email address, or reliable transportation, that I will be deemed to have voluntarily quit Focus until such time that I notify Focus that I have remedied the same.
- I acknowledge that in the event I move or change phone numbers, I am to notify Focus immediately with these changes.
- If I no longer have a phone, I understand it is my responsibility to contact Focus with my availability for employment on a daily basis. Failure to call in daily will indicate I am no longer interested or available to work for Focus.
- I understand that being on time and showing up to work is a requirement for employment and failure to do so may result in termination.
- If I fail to show up to work without providing appropriate notice, I understand that such action will be interpreted as my voluntarily resignation from Focus and that Focus may replace me on my job assignment.
- After a job assignment ends, I agree to visit the Focus office within the next succeeding business day after the ending of each assignment so that I may be placed on another assignment. I understand that I will not be paid for time I spend in a Focus branch office or an office on-location at one of Focus clients, subject to applicable law. If I fail to show up to the Focus office for another job assignment within this timeframe, I agree that this action will mean that I have voluntarily quit Focus and that I am no longer seeking future assignments with Focus. After this occurrence, it is my responsibility to notify Focus of my future availability.
- A 24-hour notice must be given for missing work. Being continually late or absent may result in ending of the job assignment and/or termination of employment from Focus. Due to the nature of temporary jobs, I understand that missing one day of work in the first week may result in Focus ending my assignment and replacing me with another employee.
- I understand and agree that I must call in frequently (**at least once per week**) to update Focus of my availability to work. I understand that I will not be paid for time spent updating Focus about my availability to work, subject to applicable law. I understand that after two weeks if I have not contacted Focus that my application will be considered inactive and/or that I have "QUIT" Focus. I understand and agree that if I fail to report to assignments which I've accepted, such action will indicate that I have voluntarily quit Focus and am no longer available for work.
- If for some unexpected reason, such as an emergency or illness, I am unable make it to work or will be late, I will contact Focus as soon as possible. For all other reasons, I agree to give a 24-hour notice prior to miss working or being late.
- I understand and agree that my "anniversary date" is the first day I begin work with Focus. If I should leave the company,

I have read, acknowledge, fully understand, and agree to this policy

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Name: _____ Signature: _____

Date: _____



Focus Workforce Management, Inc. Employee Handbook & Policies

and be rehired, a new anniversary date would be established at the time of the rehire date.

- I understand that from time to time, I may be required to work overtime. I further understand that Focus provides compensation at an overtime rate of pay for all overtime hours worked by non-exempt employees, in accordance with applicable law.

Name _____

Signature_____

Date_____

I have read, acknowledge, fully understand, and agree to this policy

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Name: _____ Signature: _____

Date: _____



Focus Workforce Management, Inc. Employee Handbook & Policies

HAZARDOUS MATERIALS DISCLOSURES, TRAINING AND POLICY

Focus has adopted this policy for your protection, prior to being placed in an environment where there is a potential for exposure to hazardous materials. These materials may not be considered hazardous in the levels or forms to which you are exposed, but you have a right to know that they exist, the forms in which they exist, and how your exposure levels compare to those which are considered allowable for health and safety.

As a Focus employee, your training is general in scope. Any training about specific hazards in the workplace will be available to you at the client's facility. Each client company has an appointed Safety Administrator who can provide you with HAZMAT information and explain this information to you. You may also request access to the SDS (Safety Data Sheet) at the client company location to obtain information regarding any potentially hazardous material with which you may come in contact.

You can reach the Focus Anonymous Reporting at (913) 260-2567 to address any matters or concerns related to this policy. It is your responsibility to ask at the client's facility whether there are any special hazards, personal protective equipment, or emergency action plans about which you should be made aware before you begin your job. At the client's facility, it is your responsibility to ask where you can find the Material Safety Data Sheets (SDS).

As set forth in this policy, you have received general Hazardous Materials Training and have been informed of your right to know about any hazardous materials in the workplace to which you may be assigned. You have also been informed that you must receive training in the use and maintenance of any personal protective equipment (PPE) which may be required for your assignment, and you are responsible for properly using such equipment and for contacting your workplace supervisor to ensure that you receive all necessary training related to such equipment. You must inform your Focus supervisor or the Focus President immediately if you fail to receive this training. If any of your questions regarding hazardous materials are not satisfactorily answered at the workplace, you must also contact Focus regarding the same. Your signature below indicates your acknowledgment of and agreement to this policy.

Name _____

Signature _____

Date _____

I have read, acknowledge, fully understand, and agree to this policy

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Name: _____ Signature: _____

Date: _____



Focus Workforce Management, Inc. Employee Handbook & Policies

ELECTRONIC PAYMENT & DOCUMENTATION AUTHORIZATION

Focus offers electronic forms of payment of wages such as pay cards and direct deposit. By signing below I hereby give Focus authorization to pay me via a pay card and/or direct deposit and to provide documentation including electronic pay stubs, W-2's, IRS form 6055 & 6056 statements, IRS Form 1094 & 1095 statements (regarding health insurance information) and any other financial or employment document in lieu of paper copies. Documents may be emailed or placed in the Focus online employee portal to which I have received a log in ID and created my own password.

Name _____

Signature_____

Date_____

I have read, acknowledge, fully understand, and agree to this policy

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Name: _____ Signature: _____

Date: _____



Focus Workforce Management, Inc. Employee Handbook & Policies

ACKNOWLEDGMENT

I acknowledge that I have received a copy (whether electronically or paper) of the Focus Workforce Management, Inc. Employee Handbook and Policies. I understand and agree that it is my responsibility to review this handbook and familiarize myself with its contents. I understand and agree to abide by all Focus policies. I understand the handbook is available to me at any time through the online Focus employee portal, for which I created a user name and password, and I know that this handbook and policies are available on the Focus website at www.focusjobs.com. I understand that I may ask for any copy of any policy and Focus will furnish it upon request or provide a link to such policy on its website.

I understand that my employment with the Focus is on an at-will basis. This means that my employment may be terminated with or without cause and with or without notice at any time by either Focus or me for any reason. Nothing in this handbook or in any other document or statement shall limit the Company's right to terminate my employment at any time, with or without cause or notice, or to make changes to my position, title, job responsibilities or compensation level. I understand that no manager, supervisor or other employee of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than "at will" employment. Only the President of the Company has the authority to make such an agreement if it is in writing and signed by the President and the employee.

I understand that except for employment at will status, any and all policies or practices can be changed at any time by the Company. I also understand that nothing in the Focus Employee Handbook & Policies creates or is intended to create a promise or representation of continued employment.

Name _____

Signature _____

Date _____