



**Welcome to Leddy Group!**

We believe that every field employee helps to make Leddy Group successful. We hope that you will be proud to be a member of our team.

This handbook describes many of our policies. The handbook will answer many questions you may have about your employment at Leddy Group. We suggest that you become familiar with the handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Mary Leddy  
Chief Operating Officer

## 101 Nature of Employment

You became a field employee at Leddy Group voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that Leddy Group may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

Leddy Group field employees are not guaranteed employment. Employment as a field employee may be for a limited duration. Employment may be shorter or longer than the original time period that we agreed to when you were first hired.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Leddy Group and any field employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of Leddy Group.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the chief operating officer of Leddy Group.

## 103 Equal Employment Opportunity

To give equal employment and advancement opportunities to all people, we make employment decisions at Leddy Group based on each person's performance, qualifications, and abilities. Leddy Group does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Leddy Group.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with the Resource Specialist or Regional Vice President. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

## 107 Immigration Law Compliance

Leddy Group is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new field employee at Leddy Group is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

In addition, we conduct e-Verification of every field employee.

If you leave Leddy Group and are rehired, you must complete another Form I-9 if the previous I-9 with Leddy Group is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Resource Specialist or Regional Vice President. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

## 201 Employment Categories

It is important that you understand the definitions of the employment classifications at Leddy Group and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see the Resource Specialist or Regional Vice President.

These employment classifications do not guarantee employment with Leddy Group for any specific period of time. You became a field employee at Leddy Group voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Leddy Group may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Leddy Group management.

You also belong to the following employment category:

- FIELD employees are those who are hired to work at client companies to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category may be of limited duration. Even if you work at Leddy Group longer than the original time period that we agreed to when you were first hired, you will stay a field employee until you are officially notified that you have been assigned to a different category. Field employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance.

## 202 Access to Personnel Files

Leddy Group keeps personnel files on all field employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Leddy Group. Because personnel files contain confidential information, the only people who can see them are people with a legitimate business reason.

If you wish to review your own file, contact the Resource Specialist or Regional Vice President. You will need to give advance notice if you wish to see your file.

Current employees will be provided with a copy of their file at no charge. There will be an administrative charge for requests for copies of files made by terminated field employees or their legal counsel.

## 203 Employment Reference Checks

To ensure that individuals who join Leddy Group are well qualified and have a strong potential to be productive and successful, it is the policy of Leddy Group to check the employment references of all applicants.

The Resource Specialist or Regional Vice President will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, positions held, and rehire status. Pay rates will be verified with written authorization from the field employee.

Field employees are not authorized to answer questions about reference information on other field employees. Reference requests should be forwarded to the Resource Specialist or Regional Vice President.

## 204 Personnel Data Changes

It is important that Leddy Group have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Resource Specialist or Regional Vice President.

## 401 Timekeeping

Field employees are responsible for accurately recording the hours they work. The law requires Leddy Group to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that field employees spend performing their assigned work.

If you are asked to complete a paper timecard, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval from your supervisor at your assignment. Field employees using paper timecards must sign their time records to say they are accurate.

If you are asked to record your time on the timekeeping system at your assignment site, you must punch in and out when you start and stop work, when you start and end any meal periods or split shifts, and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval from your supervisor at your assignment.

- At some assignment sites the timekeeping system will automatically clock you in and out for a 30-minute lunch.
- If your lunch break is more or less than 30 minutes, you are expected to notify Leddy Group immediately so that we may make an adjustment to your timekeeping records.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

Leddy Group will review all time records before submitting them for payroll processing.

If corrections or changes are made to the time record, both you and Leddy Group must initial the changes on the time record. Leddy Group may contact you to discuss these changes and request that you update the time records. *So that we may ensure the changes are processed accurately and within timelines, you are expected to return calls from Leddy Group within 24 hours.*

Field employees who consistently turn their time sheets in after the required deadline and/or who do not return calls within 24 hours will be subject to disciplinary action, up to and including termination of employment.

## 403 Paydays

All employees are paid weekly every Friday. Each paycheck includes pay for all work performed through the end of the previous payroll period.

If a payday falls on a holiday, you will be paid on the last workday before that payday.

If you feel there is an error in your paycheck, you should immediately notify the Resource Specialist or Regional Vice President.

## 410 Pay Deductions

Laws require Leddy Group to take deductions from your pay. Deductions are money taken from your pay for certain things such as federal, state, and local taxes. The law also requires us to deduct Social Security taxes from your pay. We must deduct up to a certain amount called the Social Security "wage base." We also contribute to your Social Security.

Pay deductions may be taken for legal garnishments presented to Leddy Group against field employees, such as child support.

If you want to know why money was deducted from your paycheck or how your pay is calculated, see the Resource Specialist or Regional Vice President.

## 501 Safety

Our workplace safety program is a top priority at Leddy Group. We want Leddy Group to be a safe and healthy place for employees, customers, and visitors. Leddy Group is responsible for implementing, administering, monitoring, and evaluating the safety program. We work closely with our client companies to ensure safe working environments for our field employees. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include bulletin board postings, memos, or other written communications. A Joint Loss Management Committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Field employees receive workplace safety training at the Leddy Group office and are required to pass a safety quiz before they are sent on an assignment. The training covers possible safety and health hazards as well as safe work practices and procedures to eliminate or reduce hazards. The client company where you are assigned to work will provide site-specific safety training. **Please contact the Resource Specialist or Regional Vice President if you do not receive this training.**

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell the Resource Specialist or Regional Vice President. We want you to know that you can report any concerns about workplace safety anonymously and without fear of reprisal.

You are expected to obey all safety rules and be careful while working on an assignment for Leddy Group. **You must immediately report any unsafe condition to your job site supervisor and to Leddy Group.** If you violate safety standards, you may be subject to disciplinary action, up to and including termination of employment. Some examples of violations could include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, not wearing your required Personal Protective Equipment, violating a safety rule and not correcting a problem even though you could have corrected it.

**We also ask that you notify us immediately if you are asked to perform any job duties that were not described to you when you accepted the assignment.**

**It is very important that you tell the Resource Specialist or Regional Vice President immediately about any accident that causes an injury, no matter how minor it might seem at the time.** When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing. Failure to report an injury in a timely manner may result in disciplinary action up to and including termination of employment.

## 502 Work Schedules

Work schedules for field employees vary with each assignment. Leddy Group will advise you of the requirements for each assignment.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

Field employees are expected to comply with the work schedules required by each assignment.

## 504 Use of Phone and Mail Systems

Leddy Group and client company telephones are intended for business calls. You are not permitted to make personal calls from these phones.

While on assignment for Leddy Group, you will be expected to follow the cell phone policy of the client company where you are assigned to work.

Leddy Group and client company mail systems are intended for business purposes only so you should not send or receive personal mail at your assignment location.

Violations of the phone and mail system policy may result in disciplinary action up to and including termination of employment.

## 505 Smoking

Leddy Group prohibits smoking in the workplace except in locations that are specifically marked as smoking areas. We will follow the preferences of nonsmokers if there is a difference between the wishes of the smokers and nonsmokers. This policy applies equally to all employees as well as to our customers and visitors.

While on assignment for Leddy Group, you will be expected to follow the smoking policy of the client company where you are assigned to work.

## 506 Rest and Meal Periods

Rest and meal periods for field employees vary with each assignment. Leddy Group will tell you about the schedule of each assignment.

Your supervisor at the client company will schedule your break/meal period(s) to accommodate operating requirements.

As discussed in policy 401 Timekeeping, some assignment sites use timekeeping systems will automatically clock you in and out for a 30-minute lunch. If your lunch break is more or less than 30 minutes, you are expected to notify Leddy Group immediately so that we may make an adjustment to your timekeeping records.

## 507 Overtime

There may be times when you will be scheduled to work overtime hours.

It is our policy that no overtime can be worked without the approval and authorization of your supervisor at your assignment. You should also notify Leddy Group that you are working overtime hours.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked.

If you do not work scheduled overtime or if you work overtime without first getting approval from the client company, you may be subject to disciplinary action, up to and including possible termination of employment.

## 508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing your job duties are expensive and may be difficult to replace. When you use Leddy Group or our client's property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your assignment site supervisor and Leddy Group if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

## 516 Computer and Email Usage

To help you do your job, Leddy Group and our client companies may give you access to computers, computer files, email systems, and software. You should not use a password, access a file, or retrieve any stored communication without authorization.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow field employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

While on assignment for Leddy Group, you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of Leddy Group, religious or political causes, outside organizations, or any other non-business matters.

Leddy Group and its client companies buy and license computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. Leddy Group prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify Leddy Group. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## 517 Internet Usage

Leddy Group and our client companies may provide you with Internet access to help you do your job. This policy explains Leddy Group's guidelines for using the Internet.

All Internet data that is written, sent, or received by you through our and our clients' computer systems is part of official Leddy Group and our client companies' records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Leddy Group does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

If you use the Internet in a way that violates the law or Leddy Group policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Sending or posting messages that defame or slander other individuals
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages or material that could damage the organization's image or reputation
- Sending or posting messages that disparage another organization's products or services
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Passing off personal views as representing those of the organization
- Using the organization's time and resources for personal gain
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law or failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the organization's electronic communications systems
- Engaging in any other illegal activities

## 522 Workplace Violence Prevention

We are committed to preventing workplace violence and making Leddy Group a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and the client company's employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people.

Leddy Group does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your Resource Specialist or Regional Vice President. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to your Resource Specialist or Regional Vice President. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another field employee or employees or supervisors at the client company where you are assigned to work, we encourage you to talk it over with the Resource Specialist or Regional Vice President. Leddy Group wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

## 602 Family and Medical Leave

Per the provisions of the Federal Family and Medical Leave Act, Leddy Group provides family and medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability; who wish to take time off to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees are eligible for unpaid family and medical leave if they have worked for Leddy Group for at least one year and completed 1250 hours of service in the year. Eligible employees should make requests for leave to Leddy Group at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. Leddy Group will send out the appropriate paperwork to employees. Employees should contact Leddy Group if they have any questions regarding their family medical leave or this policy.

Employees requesting family leave related to serious health conditions of a child, spouse, or parent or medical leave for themselves may be required to submit a health care provider's statement verifying the need for leave, the beginning and expected ending dates and estimated time required. Any changes in this information must be promptly reported to Leddy Group. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees may request up to a maximum of 12 weeks of family medical leave within any 12-month period. Leddy Group measures the twelve-month period as a rolling twelve-month period, measured backward from the date an employee uses any leave under this policy. Employees will be required to first use any accrued paid leave time before taking unpaid medical or family leave.

So that an employee's return to work can be properly scheduled, an employee on family medical leave is requested to provide at least two weeks advance notice of the date the employee intends to return to work. When a family medical leave ends, the employee will be reinstated to the same position, if available, or to an equivalent position, if one is available, for which the employee is qualified.

If an employee fails to report to work at the end of the approved leave period, we will assume that the employee has resigned.

In addition, Leddy Group will comply with any applicable state leave of absence requirements.

If you have any questions regarding this policy, please contact Leddy Group.

## 701 Employee Conduct and Work Rules

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Leddy Group.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment: This list is not all inclusive and employees may be terminated for offenses not listed below:

- Theft
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client company-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, any absence without notice, or tardiness
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Since your employment with Leddy Group is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, Leddy Group may terminate your employment at any time, with or without cause or advance notice.

## 702 Substance Abuse Policy

Work Opportunities Unlimited (dba Leddy Group) has established a substance abuse policy. All employees are required to abide by this policy as a condition of employment.

### **USE OF ILLEGAL DRUGS**

No employee may report to work or perform work for the Company while under the influence of, or impaired by an illegal drug or with an illegal drug in his or her system.

Furthermore, the sale, purchase, transfer or possession, in any amount, of an illegal drug by any employee while performing any work-related activities, whether on or off Company property, is prohibited.

For purposes of this section, an “illegal drug” is any “controlled substance” that is listed as a Schedule I drug under the federal Controlled Substances Act, any controlled substance that cannot be legally obtained or any controlled substance that, although available legally, has been obtained illegally, including but not limited to a controlled substance that is possessed by a person for whom it was not prescribed. Please note that all illegal drugs are controlled substances but not all controlled substances are illegal drugs.

For the purpose of this section, the term “illegal drug” includes the following (this list is not all inclusive and other substances not listed may be considered an “illegal drug”):

1. Marijuana, including so-called medical marijuana
2. Cocaine
3. Heroin
4. Lysergic acid diethylamide (LSD)
5. Peyote
6. Methaqualone,
7. 3,4-methylenedioxymethamphetamine (Ecstasy)and
8. Phencyclidine(PCP)

To be clear, so-called medical marijuana is not a prescribed drug and is, for the purposes of this policy, considered an illegal drug consistent with the Controlled Substances Act and other federal law, and employees may not possess it, use it, have it in their system or be under the influence of the drug at work or during the entirety of their scheduled shift.

For the purposes of this section, a “controlled substance,” which may be legally obtained through a prescription from a licensed health care provider, such as a physician or nurse practitioner, may include any of the following substances: (this list is not all inclusive) :

1. Hydromorphone (Dilaudid)
2. Methadone (Dolophine)
3. Meperidine (Demerol)
4. Oxycodone (OxyContin, Percocet),
5. Fentanyl (Sublimaze, Duragesic)
6. Morphine,
7. Codeine,
8. Hydrocodone (Vicodin, Lortab) and
9. Other opiates or other controlled pain medications

Please remember that these legally available drugs can be considered an “illegal drug” under this section if an applicant or employee has obtained them illegally.

#### USE OF PRESCRIBED AND OVER-THE-COUNTER DRUGS

Employee use of prescription medication, including the legally available controlled substances listed above, while on duty is permitted, provided that the prescription medication has been prescribed for the employee by a licensed health provider, such as a physician or nurse practitioner, and is used in accordance with the health provider’s instructions and in the prescribed dosage, and provided also that use of the prescription medication does not impair the employee’s ability to perform his/her job safely and effectively. The Company may request that the employee provide a medical release for fitness for duty.

An employee must report the use of any prescription drugs that are likely to affect the employee’s safety or job performance. Purchase, sale or transfer of a prescription medication by one employee to or from another, whether on or off the Company’s premises or designated work site, is prohibited.

In addition, employees are prohibited from using or reporting to work impaired by or under the influence of any over-the-counter drug that could affect the employee’s safety or job performance.

#### ALCOHOL MISUSE

No employee may report to work or perform work for the Company while under the influence of, or impaired by alcohol. In addition, employees are expressly prohibited from using alcohol during working hours. Furthermore, the possession of alcohol while performing any work-related activities is prohibited.

For the purpose of this section “alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight ALCOHOLS including methyl and isopropyl alcohol.

#### ALCOHOL AND CONTROLLED SUBSTANCE TESTING

To assure that employees do not perform services for the Company while under the influence of, or impaired by, alcohol, illegal drugs or illegally-possessioned prescription medication, the Company may require substance abuse testing as a condition of employment.

- Field Employees will be subject to drug testing prior to working on any assignment where the Company is required to assure the client company that all field employees working at the site have been tested and certified to be free of illegal drugs and illegally-possessioned prescription medication.
- Field applicants or employees refusing to undergo testing prior to hire or who receive a **positive result** from a drug test will not be hired or will be terminated.
- Further, applicants or employees who report to using, possessing or having in their system any illegal drug or any controlled substance that would likely impair their ability to perform their job safely and effectively will not be hired or will be terminated.

## 703 Sexual and Other Unlawful Harassment

Leddy Group is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Leddy Group will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- 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 conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your Leddy Group Resource Specialist or Regional Vice President. You may also contact Leddy Group's Vice President of Human Resources at 866-533-3947, or any other member of Leddy Group's management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## LEDDY GROUP HARASSMENT GRIEVANCE PROCEDURES

1. Employees should immediately report any harassment to their Leddy Group contact, the Vice President of Human Resources or any member of the Leddy Group's management. A complaint may also be filed with the government agencies listed below:
  - ❑ **Susannah Chance, VP Human Resources**, 603-267-8626 or 866-533-3947
  - ❑ **Steve Wood, Chief Executive Officer**, 114 Locust Street Dover NH 03820 603-749-4504 x 709
  - ❑ Equal Employment Opportunity Commission, One Congress St, 10<sup>th</sup> Floor, Boston MA 02114 617-565-3200
  - ❑ Maine Human Rights Commission, 51 State House Station, Augusta ME 04333-0051 207-624-6050
  - ❑ Massachusetts Commission Against Discrimination, 1 Ashburton Place, Room 601, Boston MA 02108 617-727-3990
  - ❑ New Hampshire Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301 603-271-2767
  - ❑ Rhode Island Commission for Human Rights, 10 Abbott Park Place, Providence RI 02903-3768 401-222-2661
  - ❑ Vermont Attorney General's Office, 109 State Street, Montpelier, VT 05602 888-745-9195 or 802-828-3665 voice/TDD
2. Employees with knowledge of a potential harassment situation will have the complainant complete a Complaint Form in detail and immediately notify Susannah Chance, Vice President of Human Resources.
3. The Vice President of Human Resources or her designee will start the investigation by meeting with the complainant to review the complaint.
4. The Vice President of Human Resources or her designee will meet with the alleged harasser(s) as part of the investigation.
5. When necessary, the investigator will compile a witness list and meet with all parties that were, or could be, potentially involved in the complaint.
6. After the investigation is complete the Vice President of Human Resources will meet with the involved parties to discuss the resolution of the complaint.
7. To the fullest extent possible Leddy Group will complete the investigation in a timely and confidential manner that causes the least disruption to the employees and the workplace.

## 704 Attendance and Punctuality

We expect Leddy Group field employees to be reliable and punctual. You should report for work on time and as scheduled. In the rare event that you cannot come to work or you will be late for any reason, you should notify the Leddy Group office **first** and then call the supervisor at the client company as soon as possible in advance of the anticipated tardiness or absence.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record, miss any scheduled work without notification, or demonstrate excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

## 705 Personal Appearance

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what clients, customers and visitors think about Leddy Group. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent Leddy Group, you should be clean, well groomed, and wear appropriate clothes.

Personal appearance requirements will vary by assignment. Leddy Group will notify you of the requirements of each assignment.

If your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. Talk to Leddy Group if you are not sure about the correct clothing standards for your job.

Where necessary, Leddy Group may make a reasonable accommodation to this policy for a person with a disability.

## 706 Return of Property

Leddy Group and its client companies may provide you with property, materials or written information to help you do your assignment. You are responsible for protecting and controlling any property that we provide to you.

You must also return it promptly if we ask. If you stop working at Leddy Group, you must return all Leddy Group and its client companies' property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.