



## Associate Handbook

For Exclusive use of Temporary Employees Coordinated by

THE DREXEL GROUP INC.

*Drexel Dining*

A People 2.0 Affiliate

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## **WELCOME**

Welcome to People 2.0 and The Drexel Group, Inc.! (collectively referred to as “People 2.0”) We wish you every success as you join our team of Associates. We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to you. You should familiarize yourself with the contents of this handbook as soon as possible as it will answer many questions about your employment with People 2.0.

The policies in this handbook are guidelines, not a complete description of all standards of conduct or other principles applicable to your employment. This handbook is not a contract or guarantee. You are not guaranteed employment for any specific duration. People 2.0 may change, delete, suspend, add to, discontinue, apply, and interpret any part of this handbook or any other policies at any time without notice or consideration. Exceptions to these policies may only be made by the Director of Human Resources, and only in writing.

You are responsible for knowing Company policies contained in this handbook. This handbook (and any copies thereof) is the property of People 2.0 and is only authorized for access by current employees. Laws change from time to time and vary by jurisdiction. If a policy in this handbook is inconsistent with applicable law, we will follow applicable law.

### **At Will Employment**

You are being employed by People 2.0 Global, Inc., (“People 2.0”). The Drexel Group, Inc. is our licensed agent or “Affiliate” in the metropolitan Harrisburg, PA area and will be acting on our behalf with regard to your hiring, employment, and placement at job assignments with our Clients. The Drexel Group, Inc. will notify you of available work assignments for which you are qualified. You will be paid based on the Client job position to which you are assigned. Your paycheck and W-2 will be issued by People 2.0, and workers’ compensation, unemployment and other benefits are provided by People 2.0.

By law, any employment relationship is entered into voluntarily and is “at will.” This means that both you and we may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of law.

### **Equal Employment Opportunity**

People 2.0 and The Drexel Group, Inc. are committed to having a workplace free of discrimination and harassment on any basis, including but not limited to the basis of age, race, color, gender, national origin, religion, disability, genetic information, and any other status protected by federal, state, or local law.

All employees are required to refrain from illegal discrimination and harassment, and to report any violation of the policy, whether against them or any other person. Discrimination and harassment against employees, Affiliates, vendors, and any other persons associated with our business is taken very seriously and will not be tolerated.

Our policies apply to any interaction between coworkers that affects employees in their work. This means that inappropriate conduct, even when not during working hours, taking place outside of the workplace, and/or communicated over private channels (such as a mobile phone or home computer) can violate our policies if the effects of the conduct are felt by an employee at work.

Harassment of any kind or for any reason is prohibited. Sexual harassment can include any unwelcome requests for sexual favors, touching, comments, gestures, telephone or computer communications, or other behavior of a sexual nature, when submitting to such conduct is either explicitly or implicitly a term or condition of employment, is used as the basis for employment decisions, interferes with someone’s job performance, or creates an intimidating, hostile, or offensive working environment.

It is every employee's responsibility to avoid and prevent harassment and discrimination. If an employee believes he or she is being discriminated against or harassed, the employee should tell the person who is exhibiting the behavior to stop. Also, if an employee believes that discrimination or harassment has occurred or is occurring (whether the employee or anyone else is the victim); employees should immediately report it to People 2.0 by contacting a representative at The Drexel Group, Inc. If an employee does not receive a satisfactory resolution, the employee should contact the HR Department at People 2.0 directly. If an employee is not reasonably able to approach a particular person in the chain of authority (for instance, if the employee believes their manager is sexually harassing or discriminating against them), skip a level and go to the next person in the chain.

Employees have the right to report illegal/improper discrimination and harassment without retaliation for any such report or complaint. *If an employee feels they are being improperly retaliated against*, it should be reported following the same procedures he or she would follow to complain of discrimination or harassment. If the employee does not bring the issue up it cannot be addressed. Nonetheless, all employees will be held accountable for providing false information or making false accusations of alleged illegal or improper conduct.

If a complaint about potential discrimination, harassment or retaliation is made, People 2.0 will promptly investigate the complaint. Investigations will be done with due respect for all involved. All employees are required to cooperate in investigations including telling the whole truth to the best of their knowledge, attending interviews with investigators appointed by People 2.0, providing any evidence they may have. The obligation to cooperate extends to both persons making a complaint and to anyone else People 2.0 feels may have information relevant to an investigation. If an investigation results in a finding that People 2.0's policies forbidding illegal discrimination and harassment have been violated, action will be taken with the intention of preventing any further violations.

### **Eligibility of Employment**

The Immigration Reform and Control Act (IRCA), adopted in 1986, provides that employers may only hire persons who are legally permitted to work in the United States. This includes citizens and aliens authorized to work in the U.S.

When hiring, discharging or recruiting, People 2.0 does not discriminate on the basis of national origin or citizenship status against U.S. citizens, U.S. nationals, and classes of aliens with work authorization such as permanent residents, temporary residents, refugees, and asylees.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 ("I-9") and present documentation establishing identity and employment eligibility as required by the form I-9 and state and federal laws. Former employees who are rehired must also complete the form if they have not completed an I-9 with People 2.0 within the past three years, or if their previous I-9 is no longer retained or valid.

### **Employment Classifications**

It is the intent of People 2.0 to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

### **Exempt & Non-exempt Status**

Federal and state laws exempt certain employees from wage and hour requirements such as meal periods and overtime. The majority of the positions offered through by People 2.0 through The Drexel Group, Inc. are considered either non-exempt and eligible for over-time or exempt and not eligible for overtime. Employees will be notified of their exemption status with each assignment. An employee's exempt or non-exempt classification may be changed only upon written notification by People 2.0.

## **Employment Categories**

Full-time employees are those who are regularly scheduled to work 30 hours or more a week.

Part-time employees are those who are regularly scheduled to work less than 30 hours a week.

Employment beyond any initially stated period does not in any way imply a change in employment status.

Notwithstanding these employment categories, part-time employees may still be eligible for benefits if so provided under current People 2.0 policies. All employees should check with their Staffing representative to confirm whether he/she is eligible for benefits.

## **JOB ASSIGNMENTS & ATTENDANCE**

### **Success in Your Job**

Attendance, productivity and follow-through are the keys to your success in our organization. When you are scheduled to work, both we and our client are counting on you to be there. People who show up for work on time every day have the best opportunity to secure the best positions and are often the first to receive raises or advancement opportunity when available. We expect you to do what you say you will do, and be where you promise to be at the time you say you will be there.

### **Work Assignments**

Our goal is to match the skills and experience of each Associate to a specific client position. If, for some reason, you do not feel you are suited to the job to which you are assigned, you must finish the shift, and then contact The Drexel Group, Inc. office as soon as possible to see if another suitable assignment may be available. If you have a work-related problem, don't assume it cannot be solved. Talk with someone in The Drexel Group, Inc. office as soon as possible.

If you walk off a job before the shift ends, we will assume you have quit your job with People 2.0. Your employment will be terminated and you will not be eligible for other work through our company. Eligibility for unemployment benefits may also be affected.

### **Work Schedule**

Work schedules and hours are set to meet the business needs of our clients. As a result, it is sometimes necessary to change schedules or hours. All work schedules and any changes will be communicated through The Drexel Group, Inc. If a client representative asks you to change your schedule, be sure to confirm the change with The Drexel Group, Inc. so there is no confusion about your schedule or pay.

### **Overtime**

Unless you are a salaried Associate or otherwise exempt from overtime under law, you will be paid time-and-a-half for all hours you work over 40 in one week. When calculating overtime, only hours actually worked are counted. Vacation time, holidays, and sick time does not count toward the 40 regular hours needed before overtime begins (except as otherwise required by state law). You must receive authorization to work overtime prior to beginning any overtime work.

A The Drexel Group, Inc. representative will let you know what to expect regarding overtime in each job assignment. If the availability or requirements of overtime create a problem for you, be sure to discuss it with a The Drexel Group, Inc. representative immediately.

From time to time, most of our clients have at least some overtime work. Not every client requires that you work overtime, although we expect Associates to work all scheduled hours, unless specifically excused (see the next two sections below).

## **Attendance**

If you are going to be late or absent for any reason, you must personally notify the Drexel Group, Inc. office at least two (2) hours in advance or as soon as you are physically able. **It is not enough to notify someone at the Client site where you are working.**

**Absences** – Two or more absences in one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your absences.

**Tardiness** – Two or more tardies in any one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your tardiness. Leaving work early is included in the definition of tardiness.

**No Call/No Show** – Missing a scheduled work day and failing to notify The Drexel Group, Inc. of your absence is the same as quitting your job (“no call/no show”). If there is a no call/no show, People 2.0 will treat it as a voluntary quit on your part, and as a result, you will no longer be employed by People 2.0. Your eligibility for unemployment benefits will be affected.

## **Employment/Wage Verification**

If you need to have your wages or employment verified, please contact the Drexel office. Do not ask the worksite Client to process these forms. The Client will not have information concerning your employment or wages. Please allow at least 48 hours or 2 working days for processing once the forms are submitted to our third-party verification provider by the Drexel office. Note: some companies such as mortgage or leasing companies may need to provide additional information before verifications can be completed. Please allow 2 working days from when our third party vendor receives this additional information for the form to be completed.

## **End of Assignment**

***IMPORTANT:*** If your job assignment ends for any reason, you must contact our office within twenty-four (24) hours to receive a new assignment. If no work is available at that time, you must contact The Drexel Group, Inc. during office hours at least once each week thereafter to confirm your availability.

If you fail to contact The Drexel Group, Inc. for work as required above, we will assume that you have quit voluntarily, that you have found other work and/or do not want another work assignment. As a result, your employment with People 2.0 will automatically terminate and you may lose unemployment compensation benefits under state law.

## **Quitting Your Job**

If you should ever decide to quit your job and terminate your employment with People 2.0, we will want to know why. Your feedback can help us make this a better place to work.

## **Problems or Misunderstandings**

If there is anything about your job, your relationship with People 2.0, The Drexel Group, Inc., or one of our Clients that is bothering you, we want to know about it and work with you to find a satisfactory solution. Bring any work-related question or problem to a Drexel supervisor or manager, and NOT to a client representative at your job site.

If you have a problem, a dispute, complaint or concern, bring it first to a People 2.0 representative in the Drexel office. Usually, the local representative can resolve any concern. If you are not satisfied, however, you should ask to speak with the Manager of the branch office where you were hired. It is every Manager's job to listen and try to solve any work-related problem.

Should you be unable to resolve a work problem locally, you should contact the HR department at People 2.0 directly. A Drexel representative will provide you the phone number and address in Pennsylvania.

## **PAY AND BENEFITS**

### **Pay Rate & Pay Days**

Pay rates vary by assignment. That means every job can pay a different wage. If you change assignments or work in more than one assignment during any pay period, do not assume that your pay rate will be the same for both. Make sure you know the wage for every job you work.

The work week is Monday (12:01AM) through Sunday (12:00 midnight). Payday is the following Friday. Thus, each Friday you will be paid for time you worked during the previous work week. Unless you are on a job with a special pay cycle, your bank or pay card account will be credited with your net earnings by the end of the banking day Friday. Paper checks are offered at the Affiliate's discretion. Please check with your Staffing representative for more details.

If you are assigned to a job with a special pay cycle, procedures will be explained to you in advance.

### **Timekeeping**

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on the job performing assigned duties.

Non-exempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their manager.

Timekeeping procedures are different for different worksites. Some Associates may not be required to track or report their own time. However, if you are asked to complete a weekly time ticket, to punch a time clock, scan an ID card or sign a log book daily, you must do so on time to be sure you are properly paid. In every job, be sure you know your responsibility for timekeeping and how records of your work time are being kept.

Please bring any discrepancies in your paycheck to the attention of The Drexel Group, Inc. immediately. When the discrepancy is verified, the adjustment will be reflected as soon as administratively possible.

### **Pay Advances**

People 2.0 does not provide pay advances to employees.

### **Pay Deductions**

The law requires that employers make certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, and amounts based on a garnishment order. We also must deduct Social Security taxes on each employee's earnings up to a specified limit.

### **Electronic Payroll**

People 2.0 offers employees two electronic methods for receiving their pay: direct deposit or paycard. Direct Deposit allows People 2.0 to deposit your paycheck to your checking or savings account automatically. If you do not have a bank account, we can issue you an ATM payroll debit card ("paycard"). Paycards allow you to access your money through ATMs, checks and various point-of-sale (POS) locations.

All Associates will be asked to authorize direct deposit or a paycard account, Be sure to read payroll authorization forms carefully and ask the Staffing Representative any questions you may have.

If you experience any difficulty using a People 2.0 paycard, please confirm the date your card is to be active and review the instructions provided with the card first before taking any other action. If you need further assistance, call the toll-free Customer Service number on the paycard. Online, internet support is also available.

It is our responsibility to give you the information you need to understand and properly use your paycard. It is your job to read instructions and ask any questions. Be sure to review the information provided on paycard fees carefully. Fees apply to certain services and card usage.

### **Payroll Errors**

If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very low. Unfortunately, a mistake that affects an Associate paycheck can still sometimes occur. If there should be some mistake in your check, however, we will correct it and make sure you are properly paid. You only need to discuss the facts with a representative in your The Drexel Group, Inc. branch to solve the problem quickly. Once we have correct information, we can arrange to credit your bank or paycard account promptly or issue a corrected check immediately.

### **Final Pay**

Final paychecks will be distributed on the next regular payday following termination or in accordance with state law. Please remember that the ending of a client assignment does not mean you are terminated with People 2.0. Final paychecks are only applicable when your employment with People 2.0 is terminated. Final pay will be paid according to the original method of payment selected by the employee.

### **Employee Benefits**

Eligible employees at People 2.0 are provided a wide range of benefits and supplemental coverage. This handbook does not include details or specifics on medical benefit plans. It is important to understand those details, such as: what each plan covers; what is excluded; what you must do to obtain benefits; and how coverage is maintained during and after your employment. All of that information, along with costs, is included in separate enrollment materials you have been provided at the time you were hired.

People 2.0 also offers supplemental dental, vision, life insurance, and short-term disability plans at the employee's cost.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under People 2.0's medical and supplemental plans when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at People 2.0's group rate plus an administration fee. The plan administrator provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under People 2.0's plans. The notice contains important information about the employee's rights and obligations.

Employee's should please refer to the Summary Plan Description or contact their immediate manager for additional information.

### **SAFETY**

The SAFETY of our Associates is the most important concern of People 2.0 and The Drexel Group, Inc. We intend to deal only with Clients who are committed to maintain a safe workplace, and we employ people we expect to take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident. We expect you to do the same.

As part of its commitment to SAFETY, People 2.0 has a formal Safety Program. It starts with the careful selection of clients and Associates, and includes control of worksite hazards, investigation of incidents, a fraud reward program and a mandatory Return to Work program. The Safety Program also includes training, certain job preparation and standard safety rules.

Every manager, every Associate, and every client has responsibility for SAFETY. In fact, SAFETY is a *condition of employment*. As our Associate, you are expected to know and follow all safety rules, to use available safety equipment, report any accident or unsafe condition, and work in a safe, responsible manner.

If you are injured while violating a safety rule or policy, benefits otherwise due under Workers' Compensation may be substantially reduced.

### **Prior Injuries & Physical Limitations**

We do not want to put any Associate in a job that could cause harm or aggravate a prior injury. If you have been previously injured, or if certain work could cause you harm, you must let a Drexel Group, Inc. manager know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to *let us know* in advance so that we can protect your safety.

### **General Safety Rules**

All Associates are required to obey the safety rules set by People 2.0, their worksite Clients and government agencies. If you do not know the rules for your job, ask! If an accident occurs while you are in violation of safety rules or policies, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Never do any work you feel is unsafe or could cause injury.
- Do not perform tasks unless you have been trained to perform them and are familiar with the risks associated with them.
- Always follow the safety instructions of the Supervisor on the job.
- Fighting, disorderly conduct and practical jokes or "horseplay" are not allowed at any site.
- Do not operate any vehicle, equipment or power tool without permission and the proper advance training. (Field Associates may not even train on a forklift without permission.)
- No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. Use of drugs or alcohol while on the job is strictly prohibited.
- Every Associate is to help keep the workplace neat, clean and free of obstructions.
- Always wear clothing and footwear that are appropriate to the workplace. When personal safety equipment (including hard hats, safety glasses, gloves, etc.) or special clothing is provided, its use is *mandatory*, not optional.
- Never remove or bypass safety guards or devices. Obey all safety signs and tags.

**All unsafe conditions and any accident or injury must be reported to a People 2.0 representative in The Drexel Group, Inc. office *immediately*.**

### **Prohibited Work**

In any job we may offer you, the type of work and the specific job duties have been defined and agreed upon with the client. Basic responsibilities will be explained before you begin work. You should never do work for a client that is different from the job we described. If you are asked to do other work, decline and report the request to the Drexel Group, Inc. office immediately.

On the job, no Associate is allowed to:

- Operate a vehicle, a forklift, machine or power tool without training and special permission from People 2.0;
- Work more than five (5) feet above the ground or on a roof;
- Work on a ladder or scaffold without specific permission and an advance inspection by a Drexel or People 2.0 manager;
- Work in holes that go more than five (5) feet below the ground, or in any confined space; or
- Handle, move or work with hazardous chemicals or materials.

Associates can be terminated for doing unauthorized work. Benefits otherwise due under Workers' compensation could be substantially reduced.

## **Clothing & Protective Gear**

Some jobs require special clothing or personal safety equipment. When things like safety glasses, hard hats, earplugs or gloves are provided, you are required to use them. If a job requires hard-toe boots, you will not be allowed to work without them.

Hard hats must be worn with the bill in front. Stereo headphones will not be allowed as a substitute for hearing protection. There are special rules to remember if you work around moving equipment or machinery:

- Loose clothing is dangerous and cannot be worn.
- Sleeves should be rolled down and buttoned, shirts tucked into pants.
- Rings, loose ribbons and dangling jewelry must not be worn.
- Long hair is especially dangerous! It must be kept behind the neck and shoulders so it will not get tangled in moving parts.

## **OSHA Hazard Communication**

You have a right to know about any safety hazards in your workplace. A Drexel Group, Inc. or Client representative will explain:

- Any chemical or material substances that are known hazards at your job site and which you may be exposed to
- The "Material Safety Data Sheets" that describe any hazardous materials and what to do if you are exposed to them
- How to identify and properly handle any hazardous substances (if you are approved to do so)

If you ever have a question about a chemical or substance at your job, be sure to ask your on-job Supervisor for more information.

## **Special Equipment**

Do not operate any vehicle, machinery, equipment or power tool until you have been properly trained in its use. If you do not have permission from The Drexel Group, Inc., you cannot operate a vehicle or machine, power equipment or power tools at all, even for training purposes.

Punch presses, drills and saws in particular can cause serious injury. People 2.0 may accept jobs that involve this kind of work only with specific restrictions and when specific precautions are taken. If you are asked to work with such equipment, be sure to contact the Drexel office for approval in advance. If it is permitted, special training and pre-qualification will certainly be required.

## **Lifting**

Some jobs may require heavy lifting. Associates in those jobs should know proper lifting techniques. If you have not received instruction in lifting technique, let a Drexel Group, Inc. manager know and you will be scheduled for a free training session.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back as straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. Lifting more than 50 pounds without assistance is prohibited.

## **If You Are Injured**

If you are injured on the job in any way, however minor, you must report the incident to The Drexel Group, Inc. office immediately. **Except in a true emergency, you should not leave the worksite without reporting an injury.**

People 2.0 carries Workers' Compensation insurance to protect and benefit any Associate who may be hurt on the job. We also have a Managed Care arrangement with nearby medical facilities to make sure any injured Associate can get needed treatment. A list of Preferred Providers is provided at the end of this handbook.

To get free medical attention for an on-job injury, and any Workers' Compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

If you are injured on the job, report the incident to The Drexel Group, Inc. office immediately, even if the injury is minor. Note: Reporting an incident to a Client supervisor on the job is not enough. You will be directed to a People 2.0 Preferred Provider for treatment. Be sure to name "People 2.0" as your employer.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the State of Pennsylvania requires that you be treated by a Preferred Provider. There, you will be required to take a drug test. If you fail or refuse a drug test, and if drugs or alcohol were a cause of the accident, you could forfeit workers' compensation benefits.

After you have been treated, a Doctor will determine what work you can do: regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not.

As soon as you are able, you must come to the Drexel Group, Inc. office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we can avoid a similar accident in the future.

### **Returning to Work**

Unless the Doctor says you are unable, you must report for work the day after any injury. If the Doctor says you cannot work at all, you must provide written notice from the Doctor and call a Drexel manager the next day to discuss your situation. Whether you are released for light or limited work, or for regular duty, we will have a suitable job for you the next day.

### **Fraud Policy**

Workers' Compensation is designed to limit the loss of an Associate who is injured or becomes ill in the course of their work. People 2.0 will do all it can to ensure that its employees receive the benefits to which they are legitimately entitled. Benefits are available when an injury is accidental and when an injury or illness is both work-related and medically verified.

If an injury or illness was not caused by an on-the-job accident or condition at all, if an accident or illness never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is also fraud.

People 2.0 and The Drexel Group, Inc. have "zero tolerance" for made-up or fraudulent claims. We have considerable experience investigating and dealing with fraudulent claims and will immediately terminate any Associate involved in workers' compensation fraud. We will criminally prosecute fraud to the full extent of the law.

### **Fraud Reward Program**

People 2.0 has a reward program designed to encourage Associates to report anyone they may know who is committing fraud. If a fraud tip is verified and an investigation enables People 2.0 to file charges or dismiss a claim for benefits, the reporting Associate will receive \$1,000. A cash award is presented even if there is not a criminal conviction.

**To report FRAUD, please telephone the People 2.0 Claims Manager at (610) 429-4111. Your CONFIDENTIALITY IS ABSOLUTELY GUARANTEED and conviction is not required!**

## **EMPLOYMENT POLICIES**

### **Accommodating Disabilities**

As part of People 2.0's desire to maintain a diverse workforce, we are fully committed to compliance with the Americans with Disabilities Act (ADA) and with all other federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

In compliance with the ADA, and applicable state and local laws preventing discrimination against individuals with a disability, People 2.0 offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but who can still perform the essential functions of the job.

People 2.0 and The Drexel Group, Inc. will endeavor to work with our Clients to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities, whenever it is possible to do so without undue hardship on People 2.0 or the worksite Client. Employees with qualified disabilities should make requests for accommodations to a People 2.0 representative at The Drexel Group, Inc.

### **Family and Medical Leave Act**

People 2.0 provides leave of absence without pay for up to 12 weeks to qualified employees who need to take time off from work in the following circumstances as well as any other reason required by law: (1) the birth of a child and to care for the newborn child; (2) the placement with the employee of child for adoption or foster care; (3) to care for the employee's spouse, son, daughter, or parent with a Serious Health Condition; and (4) a Serious Health Condition that makes the employee unable to perform the essential functions of the employee's job.

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed following the general FMLA Leave policy.

To qualify, employees must have worked a minimum of one calendar year and at least 1250 hours with People 2.0 within that year. Employees who have worked for less than 12 months are not eligible for leave under this policy. As soon as an eligible employee becomes aware of the need for a leave of absence, he or she should request a leave in writing from their Staffing representative.

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 qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A "Covered Service Member" is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a Serious Injury or Illness. The term "Serious Injury or Illness" means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating, or one that existed before the beginning of active duty and was

aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

### Eligibility

An employee eligible for FMLA leave is one who, at the time FMLA leave begins: (a) has been employed at least twelve (12) months by the Company; (b) has worked at least 1,250 hours during the previous twelve (12) month period as of the date leave commences; (c) has worked at a Company-owned and controlled location with at least fifty (50) Company employees within seventy-five (75) miles of the worksite; (d) has met the rolling twelve (12) month period which looks backward to see if the employee has exhausted available leave in the prior twelve (12) month period; and (e) has met all guideline requirements of this policy and the law.

People 2.0 measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a Covered Service Member, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a Covered Service Member and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

If an employee has paid leave accrued according to Company policy, the Company may require the employee to use his or her paid leave as part of his or her FMLA leave. The employee may also elect to use paid leave available to him/her, but in order to do so must provide notice to the Company as required pursuant to Company policy regarding such leave. After all accrued paid leave is taken in accordance with Company policy the remainder of the twelve (12) week leave will be unpaid.

During FMLA leave, if an employee is a participant under a group health benefit plan, an employee’s group health benefit will remain the same as before the leave began, subject to any general changes in plan coverage. Employees on FMLA leave, however, are responsible for payment of their normal portion of the premium. Company leave benefits (vacation, sick, personal, etc.) will not accrue during periods of unpaid FMLA leave.

An employee’s entitlement to and amount of a bonus may be affected by FMLA leave.

If the need for FMLA leave is foreseeable, the employee must provide the Company with written notice of intent to take leave not less than thirty (30) days before the date leave is to begin. If the need for FMLA leave is not foreseeable, the employee must provide the Company with notice as soon as practicable.

If an employee requesting FMLA leave does not provide sufficient information to establish an FMLA-qualifying reason for the requested leave consistent with established policy, the Company may deny the employee’s request.

The employee must submit a Medical Certification of a Serious Health Condition form from the health care provider if the leave is requested because of a Serious Health Condition of: (i) employee; (ii) employee’s child; (iii) employee’s spouse; or (iv) employee’s parent.

The Medical Certification of a Serious Health Condition form should be submitted to the Company at the time of requesting leave, but the employee must provide the certification no later than fifteen (15) days after requested by the Company. The Company may require the employee to provide reasonable documentation or statement verifying family relationships.

The Company may require a second opinion and in some instances a third opinion regarding the information submitted on the certification form. The Company may request recertification every thirty (30) days or sooner, if necessary.

### Intermittent or Reduced Leave

Intermittent leave or leave with a reduced work schedule cannot be taken for childbirth, adoption, or foster care purposes, unless first approved in writing by management.

When medically necessary, leave taken for the Serious Health Condition of the employee, his or her spouse, child, or parent may be taken on an intermittent basis (not all at one time); or a reduced leave schedule (reducing the normal hours per workday or workweek during the leave). Employees taking intermittent FMLA leave for planned medical treatment must make a reasonable effort to schedule the leave so that it does not unduly disrupt the Company's operations.

An employee's use of intermittent or reduced leave shall not reduce the total amount of leave to which an employee is entitled beyond the amount of leave taken. The Company may account for FMLA leave in the shortest period of time that its payroll systems use, provided it is one hour or less.

The Company may require an employee on intermittent leave to transfer temporarily to an available alternative position with equivalent pay and benefits if such position accommodates recurring periods of leave better than the employee's regular position.

### Responsibilities

It is the employee's responsibility to keep the Company informed regarding the employee's intent to return to work.

To the extent required by law, the Company will inform the employee whether he/she is eligible for FMLA leave. Should an employee be eligible for FMLA leave, the Company will provide a notice that specifies any additional information required, and in accordance with law, the employee's rights and responsibilities.

The Company may deny or penalize the employee's FMLA leave if Medical Certification of a Serious Health Condition form is not submitted within thirty (30) days before the date leave is to begin or is submitted incomplete by the employee.

The Company may require the employee to provide recertification every thirty (30) days, or more often, if circumstances change significantly, or information is received that casts doubt on the reason for the employee's absence

If the Company learns that requested leave is for an FMLA leave purpose after the leave period has already begun, the entire portion or some portion of the paid leave period may be retroactively counted as FMLA leave. If the need for leave arises during vacation, the vacation time may be retroactively designated by the Company as FMLA leave.

After the conclusion of FMLA-qualifying leave, the Company will comply with the FMLA and applicable law in reinstating employee to the employee's same or a substantially equivalent position, subject to any exceptions permitted by law.

The Company will keep confidential medical and other records created for purposes of FMLA leave in accordance with the Americans with Disabilities Act, HIPAA and other applicable confidentiality requirements.

### Return from Leave

Subject to Section 10(d) below, an employee returning from FMLA leave may, at the Company's option: (1) return to the same position held when leave began; or (2) return to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Employees on FMLA leave may be subject to events or changes that would have affected their employment status regardless of FMLA leave (e.g., layoffs).

An employee returning from FMLA leave, due to the employee's own Serious Health Condition, must provide certification from his or her health care provider stating the employee is able to return to work in accordance with the Company's job description.

Under specified circumstances, certain "key" employees may not be reinstated to employment with the Company in accordance with applicable law. A "key" employee is defined as a salaried "eligible" employee who is among the highest paid 10% of employees within seventy-five (75) miles of the worksite.

It is the responsibility of the employee to keep the Company informed regarding the intended date of return to work. The Company requests a minimum of two (2) weeks' notice of intent to return to work in leaves lasting three (3) weeks or longer.

#### Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of Military Caregiver Leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if the employee has no other Company-provided leave available to him or her that applies to the employee's continued absence. Likewise, following the conclusion of the employee's FMLA leave, the Company's obligation to maintain group health plan benefits for the employee ends (subject to any applicable COBRA rights).

A leave of absence may be granted only once in a 12 month rolling calendar year. Upon return from a leave of absence, an employee would not be eligible to take another leave of absence until completion of 12 months of employment and 1250 hours worked. An employee will be required to use any available vacation time at the beginning of this leave. Company-provided vacation benefits do not extend the length of the leave of absence, but run concurrently with the leave.

Requests for a leave of absence will be evaluated based on a number of factors, including anticipated business needs, workload requirements and staffing considerations during the proposed period of absence. People 2.0 reserves the right to request documentation of the need for a leave of absence.

Employees with medical benefits will be offered COBRA while on leave subject to the time frame, terms, conditions and limitations of the applicable plan.

Use of this leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

When a leave of absence ends, the employee may be returned to the same position, if it is available, or to a similar available position for which the employee is qualified. However, depending on business needs, People 2.0 cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly at the expiration of the approved leave period, People 2.0 will assume the employee has resigned.

Employees may not accept other employment or apply for unemployment insurance while on leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

It is unlawful to interfere with, restrain, or deny the exercise of any right provided under the FMLA. People 2.0 shall not retaliate in any way against any person that attempts to exercise her rights under the FMLA.

#### **Military Leave**

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a “serious injury or illness”. Please note that the term “serious injury or illness” is not the same as or synonymous with the term “Serious Health Condition”.

Employees should contact their Staffing Representative for more information or questions about military leave.

### **Jury Duty**

People 2.0 will comply with all applicable laws regarding jury duty service and absences from work. If applicable, employees may use any available vacation time during periods of unpaid jury duty.

If applicable law requires People 2.0 to provide time off to fulfill jury duty, employees must show the jury duty summons to their Staffing Representative as soon as possible so arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

### **Time Off to Vote**

People 2.0 believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her with time off while polls are open, will be granted reasonable unpaid time off in order to vote. Employees should request time off from their Staffing Representative at least 48 hours prior to Election Day.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify People 2.0 or The Drexel Group, Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, an employee should notify The Drexel Group, Inc.

### **Personnel Records Request**

Employees or a designated agent of the employee may request to inspect his or her own employment record. People 2.0 will make these records available during regular business hours. Requests to inspect employee records must be made at least 48 hours in advance. If an appointment is requested for a designated agent to inspect the employment record, the employee must make that designation in writing. Copies of personnel records will be provided according to applicable state laws.

### **Substance Abuse Policy**

People 2.0 maintains a “zero-tolerance” policy toward illegal drugs and the use of alcohol during or prior to scheduled work hours. Substance abuse has a negative impact on an employee’s work and personal life, and it affects our ability to provide quality service to clients. It can cause poor work performance, decrease productivity and can create safety hazards. That is why People 2.0 is committed to a Drug-Free Workplace.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance, legal substance that can cause impairment (“Impairing Substance”), or alcohol on the premises of The Drexel Group, Inc., People 2.0, or its clients, or while performing any People 2.0 job duty is strictly prohibited.

Reporting for work or performing any job duty under the influence of alcohol or any illegal substance is likewise prohibited.

Company rules regarding alcohol use and illegal drug and Impairing Substance activity include times when an Associate is involved in a work-related or company-sponsored event, even if it is at a non-work location or outside of normal work hours. People 2.0 will not knowingly employ an individual actively involved in any illegal activity on or off the job.

Abuse or misuse of prescription and over-the-counter drugs or impairing substances is also prohibited. Associates using drugs for a medical condition must inform a The Drexel Group, Inc. Representative. No employee may work if any such drug or substance is or will affect physical or mental abilities, or have side effects which affect job performance or the safety of the employee or others. Associates may bring to work and take prescription drugs at work only if the drug has been prescribed by a doctor, is being taken in accordance with that doctor's instructions, and has not, or will not, cause the Employee to be impaired or subject the employee or others to danger or injury. To enforce its drug and alcohol policy, People 2.0 reserves the right to require any Associate to submit to drug or alcohol testing at any time, without notice, as permitted by law. As permitted by law, a drug test is also required immediately after every on-the-job accident and any time there is reasonable suspicion that an Associate may be under the influence of drugs or alcohol. Some job assignments may require an additional drug test required by a Client or particular job assignment.

No job offer will be extended to applicants who test positive and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will be removed from any Client job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to have the same specimen, or a specimen taken at the same time, re-tested by an independent, certified laboratory at their own expense. If the laboratory test is negative, the cost of the re-test will be reimbursed and the Associate will be reinstated with no disciplinary record.

People 2.0 encourages those who use drugs, or use alcohol to excess, to seek professional help.

### **Background Checks**

People 2.0/The Drexel Group, Inc., may conduct a comprehensive review of your background and generate an investigative consumer report and/or caregiver background investigative report to aid in consideration of your employment or assignment application.

### **Workplace Violence**

People 2.0 is committed to preventing workplace violence and to maintaining a safe work environment. People 2.0 has adopted the following guidelines to deal with threats of (or actual) violence that may occur during business hours or on its premises.

All employees, visitors, clients, Affiliates, etc., should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Employees may not possess firearms, weapons, or explosives, concealed or otherwise while on duty or on the premises of People 2.0, The Drexel Group, Inc. or any Client worksite. If, however, state law permits an employee to have a firearm or other weapon on a work premises, the employee, **PRIOR TO BRINGING ANY SUCH FIREARM OR WEAPON ONTO A WORK PREMISES**, must notify People 2.0 that the employee has a permit to have such a firearm or weapon, and demonstrate to People 2.0 that the employee has satisfied all conditions required to carry such a firearm or weapon. People 2.0 reserves the right, within applicable law, to deny employment to any person who has on his/her person a firearm or weapon. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an employee's Staffing Representative. This includes threats by employees, as well as threats by Affiliates, clients, vendors, solicitors, or other members of the public.

People 2.0 and The Drexel Group, Inc. will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, People 2.0 may suspend employees, either with or without pay, pending investigation.

### **Use of Technology**

Our Clients maintain their information and communications systems, including, without limitation, computers, laptops, networks, internet facilities, email, voice mail, and telephones, as well as connectivity with devices that may be owned by Associates (such as mobile phones), at great expense to facilitate their business. The following policies are applicable to those systems:

- Use of these systems is a privilege, not a right, and our clients reserve the right to govern, monitor, and restrict use in any way it deems appropriate. The equipment, services, and technology provided Associates remain at all times the property of our clients.
- The systems are provided for business purposes only. While nominal personal use is inevitable (for instance, to call home in an emergency), such use must be kept to a reasonable (and in most cases, a minimal) level, and employees must exercise good judgment in not using the systems excessively or for inappropriate purposes (for example, socializing, promoting personal business, proselytizing, sending chain messages, or accessing information which Associates do not have a legitimate job-related need to know). People 2.0 and our Clients reserve the right to determine whether use is reasonable or appropriate. Under no circumstances may an Associate use the systems for a purpose that is or is intended to be harmful or disruptive, that interferes with their work or someone else's work, or that violates People 2.0's or our client's policies. Use of the systems for any illegal purpose is prohibited, as is using information or other property belonging to another in violation of trademarks, patents, or copyrights, or software license agreements.
- Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in Company computers or personal computers used for Company business, or on the Company's voicemail system may be accessed by the Company at any time without prior notice. Client systems are not private, and Associates have no expectation of privacy when using them. Use can be tracked, monitored, recorded, intercepted, and otherwise seen or heard by others without their knowledge or permission, and our clients reserve the right to do so at any time. For instance, if Associates access the Internet, the sites visited can be tracked.
- An employee should only access the libraries, files, data, programs, and directories that are related to their own work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Company or Client, or improper use of information obtained by unauthorized means, is prohibited. Employees should not send e-mail or other communications that either mask their identity or indicate that someone else sent them. An employee should never access any technical resources using another employee's password.
- Subject to the applicable law, and the Company's Social Media Policy, sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, pornography of any kind, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, HIV-positive status, possession of the sickle-cell anemia genetic trait, as well as any other category protected by federal, state, or local laws. Notwithstanding anything stated in this policy, communications relating to work conditions, employee complaints, and any type of activity protected under state or federal labor laws, including concerted protected activities, are not restricted by this policy.

- The Company does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Company reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.
- Use of the systems to view, receive, download, store, create, display, or transmit obscene, pornographic, or offensive material (whether written, verbal, graphic, or otherwise), or to illegally discriminate against or harass others (see the equal employment opportunity policies) is prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

### **Electronic Devices Use**

While at work, employees are expected to exercise the same discretion in using personal cellular phones, PDAs, and other handheld electronic devices as is expected for the use of all Company devices and equipment. In the remainder of this policy, these devices are collectively referred to as "handheld devices." Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than a few per day as needed. Employees are, therefore, asked to use these handheld devices on non-work time and to ensure that friends and family members are aware of the Company's policy. Flexibility will be provided in circumstances demanding immediate attention. The Company will not be liable for the loss of handheld devices brought into the workplace.

To maintain the security of the Company's premises and systems, the Company prohibits unauthorized photography, audio or video recording of its employees, confidential documents, or customers. Thus, you are strictly prohibited from using a PDA or other recording device to record audio and/or video in the workplace.

Employees may not use a cell phone, PDA or any other handheld device in a manner that violates the Company's Unlawful Harassment policy, Equal Employment Opportunity policy, or other Company policies. Employees may not use a cell phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

Employees are expected to refrain from using their handheld devices (whether personal or Company purchased) while driving in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees may not use any handheld device while driving. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

### **Company Property**

All items of work produced by Associates in the course of their employment with People 2.0 are considered the sole intellectual property of the client requesting the work. There is no condition or situation that will allow an Associate to take company property for personal use. The repercussions of such actions can ruin the company's reputation and cause irrefutable damage.

### **Non-Disclosure and Confidentiality**

People 2.0 Associates may receive or have access to confidential and proprietary information of People 2.0, The Drexel Group, Inc. or one of their clients ("Confidential Information"). Among many other things, Confidential Information includes information on products, release dates, prices or rates, inventories, customers and customer locations, security systems, personnel, contracts, business and personnel files and records. Customer names, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information is all strictly confidential. As a condition of continued employment, all Associates must agree to protect all Confidential Information. Associates are to treat any information

obtained while working for People 2.0, in association with The Drexel Group, Inc. or in any client assignment as confidential and may not be disclosed to any other party, even another People 2.0 Associate.

Disclosure of Confidential Information is a policy violation that will result in disciplinary action, including possible dismissal.

### **Conflicts of Interest**

A conflict of interest exists when an employee has a personal financial interest or a financial interest relating to a family member. Such conflicts may impair that person's objectivity in decision making; create a bias or an unfair competitive advantage. People 2.0 and its affiliates will be sensitive to conflicts of interest and proactive in their efforts to identify and eliminate such conflicts. All conflicts of interest will be disclosed to the client(s) and/or vendors(s) involved.

Annually, People 2.0 and its affiliates will review its relationships with vendors, client's competitors and regulatory agencies, and the relationships of their respective employees, to identify conflicts of interest.

Employees are not permitted to accept personal gifts of material value, or to allow payment of any personal, living or entertainment expense by any person or organization currently doing business with or seeking to do business with People 2.0 or an Affiliate staffing company, unless such a gift or payment has been officially approved by the client company involved. People 2.0 and its Affiliates do not give personal gifts to, or pay expenses for any individual employee of any vendor or client with whom the company does business or seeks to do business.

If or when conflicts of interest arise, the executive management of all companies involved must be promptly notified. Management representatives will work together to identify an appropriate resolution, which may involve removing the individual(s) with a conflict of interest from any involvement with the company or individual where the conflict lies.

### **Social Media Participation and Conduct off the Job**

People 2.0, our Affiliates and Clients have a duty to protect themselves from unauthorized disclosure of information and from comments that may be detrimental to People 2.0, our Affiliates and our Clients in the company's judgment. This social media participation policy includes rules and guidelines for social networking authorized by People 2.0, as well as personal social networking. The policy applies to all employees of People 2.0, and all executive officers, board members, and management.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, Affiliates or Clients, as well as any other form of electronic communication, including, but not limited to, video or wiki postings, sites such as Facebook and Twitter, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Company (referred to collectively as "Social Media" or Social Networking").

The same principles and guidelines found in the Company policies apply to an employee's activities online. Ultimately, the employee is solely responsible for what he or she posts online. Risks and rewards that are involved must be carefully considered before posting online. An employee's conduct that adversely affects his or her job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

The Company respects the right of employees to write blogs and use Social Networking sites and does not want to discourage employees from self-publishing and self-expression and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Employees must carefully read these guidelines, the Company's other policies including, but not limited

to, the Conflicts of Interest Policy, Confidentiality Policy, Use of Electronic Devices Policy, Use of Technology Policy and Unlawful Harassment Policy, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

The Company expects all guest bloggers to abide by all rules and guidelines of this policy. The Company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The Company also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

#### Using Social Media at Work

Employees must refrain from using social media while on work time or on equipment the Company provides, unless it is work-related as authorized by the employee's manager or consistent with the Company Equipment Policy. Employees are not to use the Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

No temporary employees are authorized to modify content for the Company's blog located on [www.people20.com](http://www.people20.com) and/or the social networking entries located on the Company's web site. All employees must identify themselves as employees of the Company when posting comments or responses on the employer's blog or on the social networking site.

#### Guidelines

- a. Employees are expected to be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Company, Affiliate or Client, keeping in mind that the employee is requested to resolve work-related complaints by speaking directly with his or her co-workers or supervisors than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they are to avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that disparages customers, members, employees, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.
- b. Employees must always be honest and accurate when posting information or news, and if a mistake is made, it must be corrected quickly. Employees must be open about any previous posts they have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors that they know to be false about the Company, fellow employees, members, customers, suppliers, people working on behalf of the Company, or competitors.
- c. Employees must be careful to maintain the confidentiality of Company trade secrets, copyright, and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- d. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- e. Employees must not create a link from their blog, website, or other social networking site to a Company website without identifying themselves as a Company employee and securing prior authorization from the Company.
- f. An Employee must never represent themselves as a spokesperson for the Company without prior, written authorization. If the Company is a subject of the content an employee is creating, he or she must be clear and open about the fact that he or she is an employee and that their views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If an employee publishes a blog or post online related to the work

they do or subjects associated with the Company, it must be made clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Company."

- g. Be careful not to post or use a picture or likeness of a manager, supervisor, co-worker, vendor or customer without that individual's express advance permission.
- h. Employees are cautioned that they should have no expectation of privacy while using the Internet. Employees' postings can be reviewed by anyone, including the Company. The Company reserves the right to monitor comments or discussions about the Company, its employees, clients and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. The Company may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and Social Networking sites.
- i. The Company reserves the right to use content management tools to monitor, review or block content on Company blogs that violate Company blogging rules and guidelines.
- j. The Company requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers or the HR department. Violations include discussions of the Company and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.
- k. The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- l. Employees engaging in use of Social Media, Social Networking and blogging activities are subject to all of the Company policies and procedures, including this Social Media Policy. **Violations of this policy or any other Company policies may result in disciplinary action, up to and including termination of employment.**

PLEASE NOTE THAT NOTWITHSTANDING ANYTHING CONTAINED IN THIS POLICY, EVERY EMPLOYEE SHALL MAINTAIN ALL RIGHTS AS GRANTED OR PROVIDED UNDER SECTION 7 OF THE NATIONAL LABOR RELATIONS ACT OR SIMILAR STATE LAWS (COLLECTIVELY, "NLRA"), AND NOTHING IN THIS POLICY SHALL RESTRICT OR AFFECT IN ANY WAY AN EMPLOYEE'S RIGHTS TO PARTICIPATE IN PROTECTED CONCERTED ACTIVITY OR OTHER ACTIVITIES PROVIDED UNDER THE NLRA. THE TERM "PROTECTED CONCERTED ACTIVITY" INCLUDES GENERALLY THE RIGHT OF AN EMPLOYEE TO DISCUSS THE TERMS AND CONDITIONS OF HIS OR HER EMPLOYMENT WITH ANOTHER EMPLOYEE OR AN OUTSIDE PARTY.

### **Termination of Employment**

To ensure orderly operations and provide the best possible work environment, People 2.0 expects employees to follow rules of conduct that will protect the interests and safety of all employees and People 2.0.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that are strictly prohibited and are grounds for immediate dismissal:

- Theft or inappropriate removal or possession of company or client property
- Falsification of timekeeping records, IDs, documents or false statements or misrepresentations during the application process
- 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

- Negligence or improper conduct leading to damage of Client-owned or Affiliate-owned property or endangerment of others
- Insubordination or other disrespectful conduct
- Sleeping on the job or purposely restricting the work output of other Associates
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, except as permitted by state law to possess a firearm under the conditions of such state laws (see discussion above).
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work area during the workday
- Unauthorized use of telephones or other client-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Refusal to participate in a Company sponsored investigation or requested drug-test

### **Disciplinary Action**

From time to time it is necessary to take disciplinary action, which may include written or verbal counseling, suspension, or other discipline up to and including discharge. Employment with People 2.0 is at will, therefore employees are not guaranteed that they will receive advance warning prior to any disciplinary action, or that discipline will be applied progressively (i.e. employees are not guaranteed verbal or written warnings prior to more severe discipline including discharge being applied).

### **Personal Business and Solicitation**

Soliciting during working hours and/or in working areas (including email) or at a time or place or in a manner that interferes with the work of another employee is not allowed. This includes, but is not limited to selling merchandise, tickets, or services, collecting funds, obtaining signatures, or any other private solicitation of any kind.

### **Working for a Client**

Some Clients may offer an Associate long-term employment after they have worked in a temporary assignment for a certain time (usually 90 days). No Client promises to hire everyone who completes that time, and no Associate is guaranteed a job with any Client company.

The hiring of People 2.0 Associates is governed by a contract with each Client. If a Client wishes to hire a People 2.0 Associate, it must be arranged and/or approved through The Drexel Group, Inc. and People 2.0. If you are interested in a job with a Client, ask a The Drexel Group, Inc. manager for details.

## If You Get Hurt On The Job

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Report the accident to the Drexel Group office *immediately*.

**Call (717) 730-9841**  
**After Hours Emergency Number: (717) 649-9420**

### For Medical Treatment, See

Work Net  
6108 Carlisle Pike, Ste. 104  
Mechanicsburg, PA 17055  
717-691-9560

Work Net - Swatara Square  
6301 Grayson Road  
Harrisburg, PA 17111  
717-920-5910

*Concentra*  
4910 Ritter Road  
Mechanicsburg, PA 17055  
717-795-1819

*Concentra*  
4400 Lewis Road, Suite G,H  
Harrisburg, PA 17111  
717-558-6708

Orthopedic Surgeons of Central PA  
99 November Dr.  
Camp Hill, PA 17011  
717-761-8644 or 717-901-8000

Gamber Chiropractic  
304-A St. Johns Road  
Mechanicsburg, PA 17055  
717-737-4164

Schein Eyes  
2509 North Front Street  
Harrisburg, PA 17110  
717-233-3937

### Emergencies Only:

Harrisburg Hospital  
Front Street  
Harrisburg, PA 17111  
717-782-3297

Holy Spirit Hospital  
503 N. 21<sup>st</sup> Street  
Camp Hill, PA 17011  
717-763-2100

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## If You Suspect

- o Fraud
- o Drug Use
- o Unsafe Conditions
- o Theft
- o Illegal Activity
- o Contract Violations
- o Improper Behavior

Call People 2.0 HQ anonymously at **888-270-3579**. (Leave a recorded message anytime)

# Associate Receipt of Handbook

This receipt certifies that I have received a copy of the People 2.0 Associate Handbook. I understand that the Handbook is NOT A CONTRACT OF EMPLOYMENT, that my employment is “at will,” and that People 2.0 has a right to change, create or delete its policies and benefits at any time, with or without advance notice.

I acknowledge and agree that the People 2.0 policies and procedures contained in the Associate Handbook apply to my employment and that I am obligated to follow and comply with such policies and procedures as a condition of my employment. I understand that it is my individual responsibility to read and comply with these policies and that these policies are subject to change without notice.

I understand that the most current versions of policies and procedures are located on the Drexel Group, Inc. website ([www.thedrexelgroup.com](http://www.thedrexelgroup.com)) and I understand it is my responsibility to review the Associate Handbook located on the website and to review periodically the online Associate Handbook for any changes. By executing below, I confirm that I routinely have access to the internet and that I can access the Associate Handbook from the website set forth above. I also agree that being provided access to the Associate Handbook as described herein constitutes receipt of the Associate Handbook.

I further understand that I should consult with my Staffing Manager or the Human Resources Department regarding any questions I may have regarding any policy or procedure in the Associate Handbook. I have had the opportunity to ask questions before signing, and all explanations have been in language I understand.

By accepting a job offer I am agreeing to abide by People 2.0 employment policies. If I fail to comply with company policies and procedures, I understand that my employment may be jeopardized or terminated without warning.

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Print Name

\_\_\_\_\_  
Date