

FIELD EMPLOYEE HANDBOOK

Section 1 – Welcome to Wilson Employment Networks, LLC

INTRODUCTION TO THE HANDBOOK

We are pleased to provide you with a copy of our Field Employee Handbook. It has been prepared to acquaint you with our policies, procedures and benefits for field employees. The policies, procedures and benefits described in this Handbook will provide you with useful guidelines. They are presented solely for informational purposes. They are not terms or conditions of employment and the Handbook is not an employment contract or a guarantee of placement in any position(s). No employee is hired for any specified term or duration or pursuant to any contract of employment. Rather, your employment is at-will, and may be ended by the Company at any time and for any reason just as you may terminate your employment for any reason you see fit.

We believe it is in the best interest of both Wilson Employment Networks and our field employees that there is flexibility in the administration of policies and procedures. Therefore, the Company reserves the right at any time and without notice to revise, change, or eliminate any policy or benefit described in the Handbook.

Wilson Employment Networks also provides various benefits to its field employees depending upon the extent of their employment. These benefits typically include the benefits summarized in this Handbook. Wilson Employment Networks reserves the right to change, revise or to eliminate any and all of these employment benefits at any time. The Company, or its designated administrator, also has the exclusive authority to construe and interpret the terms and provisions of this Handbook and to determine all questions of eligibility for any benefits described in the Handbook.

This Handbook supersedes any and all prior manuals, handbooks and policies.

WELCOME

Wilson Employment Networks, LLC is a values based employer. We seek and follow the best business practices in our industry. Our culture's foundation is: exceptional customer service, attention to detail, positive thinking, and honesty.

Our Field Employee Handbook represents Wilson Employment Networks, LLC's professional commitment and investment to this corporate and employment philosophy. If you should have any questions, please feel free to contact your Wilson Employment Networks, LLC Staffing Consultant or me.

“We become successful by assisting others to become successful.”

Sincerely,

Paul Wilson, President
Wilson Employment Networks, LLC

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OUR MISSION

The mission of Wilson Employment Networks, LLC is to develop partnerships with quality employers and positively impact the human resources of their organizations through strategic recruiting and Human Resources services.

We seek employer clients that value their employees as one of their greatest assets, provide safe work environments and opportunities for growth.

We seek candidates and employees that take pride in their work, and are looking for opportunities to develop their skills and successfully impact the productivity of our clients.

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EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wilson Employment Networks, LLC will be based on merit, qualifications and ability to perform the job with or without reasonable accommodation. Wilson Employment Networks, LLC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, marital status, veteran status, citizenship, age, disability, sexual orientation or any other characteristic protected by the law.

Wilson Employment Networks, LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for Wilson Employment Networks or the company where an individual would be assigned to work. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace – whether at our offices or your assigned work location – are encouraged to bring these issues to the attention of Paul Wilson, President of Wilson Employment Networks, LLC. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

DISCRIMINATION AND HARASSMENT

Wilson Employment Networks is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, marital status, status as a veteran, sexual orientation or any other protected status. Offensive or harassing behavior will not be tolerated against any employee whether it occurs in our office or at the workplace where you are assigned. This policy covers vendors, customers, employees or others with whom we work or who enter our workplace.

Offensive conduct or harassment of a sexual nature is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Anyone who believes he or she is being harassed or discriminated against is encouraged to report such behavior to your Staffing Consultant or directly to Paul Wilson, President of Wilson Employment Networks, LLC and to complete an Employee Grievance Report.

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A prompt investigation of your complaint will be conducted. All complaints will remain as confidential as possible. Retaliation is prohibited against employees who make complaints in good faith.

Discrimination, harassment and retaliation are considered forms of employee misconduct. Any employee who is determined to have committed discrimination, harassment or retaliation – whether at our offices or at an assigned workplace – or who fails to cooperate with a Company or client company's investigation of allegations of discrimination, harassment or retaliation will be subject to disciplinary action, up to and including termination.

IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new or rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility to work in the United States.

In accordance with this law, Wilson Employment Networks, LLC is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Wilson Employment Networks, LLC is built upon the principles of fair dealing and ethical conduct of all our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as the highest standards of conduct and personal integrity.

The continued success of Wilson Employment Networks, LLC is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees of Wilson Employment Networks, LLC are expected, at all times, to act in a way that will merit the continued trust of our customers and confidence of the public. Our field employees are among the most visible representatives of our Company as you work at your assigned locations throughout our community. Employees will refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Staffing Consultant or directly with Paul Wilson.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment or a decision that a field employee will not be offered any further assignments by Wilson Employment Networks.

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CONFIDENTIALITY AND NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Wilson Employment Networks, LLC. Such confidential information includes, but is not limited to, compensation data, administrative forms, internal policies and procedures, customer lists and preferences, and financial information. This confidential business information may also include business-related and other information our customers share with us or information you may use or become aware of during your work assignment.

All property, documents and/or trade secrets with which you come in contact while on assignment at client companies are considered confidential and the property of the client company. You are prohibited from copying, confiscating or disclosing any such material or information except as specifically authorized by the client company.

Employees who improperly use or disclose trade secrets or confidential business information – whether it belongs to Wilson Employment Networks, LLC or a client company – will be subject to disciplinary action, up to and including termination of employment or a decision that a field employee will be offered no further assignments by Wilson Employment Networks.

EMPLOYEE COMMUNICATIONS

Wilson Employment Networks, LLC is committed to maintaining a positive and pleasant environment in which to work and endorses communication channels between employees and our Staffing Consultants and other management to bring personnel closer together in understanding and purpose. If, as a field employee, you have any questions or concerns about your assignment or events happening there, we invite you to discuss those concerns with your Staffing Consultant or another member of management.

Despite our best efforts to be a conscientious employer, problems will occur. Wilson Employment Networks, LLC has established the following procedure for addressing work-related issues:

1. Discuss the issue with your Staffing Consultant. In most cases, issues can be resolved in these initial stages.
2. Should the issue remain unresolved after discussing it with your Staffing Consultant, you should address the issue with Paul Wilson, President of Wilson Employment Networks, LLC.

Not every issue will be resolved to what an employee feels is a satisfactory solution. However, every attempt will be made to present an appropriate response to an issue.

Other methods of communication will be in one-on-one conferences or staff meetings. Notices regarding employee activities, special internal programs, organizational changes, and other internal company news will be generated through memos and/or meetings with Paul Wilson.

While no procedure can result in every concern being resolved to your satisfaction, as we noted

above, Wilson Employment Networks values your input and you should feel free to raise issues of concern.

PUBLIC INFORMATION

Requests for information to be released to any media or other public source must be referred to Paul Wilson, President of Wilson Employment Networks, LLC.

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EMPLOYEE CONDUCT AND WORK RULES

Field employees are expected to conduct themselves in a professional and responsible manner at all times and to adhere to the policies and procedures established by Wilson Employment Networks, LLC and the client to which they are assigned for work. The reason for disciplining an employee would ordinarily be some form of inappropriate conduct or violation of policy such as those outlined in this policy. The form of discipline could range from, but not be limited to, verbal or written warnings, probation, suspension, denial of further assignments, or immediate termination of employment. The severity of discipline would be determined at Wilson Employment Networks, LLC's sole discretion based on the circumstances.

To ensure orderly operations and provide the best possible work environment, Wilson Employment Networks, LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees, Wilson Employment Networks, LLC and our clients.

The following list is not meant to be all-inclusive and may also be supplemented by work rules provided by a client company which are specific to a particular assignment. It is not possible to list all the forms of conduct that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct – whether they occur in the Wilson Employment Networks offices or a client's workplace – that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal/possession of Wilson Employment Networks, LLC or client property
- Falsification of time sheets or paid time off logs
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, use of or impairment by alcohol or illegal drugs in the workplace or while on duty
- Fighting or threatening conduct in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-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 weapons, in the workplace
- Excessive absenteeism or tardiness, or any absence without notification
- Unauthorized or inappropriate use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of Wilson Employment Networks, LLC or customer business “secrets” or confidential information
- Violation of Wilson Employment Networks, LLC or our client company's personnel or safety policies
- Unsatisfactory performance or conduct

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SMOKING

In keeping with Wilson Employment Networks, LLC's intent to provide a safe and healthy work environment, smoking is prohibited throughout our workplace. Employees who do smoke are expected to do so outside of the office out of public view. When on assignment, you are expected to follow the smoking policy of our client companies.

WORKPLACE THREATS/VIOLENCE

Threats, threatening behavior, or acts of violence by or against employees, visitors, guests or other individuals by anyone on Wilson Employment Networks, LLC's or our client company's property will not be tolerated. Violations of this policy by employees will lead to disciplinary action which may include termination of employment, denial of any future assignments by Wilson Employment Networks, and the filing of charges, if appropriate.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Wilson Employment Networks, LLC's or our client company's property shall be removed from the premises as quickly as safety permits, and shall remain off Wilson Employment Networks, LLC's and the client company's premises pending the outcome of an investigation. Wilson Employment Networks, LLC will initiate an appropriate investigation and response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment or assignments, and/or criminal charges against the person or persons involved.

No existing policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All employees are responsible for notifying their Staffing Consultant of any threats which they have witnessed, received or been told that another person has witnessed or received, whether at Wilson Employment Networks or a client company's workplace. If your Staffing Consultant is unavailable, employees must notify Paul Wilson. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on the premises or is connected to employment with Wilson Employment Networks, LLC or one of our client companies. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Any employee who applies for or obtains a protective or restraining order which lists Wilson Employment Networks, LLC's or a client company's location(s) as being a protected area, must provide a copy of the temporary or permanent protective or restraining order which is granted to Wilson Employment Networks, LLC. Wilson Employment Networks, LLC understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the employee.

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In addition, under no circumstances is an employee to bring any weapon or firearm onto Wilson Employment Networks, LLC's or a client company's property or premises, whether authorized by permit to carry a firearm or not and whether or not the firearm is concealed. This Wilson Employment Networks policy supercedes any less restrictive client company policy on this topic. Violation of this requirement may result in immediate termination of employment or denial of further job assignments.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Wilson Employment Networks, LLC expects employees to be reliable and punctual in reporting for scheduled work.

If you cannot attend work for any reason or you are going to be late, we require that you contact us as early as possible or at least one hour before your scheduled work time. If on a previously scheduled assignment, you must also comply with the client company's policy regarding reporting absence or tardiness. Wilson Employment Networks has voice mail on 24 hours a day. You are required to arrive at work on time, return from lunch on time and work the scheduled hours of the client company. To schedule any personal time off, you must notify us at least two weeks in advance.

Poor attendance and tardiness as well as failure to notify Wilson Employment Networks or a client company of absence or tardiness are disruptive of business operations. Any of this conduct may lead to disciplinary action, up to and including termination of employment or denial of future assignments.

SAFETY ORIENTATION

It is each employee's responsibility to assist in maintaining a safe and healthy work environment. Ensuring common walkways are kept clear of obstacles and spills are cleaned up promptly are just examples of ways to fulfill this responsibility. In addition, if you feel something is unsafe in the office or on the property, promptly notify Paul Wilson.

Wilson Employment Networks, LLC is committed to the safety of its employees. We complete a safety tour of all work environments before placing our field employees. The following information is to assist you in understanding the safety procedures and equipment you may find available to you and/or required of you at each of our client work sites.

Personal Protection Equipment, also known as P.P.E., is equipment that you may be required to use or wear when performing your job at the work site. This equipment is designed to protect you from injury. Some examples of P.P.E. are: dust masks, earplugs, steel toe shoes, safety glasses, gloves and hardhats.

Material Safety Data Sheets may be available to you at our client work sites. The information on these sheets informs you of hazardous materials that are present on the work site and all materials are labeled as to their specific hazards and requirements for proper handling. It is essential that you comply with this information.

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Lock Out Tag Out is a procedure used to disable machinery or equipment that is being worked on or repaired. There will be a tag and a lock present, which should keep you from turning the machine or equipment on. If you see a tag or a lock on or around a machine, do not touch or operate it. Contact your supervisor if you have any questions.

Once you arrive at the work site, you may receive information on evacuation procedures, location of fire extinguishers and any other specific safety information relevant to that work site.

Dress Code: No loose hair, clothing, jewelry or open toed shoes are allowed. Field employees are expected to comply with the client company's dress code. If you are uncomfortable with that dress code, please contact your Staffing Consultant.

In case of injury, you are required to contact Wilson Employment Networks, LLC within 24 hours or as soon as possible. We are your employer and provide your workers' compensation insurance. In order for this insurance to cover you effectively, we must report detailed and accurate information to our insurance company and the State in a timely manner. Wilson employment Networks, LLC may require a post-accident drug test of all covered persons near the scene following an on-the-job accident or incident.

Your safety is important to us. You are expected to comply with all safety requirements associated with your work regardless of your work location. If you feel that the environment you are working in is unsafe, contact us immediately.

DRUGS & ALCOHOL POLICY

I. OBJECTIVE

This policy establishes guidelines to provide a safe, healthy and secure work environment for employees and other individuals doing business with Wilson Employment Networks, LLC..

II. SCOPE OF POLICY

All individuals are subject to this policy while they are in facilities or on property owned, controlled or operated by Wilson Employment Networks, LLC or on assignment at a clients location or property.

III. PROCEDURES

It is the policy of Wilson Employment Networks, LLC, to strictly prohibit the manufacture, distribution, dispensing, possession, use and/or sale of a controlled substance, including any of the following items by any individuals while on assignment for Wilson Employment Networks, LLC:

- Illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) and any other chemical substances that may affect an individual's mood, senses, responses, motor functions or alter or affect a person's perception, performance, judgment, reactions or senses.

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- Prescription or over-the-counter drugs that may adversely influence performance or behavior when taken in prescribed quantities.
- Drug-related paraphernalia.

It is also the policy of Wilson Employment Networks, LLC, to strictly prohibit employees and others working on Company premises from reporting to work or working under the influence of detectable levels of unauthorized or illegal drugs and/or alcoholic beverages.

IV. DEFINITIONS

Area testing is the testing of all covered persons present at a location or in a geographic area.

Covered persons are all persons who are in facilities or on property owned, controlled or operated by the Company and its clients.

Company doctor is any licensed physician designated by the Company to act on its behalf. The Company doctor will review any positive laboratory results generated by the Company's drug testing plan and assist the Company in interpreting the results on the drug test.

Covered premises includes all property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks and all other vehicles and equipment, whether owned, leased, rented or used by the Company, including its affiliates and subsidiaries.

Company premises shall also refer to all customers' properties and any other work locations, or mode of transportation to and from those locations, while engaged in the course and scope of employment with Wilson Employment Networks, LLC, and/or its subsidiaries.

Drug-related paraphernalia is any material or equipment used or designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body any illegal or unauthorized drugs covered by this policy.

Drugs, for the purposes of this policy, include alcohol, legal and illegal controlled substances, narcotics, hallucinogens, depressants, stimulants, inhalants and other substances capable of creating or maintaining effects on one's physical, emotional or mental state, such as marijuana, cocaine, opiates, phencyclidine and amphetamines. Any such drugs may be included in the testing program.

Illegal drugs are drugs for which the use, sale or possession is prohibited by law.

V. TESTING PROGRAM

To meet the objectives of this policy, Wilson Employment Networks, LLC will maintain a drug-testing program that includes the following.

- Notification.

The testing program was implemented and has been in effect since July 1, 2007.

- For-cause testing.

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When a supervisor observes behavior or performance problems that could adversely affect an individual's personal safety or the personal safety of others, the supervisor, with the concurrence of another supervisor, will notify a Staffing Consultant or the President to determine whether a drug test for cause should be conducted.

If a drug test for cause becomes necessary for an employee, the employee will be immediately suspended with pay until a full evaluation has taken place and an appropriate course of action is determined. No prior notice is required to test for cause.

- Post-accident testing.

The Company may require a post-accident drug test of all covered persons near the scene following an on-the-job accident or incident. Covered persons may be suspended with pay until a full evaluation has taken place and an appropriate course of action is determined.

- Area testing.

The Company may also conduct an area test. An area test may be used where there is an indication that drugs may be in use or there is a potential for damage caused by drug use.

- Confirmation test.

1. A confirmation test will be conducted on every positive test result before the testing laboratory notifies the Company. A confirmation test is a test conducted with greater sensitivity for the identification and level of any drug (except alcohol) present in the original sample provided.

2. Testing for alcohol generally will be through a calibrated breath scan instrument by a person trained in the calibration and operation of the instrument. If the instrument detects a blood alcohol level greater than .02, the employee will be tested again 15 minutes later. If the second test also detects a blood alcohol level greater than .02, the employee will be considered impaired.

3. The effects of the various blood alcohol levels are:

a) An alcohol test of .02 but less than .08 will result in removal from the work site for 24 hours and a minimum of a one-day suspension without pay.

b) An alcohol test at .08 or above will be considered a drug test failure with discipline to be determined on a case-by-case basis.

Nothing in this policy limits the Company's rights to determine what disciplinary action, including termination, is appropriate in the event any level of alcohol is found.

- Testing procedures.

1. If an employee's drug test result is confirmed to be positive (in excess of the levels established by applicable federal or state regulations or Company standards), the testing laboratory will notify the Company of the test result.

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2. The Company doctor or other Company representative may contact the employee to determine whether there is a legitimate explanation for the confirmed positive test result.

3. Only those persons with a “need to know” will be provided information regarding a drug test and/or its results, consequences and status.

Nothing in these procedures or this policy in any way limits the Company's right to take disciplinary action, including termination, as a result of a confirmed positive drug test of an employee.

- Refusal to test.

Any individual refusing to be tested will be deemed to have failed the drug test and will be removed from Company or Client premises. Employees will be subject to disciplinary action, up to and including termination of employment.

VI. SEARCH OF COMPANY PREMISES

The Company reserves the right to conduct searches of all covered premises at any time and employees are required to cooperate with such search.

VII. MANDATED DRUG TESTING

Federal law and regulations require specific drug testing for certain categories of employees. The Company will comply with all such federally mandated testing, including conducting:

- For cause.
- Post-accident testing.

VIII. GENERAL PRACTICES

Company and management responsibility:

Every supervisor is required to provide a safe and effective working environment and to support the well being of each employee through awareness, education and appropriate training of drug and alcohol issues.

Disciplinary action:

Employees violating this policy will be subject to disciplinary action up to and including termination. Under this policy, all such disciplinary action, other than a temporary, indefinite or paid leave of absence, requires and approval by a Staffing Consultant or President before implementation.

Employees charged with or convicted of an unlawful drug activity:

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Any employee who is convicted of an activity involving an illegal drug either on or off Company premises is in violation of this policy. Any employee who is convicted under a criminal drug statute must notify the President of Wilson Employment Networks, LLC, in writing of such conviction no later than five calendar days after the conviction. In deciding what disciplinary action to take, the Company may take into consideration:

- ◆ The nature of the offense charged.
- ◆ The safety requirements of the employee's present job assignment.
- ◆ The employee's record with the Company.
- ◆ The employee's statement of facts.
- ◆ The disposition of the charge.
- ◆ The impact of the offense on the Company and other relevant factors.

The Company may take disciplinary action before and/or after final disposition of the charges.

Leaving the work site:

The Company will arrange transportation for any employee who feels that they may be impaired from the use of drugs or alcohol.

Medication:

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, Wilson Employment Networks, LLC will make reasonable efforts to accommodate the limitation.

On-the-job drug use, sale, possession or distribution:

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Company or Client premises, performing Company-related duties, or while operating any Company or Client equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

The moderate use of alcohol at Company approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy. Limitation: To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

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ELECTRONIC SYSTEMS POLICY

Due to the advances in technology and the frequency with which Wilson Employment Networks, LLC and our client companies conduct business via electronic systems, the following policy was established to clearly define the use of Wilson Employment Networks and client equipment and internet access and use.

Computers, E-mail, voice mail, internet access, software, etc. are the property of Wilson Employment Networks or our client(s); these resources are furnished to employees for business use only. These electronic systems are not for private or personal use and are subject to monitoring by the client as well as Wilson Employment Networks. Employees do not have privacy rights to the contents of E-mail or voice mail messages and Wilson Employment Networks and the client have the right to review, audit, intercept and disclose all matters sent over all of their systems and equipment.

E-mail and the internet may not be used to solicit others for commercial ventures unrelated to your work at Wilson Employment Networks or the client company, religious or political causes, outside organizations or other non-business matters.

The use of any electronic systems for unlawful, defamatory, obscene or other abusive or inappropriate communications or use is prohibited and subject to disciplinary action up to and including termination of employment or denial of future assignments.

USE OF PHONE AND MAIL SYSTEMS

Employees should practice discretion when making personal calls during their normal work hours. The use of client phones for personal calls should be limited to making or receiving calls for emergency purposes only. While this policy may be loosened by the client company, both Wilson Employment Networks, LLC and the client companies reserve the right to audit phone usage, bills and other records to assess usage. Employees who make personal calls may be required to reimburse Wilson Employment Networks or the client company for any charges resulting from their personal use of the company telephone.

Cell phones are for personal convenience and can be disruptive to the work environment. Employees are required to have their cell phones in the silent mode during working hours at Wilson Employment Networks and client companies, to restrict outgoing calls to lunch or break periods and to limit the duration of all personal calls. If a client company has a more restrictive cell phone policy, you are expected to adhere to that policy while working for the client.

CHANGE IN PERSONAL STATUS

Employees must notify Wilson Employment Networks, LLC if they have a change in name, address, telephone number, marital status, dependents, emergency contact information, etc. It is essential that such changes be reported immediately since payroll deductions or employment records may be affected.

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ACCESS TO PERSONNEL FILES

Wilson Employment Networks, LLC maintains a personnel file for each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary increases, information regarding assignments, and other employment records.

Personnel files are the property of Wilson Employment Networks, LLC and access to the information they contain is generally restricted.

With reasonable advance notice, employees may review their own personnel files. Employees are free to add to or rebut information contained in their files.

Employees or former employees may request a copy of their personnel file. Wilson Employment Networks, LLC charges a fee per page for copying and the file will be made available after payment of the required fee.

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image that Wilson Employment Networks, LLC presents to clients and visitors.

During business hours, employees are expected to dress appropriately and use their best judgment in their attire. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees who miss work or an assignment may not be compensated for the time away from work.

Field employees must comply with any specific dress code of the client company for whom you are working. In the absence of a specific policy at the client's workplace, Wilson Employment Networks expects field employee to apply the following standards to their attire:

For light industrial positions:

No rips, tears, holes or offensive words or graphics in or on shirts or pants. For safety: No loose hair, clothing, jewelry or open toed shoes at any time. Other specific requirements may be presented to you that are related to the specific position to which you are assigned; you are expected to comply with these specific requirements.

For professional positions:

Women are expected to wear a pressed suit or skirt and blouse and dress shoes with hosiery.

Men are expected to wear a pressed suit or dress slacks, shirt and tie with sport coat.

For business casual positions:

Women may wear casual slacks (no jeans), shirt or sweater and shoes (no sandals) with hosiery or socks.

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Men may wear casual slacks (no jeans), with shirt or sweater and shoes with socks.

If you have any questions regarding appropriate clothing, speak with your Staffing Consultant or Paul Wilson.

SOLICITATIONS

Although Wilson Employment Networks, LLC is committed to the communities that it serves, no solicitation of employees or clients is permitted without first obtaining approval from Paul Wilson.

TRAVEL

If you are requested to drive from the employment site while on assignment, **do not do it**. We accept no liability for transportation to and from the work site or any other work-related transportation on a client's behalf. Please contact us immediately if this request is made of you.

RESIGNATION/TERMINATION

Employees who terminate their own employment with Wilson Employment Networks, LLC are asked to submit a written resignation to either their Staffing Consultant or Paul Wilson providing the effective date of that resignation as far in advance as possible. In order to provide continuity of business operations, Wilson Employment Networks, LLC would appreciate the professional courtesy of at least two weeks advance notice.

A Staffing Consultant will make every attempt to communicate with resigning employees in order to discuss their employment experience with Wilson Employment Networks, LLC. This dialogue would afford an opportunity to address concerns, questions or suggestions as to how we might improve our employee relations.

Since employment with Wilson Employment Networks, LLC is based on mutual consent, both the employee and Wilson Employment Networks, LLC have the right to terminate employment at will, with or without cause, at any time.

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Section 4 – Compensation Policies and Pay Day

EMPLOYEE CLASSIFICATION

It is the intent of Wilson Employment Networks, LLC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time; employees at Wilson Employment Networks remain at all times employees at will.

Your assigned position at the client company may be classified in any one of a number of ways. Your position will be classified and your wages paid in accordance with Wilson Employment Networks policy and practice, and Wilson Employment Networks arrangement with the client company.

Supplemental or Seasonal employees hired as interim replacements to temporarily supplement a client's workforce or to assist in the completion of a specific project. Employment assignments are of an expected duration and employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits such as workers' compensation insurance, Social Security and Medicare, but are ineligible to participate in other Company-sponsored benefit programs.

Full-time employees include both 1) salaried employees and 2) hourly employees who are scheduled to work a minimum of 40 hours per week on a consistent basis.

Part-time employees are hourly employees who are scheduled to work fewer than 40 hours per week on a consistent basis.

EMPLOYMENT CATEGORY

Exempt employees are all full-time or part-time professional employees who are paid on a salaried basis and who are not entitled to overtime.

Non-Exempt employees are all full-time, part-time, temporary, supplemental or seasonal employees paid on an hourly basis and entitled to overtime compensation under the Fair Labor Standards Act.

WORK SCHEDULES

Work schedules for field employees vary depending on the client assignment. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

LUNCH PERIODS

All field employees required to work five or more consecutive hours in a workday must take an unpaid lunch period of at least 30 minutes.

FIELD EMPLOYEE HANDBOOK

Section 4 – Compensation Policies and Pay Day

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be requested to work overtime hours by either Wilson Employment Networks or a client company. Any overtime work requested for Wilson Employment Networks must receive prior management authorization. Overtime assignments that are not covered by existing field employee assignments will be distributed as equitably as practical to all employees qualified and available to perform the required work.

Overtime is paid to all non-exempt field employees after 40 hours are worked in a week in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Any time off or leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Exempt employees are paid on a salaried basis and are not eligible for overtime compensation.

TIME SHEETS

Accurate recording of time worked is the responsibility of every field employee. Wilson Employment Networks, LLC must keep an accurate record of time worked in order to calculate employee pay and benefits, and accurately account for your time worked with our client companies. Time worked is all the time actually spent on the job performing assigned duties. The process for recording time may vary by your assignment; you will be instructed how to account for your time worked.

Altering, falsifying, or tampering with any time records or time off records, or recording time on another employee's time records – whether in the Wilson Employment Networks offices or one of our client company's workplaces – may result in disciplinary action, up to and including termination of employment.

It is the field employee's responsibility to sign their time sheets to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time sheet, both the field employee and the supervisor must verify the accuracy of the changes by initialing the time sheet.

Time sheets are due at the Wilson Employment Networks offices by 9 AM on Monday. Late time sheets may impact the accuracy and availability of your paycheck.

PAY DAY

All field employees are paid every week on Friday for the hours worked during the previous week. Exceptions may be made to accommodate holidays. Paychecks are mailed on Wednesday as long as you have submitted your time card in a timely manner. If your time sheet was not received in time for payroll processing, you are required to pick up your paycheck between 9 AM and 3 PM on Friday.

FIELD EMPLOYEE HANDBOOK

Section 4 – Compensation Policies and Pay Day

METHOD OF PAYMENT

Employees are paid by check each payday.

DEDUCTIONS FROM YOUR PAY

The law requires that Wilson Employment Networks, LLC make certain deductions from employees' compensation. Federal income tax is withheld based on your completed Form W-4. Wilson Employment Networks, LLC must also deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Wilson Employment Networks, LLC matches the amount of Social Security and Medicare taxes paid by each employee.

FIELD EMPLOYEE HANDBOOK

Section 5 – Benefits

Wilson Employment Networks, LLC currently provides various benefits to its field employees depending on the extent of their employment. These benefits typically include the benefits summarized in this Handbook. However, Wilson Employment Networks reserves the right to change, revise, or to eliminate any and all of these employment benefits at any time. The Company, or its designated administrator, also has the exclusive authority to construe and interpret the terms and provisions of this Handbook and to determine all questions of eligibility for any benefits described herein.

In the event that there is any discrepancy between benefit terms listed in this Handbook and the benefit insurance policy or plan, the insurance policy or plan will govern. Plan benefits, vendors and contribution rates are subject to change at any time without notice at the discretion of Wilson Employment Networks, LLC, however, changes will be communicated to employees.

PAID TIME OFF (PTO)

Field employees are currently awarded forty (40) hours of PTO when they have successfully completed a minimum of 1600 hours of work within a period of 12 consecutive months. Eligibility for PTO and the wage to be paid for that PTO will be determined by Wilson Employment Networks in its sole discretion.

TEMPORARY HEALTH INSURANCE

Wilson Employment Networks currently provides information about and access to temporary health insurance to field employees. Field employees may participate at their own expense in this health insurance package subject to the terms and conditions of the insurance carrier.

SIMPLE PLAN

Wilson Employment Networks, LLC currently offers a SIMPLE savings plan to eligible field employees to assist them with savings for their retirement. Field employees who have worked a minimum of 3,920 hours for Wilson Employment Networks for a period of two (2) years are currently eligible to participate in the SIMPLE Plan. Wilson Employment Networks currently matches employee contributions to the SIMPLE Plan in an amount up to 3% of the employee's compensation; maximum contributions to the plan are set by law on an annual basis. Details of the SIMPLE Plan are described in plan documents. Please see Paul Wilson if you have any questions about this benefit.

WORKERS' COMPENSATION

Wilson Employment Networks, LLC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers injury or illness arising out of and in the course of employment. Subject to applicable legal requirements, workers' compensation insurance may provide benefits for medical costs and reimbursement for time lost from work.

Field employees who sustain work-related injuries or illnesses are required to inform their Staffing Consultant or Paul Wilson immediately. No matter how minor an on-the-job injury may appear, it is

FIELD EMPLOYEE HANDBOOK

Section 5 – Benefits

important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Temporary Alternative Duty will be provided, if at all possible, to field employees who are recovering from a workers' compensation injury and are unable to perform all the duties of a position to which they are regularly assigned.

SOCIAL SECURITY (FICA) AND MEDICARE

During your working years, the employee and employer pay Social Security and Medicare contributions. For complete eligibility information, contact the Social Security Office.

UNEMPLOYMENT COMPENSATION

Wilson Employment Networks, LLC contributes toward unemployment compensation insurance for all employees to provide a temporary source of income for individuals who have lost their jobs through no fault of their own. This benefit is intended to replace a portion of lost wages while an employee is looking for and unable to find suitable work. For complete eligibility information, contact the Unemployment Office.

If you have any questions about the policies contained in this Field Employee Handbook or presented to you by a client company, please see Paul Wilson.