

PROFESSIONAL LABOR SUPPORT
PROFESSIONAL, HEALTH & SAFETY HANDBOOK
2017

**DISCLAIMER OF CONTRACT OF EMPLOYMENT AND STATEMENT OF
AT-WILL EMPLOYMENT**

THE POLICIES CONTAINED IN THIS HANDBOOK HAVE BEEN VOLUNTARILY ADOPTED BY PLS, LLC OR THE “COMPANY”. THEY ARE NOT INTENDED AND DO NOT GIVE RISE TO CONTRACTUAL RIGHTS OR OBLIGATIONS AND MAY BE CHANGED BY THE COMPANY AT ANY TIME AT ITS SOLE DISCRETION.

UNLESS YOU HAVE A WRITTEN CONTRACT EXECUTED BY THE COMPANY’S CEO, YOUR EMPLOYMENT WITH PLS, LLC IS AT-WILL. YOU OR PLS, LLC MAY TERMINATE YOUR RELATIONSHIP AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT WARNING OR NOTICE.

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WELCOME MESSAGE

On behalf of your fellow Professionals, we welcome you to PLS and wish you every success here.

We believe that each Professional contributes directly to the PLS safety culture, as well as company growth and success. We hope you will take pride in being a member of our team. The pride we have in PLS and in the services we offer to our clients is the reason we are successful. I am sure you will feel the same pride as you embark on the challenges of your new role at PLS as a PLS Professional. A PLS Professional or “**PLS Pro**” is a highly skilled individual in their elected field and in representing PLS will provide exceptional, professional service to our clients. PLS considers skilled trades is a necessary aspect of society and promotes the education and development to support a PLS Pro’s career path.

PLS' intention is to provide a safe and stimulating work environment which enables Professionals to achieve optimum personal excellence, professional and financial success. The goal of PLS is to bring together safety minded individuals who, by safely working together as a team, can exceed expectations and reach previously unattained goals. The growth, development and ultimate success of this Company is dependent upon a reciprocal relationship of dedication, honesty, loyalty, earnest efforts and above all, communication between PLS and you, the Professional. We hope that your experience here will be not only challenging, enjoyable, and rewarding but a SAFE one as well.

Again, on behalf of PLS and its Professionals, Welcome!

PLS SAFETY POLICY LETTER

HEALTH AND SAFETY POLICY FOR
Professional Labor Support

The purpose of this policy is to develop a high standard of safety throughout all operations of Professional Labor Support.

We believe that each professional has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at PLS to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working Professional is responsible for the safety and health of those persons in their charge and co-workers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel.

WORK SAFE * WORK STRONG

INTRODUCTION

This Professional, Health & Safety Handbook ("The Handbook") sets forth the terms and conditions of employment of all US-based Professionals. Please understand that the Handbook is *not* intended to be a contract, express or implied, nor is it intended to otherwise create any legally enforceable obligations on the part of PLS, LLC or its Professionals. Employment at PLS is at-will. PLS reserves the right to terminate a Professional with or without cause, with or without notice at any time. Likewise, Professionals have the same right.

The purpose of this Handbook is to acquaint all Professionals with PLS's benefits and policies so that each person is familiar with what the Company expects of them and what they can expect of the Company. You will notice throughout this handbook we refer to client-company, the company, manager or supervisor. To clarify who is who – PLS Professional "PLS Pro" refers to the contracted Professional working at a client company and is employed by PLS. "Client-company" refers to any company PLS has been contracted by to provide labor support. The "Company" is in reference to PLS, and the term manager, unless specified, means PLS Manager. The title supervisor refers to the "client-company" Professional who directs the daily activities of any contracted PLS Pros.

Every Professional is encouraged to ask the Human Resources Representative or their immediate PLS Manager any questions regarding any benefits and policies. This Handbook describes the current benefit plans maintained by PLS. Professionals should refer to the actual plan documents if they have specific questions regarding the benefit plan. These documents are controlling. The plan documents are not contractual in nature and do not guarantee any continuation of benefits.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

Employment at PLS is at-will. Employment at-will means that the Professional or the Company can terminate the employment relationship with or without cause and with or without notice at any time. Nothing in this Handbook or in any document or statement by any Company Professional shall limit the right to terminate employment at-will. The Company also retains the right to change a Professional's position, salary or compensation at-will. In other words, the Company may demote a Professional or change his or her position with or without cause.

No one other than the CEO can enter into any agreement for employment for any specified period of time or make any agreement for employment contrary to the policy of at-will employment. Any such agreement must be in writing and signed by the CEO.

ACKNOWLEDGMENT OF RECEIPT

Each Professional will be asked to sign the "Receipt of Professional Handbook and Agreement for At-Will Employment" that appears at the end of this Handbook. A copy will be placed in your personnel file. You may request a copy from the Human Resources department.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This Handbook contains the employment policies and practices of PLS, LLC in effect at the time of publication. Obviously, it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question.

Undoubtedly, circumstances may require the Company to change its policies, practices, and benefits described herein from time to time. Accordingly, the Company reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other document, except for the policy of at-will employment, at any time. For this reason we urge you to check with your PLS Manager to obtain current information regarding the status of any policy or practice.

This Handbook replaces and supersedes all previous personnel policies, practices and guidelines.

EQUAL EMPLOYMENT OPPORTUNITY

PLS, LLC is firmly committed to a policy of equal opportunity for all applicants and Professionals. This means that PLS does not unlawfully discriminate as to any condition of employment including recruiting and hiring, promotion, compensation, benefits, discipline, termination and other employment actions. PLS's policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, religion, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, or any other consideration made unlawful by federal, state or local laws.

PLS's commitment applies to all persons involved in the operations of PLS and prohibits unlawful discrimination by any Professional of PLS, including the officers of PLS and co-workers. PLS expects all Professionals to show respect and sensitivity toward all other Professionals and to follow PLS's equal opportunity objectives.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, PLS will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or a Professional that can or would be able to safely perform the essential functions of his or her job without posing a threat to his or her health or the safety of other Professionals, unless undue hardship to PLS in accommodating the disability would result, as defined by law. Qualified individuals with a disability may request reasonable accommodations by contacting a member of the Human Resources department.

Professionals who have questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their immediate PLS Manager, Human Resources Representative, or the Company CEO. In addition, Professionals should promptly report any incident of discrimination directly to the Human Resources Representative or any PLS Manager. Professionals may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

ZERO TOLERANCE FOR DISCRIMINATION AND HARASSMENT

PLS, LLC is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment because of race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, veteran status, or any other basis protected by federal, state or local law or ordinance or regulation. ***All such harassment is unlawful.*** PLS's anti-harassment policy applies to all persons involved in the operation of PLS and prohibits unlawful harassment by any Professional of PLS, including PLS Managers and co-workers. PLS also will attempt to protect Professionals from harassment by non-Professionals in the workplace.

Sexual harassment includes unwelcome written or verbal sexual advances and the written or verbal solicitation of sexual favors from an unwilling subordinate or co-worker in return for promotions, increased wages and continued employment. Other verbal, written, and/or physical conduct of a sexual nature made to a Professional when submission to such conduct is made, either explicitly or implicitly, a condition of an individual's employment, or has the purpose or effect of creating an intimidating, hostile or offensive working environment is prohibited as well. Prohibited unlawful harassment may take many forms including, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
5. Retaliation for having reported or threatened to report harassment.

All Professionals must avoid offensive or inappropriate behavior at work and are responsible for assuring the workplace is free from harassment at all times. Harassing behavior is unacceptable in the workplace, as well as in other work-related settings, such as business trips, business-related social events and other Company-related settings.

A Professional who has a complaint of harassment should report it promptly to his or her immediate PLS Manager, Human Resources Representative, or any member of management. Complaints should include details of the incident or incidents, names of the individuals involved and names of any witnesses. PLS Managers who receive a complaint or who observe harassing conduct should inform the Human Resources Representative immediately. The Company will immediately undertake a thorough, prompt and objective investigation of the harassment allegations. Confidentiality will be maintained to the fullest extent possible under the circumstances.

If the Company determines that unlawful harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any Professional determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

The Company will not tolerate retaliation against any Professional for cooperating in an investigation or for making a complaint. Retaliation itself is a serious violation of this policy and should be reported immediately. Any person who engaged in retaliatory conduct towards any Professional who cooperated in an investigation or made a complaint regarding harassment will be subject to disciplinary action, up to and including termination of employment.

The Company encourages all Professionals to report any incidents or harassment forbidden by this policy *immediately* so that complaints can be quickly resolved.

PROFESSIONAL CLASSIFICATIONS

Full-Time Professionals: (PLS Pro)

Regular full-time Professionals are those normally scheduled to work a schedule of at least thirty (30) hours per week. A normal workweek is forty 40 hours. Regular full-time Professionals are eligible for most Professional benefits described in this Handbook.

Part-Time Professionals:

Part-time Professionals are those who are normally scheduled to work less than thirty (30) hours per week. Part-time Professionals may be assigned a work schedule in advance or may work on an as-needed basis. Part-time Professionals are not eligible for Company benefits.

Temporary Professionals:

Temporary Professionals are those Professionals holding jobs of limited duration arising out of seasonal needs, special projects, abnormal workloads or emergencies. Temporary Professionals are not entitled to Company benefits.

Leased workers:

Workers assigned to work at PLS through a leasing organization. Leased workers are similar to contract temporary workers assigned to work at PLS through temporary employment agencies. Leased workers differ from contract temporaries, however, in that leased workers are normally engaged for extended periods of time as opposed to the brief periods for which temporary agency workers are engaged. Leased workers may be “exempt” or “nonexempt” as defined below. Leased workers are Professionals of the leasing organization and not of PLS, LLC.

Exempt Professionals:

Exempt Professionals include all regular Professionals who are classified by the Company as exempt from the overtime provisions of the Fair Labor Standards Act and any applicable state law. Such Professionals include Professionals who qualify as executive, administrative or professional Professionals.

Non-exempt Professionals:

Non-exempt Professionals are those Professionals who are eligible for overtime pay, if applicable, in accordance with the provisions of state and federal law.

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in your employment application, as well as the accuracy of other data present throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in your exclusion from further consideration for employment or, if you have been hired, termination of employment. PLS applicants are required to complete an on-line application via the PLS website. At the completion of your application you are required to provide a digital signature on this electronic application. This digital signature represents and affirms the accuracy of your information submitted.

IMMIGRATION LAW COMPLIANCE

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

PLS may, in certain situations, utilize immigration verification services on their own accord or if requested by the client-company.

Professionals with questions or seeking more information on immigration law issues are encouraged to contact their immediate PLS Manager. Professionals may raise questions or complaints about immigration law compliance without fear of reprisal.

REPORTING OF TIME WORKED

Non-exempt hourly Professionals are required to record their time each workday on the time card provided by PLS. Non-exempt hourly Professionals must keep accurate time cards reflecting their arrival and departure times and reflect accurate meal period beginning and end times.

Professional time records should be collected weekly and approved by the client company's Supervisor. Both the Professional and the client company Supervisor must sign the time card prior to submission to PLS. Unapproved time cards will be returned to the Professional and their time will not be recorded until the sheet is completed correctly. Completed time cards are due every **MONDAY no later than 8:00AM EST** but should be turned in as soon as possible after your workweek has ended. Time cards not received before 8:00AM EST on Monday may result in the Professional not being paid for hours worked until the next payroll process.

Falsification of time records will lead to immediate termination of employment. Falsification includes completing the time card of a fellow Professional, forgery of an approving signature, or falsifying your own time card. *(Please refer to the Time Card Policy)*

PAYMENT OF WAGES

Professionals are paid weekly. Paychecks are distributed Friday the week following the workweek. If there is an error on your check, please report it immediately to the PLS Payroll Department. The Company does not permit advances against paychecks.

TIME CARD POLICY

PLS Professionals are responsible for filling out and submitting individual weekly time card(s). Time cards should be filled out completely and turned in immediately after the last day worked of the week is done. ALL time cards are due by 8AM EST on Monday. Time cards received AFTER 8AM EST on Monday may be processed the following week.

TIME CARD REQUIREMENTS

Each and every time card submitted must have the following:

- Professionals Name, Client Name, Job Name & Job Address
- Week ending date. **(The PLS workweek begins on Monday and ends on Sunday unless otherwise specified.)**
- Time In/Out, Lunch In/Out. If no lunchtime is indicated, a 30-minute lunch will be deducted from the total hours recorded. Please **DO NOT** total your hours.
- At the end of the workday your client supervisor must verify and initial the hours worked for the day.
- Check the appropriate box if you have or have not sustained a work related injury for the week worked.
- Check the appropriate box if the job is or is not prevailing wage.
- Fill out the appropriate information regarding mileage and per diem for the week worked. *Mileage & Per Diem must be approved by PLS prior to beginning earned. A Client Supervisor approval is required for Mileage and Per Diem reimbursement.*
- A signature from the PLS Professional and a signature from the Client Supervisor.

After completing a PLS time card, please do the following:

- Give the YELLOW copy to the Client Supervisor
- Submit the WHITE copy to PLS
- Keep the PINK copy for your records

Time cards can be hand delivered, emailed, texted or faxed. **ALWAYS** make sure to call and verify your timecard was received. For email & text, send your time card to timecard@pls.co or fax toll-free to 855-FAX2PLS (855-329-2757).

Your weekly paycheck is calculated from the information on your timecard. Incomplete, inaccurate or illegible information may cause a delay in the paycheck processing and writing your check. Please be as accurate as possible when filling out your time card.

JOB DUTIES AND RESPONSIBILITIES

Once you complete the PLS orientation process, with proof of completion of the OSHA 10 hour safety training course, then begin working, your client company Supervisor will explain your job responsibilities and the performance standards expected of you while assigned to the specific client company. Each client company reserves the right to alter or change job responsibilities, reassign or assign additional job responsibilities at any time. Additionally, from time to time, you may be asked to work on special projects or to assist with work necessary or important to the operation of the client company. The client company is obligated, through a contractual agreement, to inform the PLS office of any changes to your job duties. Your cooperation and assistance in this transition is appreciated and expected. It is important that if your job duties change that you contact the PLS office before the end of the workday. In regards to safety, before beginning a new task or duty ask yourself the following; have I been properly trained for this task, have I completed a new job safety analysis. If you have been assigned work that you have not received proper training and or are not qualified to perform, you have the right to refuse the work assignment. All Pros must complete a JSA, or job safety analysis, before beginning a new task in the field.

All Pros must notify their local office promptly when released from an assignment or are otherwise out of work. All Pros not working, waiting on a future assignment must call the office weekly to check for available work. Failure to do so, or to accept my next job assignment will indicate that I have voluntarily quit and will not be eligible for unemployment benefits.

All Pros are expected to complete any job assignment they accept at the agreed upon dispatched wage. You must also maintain an accessible telephone and reliable transportation. If you experience a loss of either, please notify your local office. Failure to report for an assignment or complete an assignment could constitute job abandonment and result in disciplinary action and a loss of eligibility for unemployment benefits.

LOCAL WORK TERRITORY

Your “Local Work Territory” as a PLS Professional is the area of 60 highway miles of your residence. If you are offered an assignment within this Local Work Territory that involves either a trade in which you have previously performed work, or are otherwise qualified to perform, you will be expected to accept this assignment regardless of its anticipated duration, provided the rate of pay is consistent with your usual and customary base wage rate as a PLS Pro. Your refusal of any such Local Work Territory assignment will disqualify you from receiving unemployment compensation benefits if this refusal results in your not working.

Work assignments beyond your Local Work Territory that do not require an overnight stay may provide a wage premium, and your decision to accept or decline such assignments will not affect either your unemployment compensation eligibility or your employment status.

WORK SCHEDULES

When you are assigned to work at a client company, your client company Supervisor will determine your individual work schedule. Every effort will be made to keep your hours and workweek consistent. All Professionals are expected to be at their assigned work area at the start of their scheduled shifts, ready to perform their work. Altering your work schedule is not allowed without the prior authorization of your immediate client company Supervisor in conjunction with the PLS Manager. PLS non-exempt staff members will work their assigned schedule in accordance with their job description.

PUNCTUALITY AND ATTENDANCE

Professionals are expected to be punctual and regular in attendance. Tardiness and/or absence cause problems for fellow Professionals and can cause delay in meeting business schedules. When Professionals are absent, their workload must be performed by others, just as you must assume the workload of others who are absent.

Professionals are expected to report to work as scheduled, to be on time and to be prepared to start work. Professionals also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure or other absences from scheduled hours are disruptive and may lead to disciplinary action, up to and including termination of employment.

If you are unable to report for work on any particular day, you must call your client company Supervisor and the local PLS Office within one hour before the time you are scheduled to begin working that day, except where you are unable to provide such notice due to emergency circumstances. Failure to do so may result in disciplinary action, up to and including termination of employment. In all cases of absence or tardiness, Professionals must provide a reason or explanation satisfactory to both the client company and PLS.

Professionals also must inform PLS of the expected duration of any absence. If you are absent for two or more consecutive days, you will be required to furnish a physician's statement confirming the need for the absence and a document from the physician stating that the professional is released to full duty with no restrictions. PLS also requires that the physician indicate that the professional's job description has been read.

Excessive absenteeism or tardiness (excused or not) or failure to report to work for three consecutive days without notice to PLS may be grounds for discipline, up to and including termination of employment. Any "No Call No Show" is considered quitting without notice.

LUNCH PERIODS AND BREAK TIME

Lunch and break times will vary according to the client company's policy. PLS's office staff will observe either a half hour or a one-hour unpaid lunch breaks, which their direct Manager will determine. Variations may be necessary because of scheduling requirements. To ensure that all operations are covered during the workday, you are requested to abide by the lunch and break periods established by the client company to which you are assigned.

All members of management are to inform the office administrator before leaving for lunch and upon return, or any other time during the workday that you will be away.

Non-exempt hourly Professionals are required to follow the break schedule provided by the client company. During break times, Professionals may smoke in designated areas outside the building in accordance with company policy and local ordinances. However, all non-exempt Professionals are limited by the above number of breaks. Therefore, Professionals who smoke must do so only before work, during breaks, at lunch or after work, and all smoking must be done in designated areas. Enforcement of these breaks makes break time fair and equitable for all Professionals.

OVERTIME

All overtime work for non-exempt hourly Professionals must be authorized in advance by the client company's Supervisor. Hourly Professionals working for client companies will follow the clients work schedule and will work the overtime as authorized. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. The Company provides compensation for all overtime hours worked by non-exempt Professionals in accordance with state and federal law.

Exempt Professionals may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt Professionals.

EXPENSE REIMBURSEMENTS

Company-related expenses must be approved by your PLS Manager in advance and submitted to Accounts Payable no later than the fifteenth day of the month following the month that the expenses were incurred. All expenses must be accompanied by a valid receipt of payment and the company Expense Reimbursement Request Form. Expenses not submitted within this time period may negate eligibility for expense reimbursement.

If your work responsibilities include work-related travel and the reimbursements associated therewith, please be sure to obtain a copy of the Company's travel and expense reimbursement policy which outlines the Company's work-related travel policies and travel expense reimbursement policies. Contact the Corporate Controller with any questions.

PAY DEDUCTIONS / GARNISHMENTS

The Company is directed by law to make certain deductions from every Professional's compensation. Among these deductions are applicable federal, state, and local income taxes. The Company also must deduct Social Security taxes on each Professional's earnings up to a specified limit that is called the Social Security "wage base." The Company matches the amount of Social Security taxes paid by each Professional.

If PLS offers programs and benefits beyond those required by law. Eligible Professionals may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefit programs. Please contact the Payroll Department for further information.

Subject to applicable state law court ordered payments like garnishments are pay deductions collected and forwarded to the courts, usually to help pay off a Professional's debt or obligation to others. To reimburse the Company for administrative costs, we may elect to withhold an administrative fee as allowed by law. Any questions concerning why deductions were made from the paycheck or how they were calculated should be directed to your PLS Manager or the Payroll Department.

PERSONNEL RECORDS

It is important that PLS always has correct and current information about each Professional. Professionals must inform the Office Administrator of any changes in their names, addresses, phone numbers, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change. Personal records will be kept for specific periods of time in accordance with state and federal mandates.

PERFORMANCE EVALUATIONS

The Company will make every effort to have your job performance formally assessed by your client company Supervisor. After each assignment your client company Supervisor will be sent a performance evaluation survey. We ask all Pros to let your client company Supervisor know that they will receive an evaluation shortly after each assignment and encourage them to complete it. All Pros will have annual performance appraisals performed, based on your hire date, by your recruiter. Annual performance appraisals will be based on the collection of assignment evaluations received.

All exempt and non-exempt staff will have annual performance evaluations performed based on your hire date by your immediate manager. The performance evaluation consists of a written appraisal of your job performance and a personal discussion.

The purpose of the appraisal is to evaluate your job performance by identifying strengths and targeting areas of improvement; it also determines your eligibility for pay adjustments based on merit, promotion or transfer and identifies training needs. A performance evaluation is primarily for your guidance and in no way guarantees continued employment or an increase in your compensation. Professionals are requested to sign any performance evaluation that they receive. PLS will retain a copy of your evaluation in your Professional file.

OPEN-DOOR POLICY FOR PROBLEM RESOLUTION

Open channels of communication are essential to the smooth operation and success of the business. Suggestions for improving PLS are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or how you are being treated. Your complaints, questions and suggestions are of concern to the Company. You are encouraged to raise your suggestions and concerns with your immediate PLS Manager or the Human Resources Representative as soon as possible after the event that caused the concerns.

This procedure cannot result in every problem being resolved to your satisfaction. However, PLS will perform due diligence to insure a fair outcome.

DRESS STANDARDS

Professionals are expected to wear clothing appropriate for the nature of our business and the type of work performed. Professionals who come in contact with clients and others who have dealings with the Company must present a neat, well-groomed appearance, as they are representatives of the Company.

SMOKING

Smoking is not permitted inside company owned or leased properties. Rules are subject to the community regulations, city ordinances and client company's policies and procedures.

STANDARDS OF CONDUCT

Rules outlining acceptable conduct of Professionals are necessary for the orderly operation of any organization and for the benefit and protection of the rights and safety of all Professionals. Examples of impermissible conduct that may lead to disciplinary action, up to and including termination are identified below to provide Professionals with fair notice of what is expected of them. However, it is impossible to provide an exhaustive list of conduct that may result in disciplinary action. Therefore, Professionals should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of the Company, other Professionals or clients, may also result in disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to alter the at-will nature of employment at PLS. Either PLS or the Professional may terminate the employment relationship with or without cause, with or without notice, at any time.

Standards of Conduct – examples of impermissible conduct:

- Failing to comply with the Company's safety rules and procedures.
- Unsatisfactory job performance.
- Dishonesty.
- Unauthorized removal or theft of Company or client company property or the property of fellow Professionals or clients.
- Excessive or unexcused absenteeism and/or tardiness.
- Failure to observe working schedules, including lunch periods, whether by arriving late, leaving early, or taking excessively long breaks.
- Failing to report to work for three (3) days without notice to the Company.
- Using alcohol or illegal drugs on PLS (owned or leased) or client company premises, while performing Company duties, or during the working day.
- Being under the influence of, manufacturing, dispensing, distributing, using or possessing alcohol or illegal or controlled substances on Company property.
- Harassing, including sexually harassing, other Professionals or clients.
- Falsifying time records, including filling in the time card of another Professional.
- Falsifying personnel or Company records or reports, including the employment application.
- Disclosing, using or confirming confidential information to unauthorized persons without authorization.
- Leaving the job without authorization.
- Possessing weapons or explosives on PLS Company (owned or leased) or client company premises.
- Engaging in "horseplay", scuffling, throwing objects or causing a disturbance by shouting or using foul language.
- Fighting, threatening, coercing or interfering with other Professionals on Company premises.
- Gambling on Company property.
- Destroying or damaging Company property or the property of another Professional or client.
- Failing to maintain a clean and neat area.
- Excessive use of telephones for personal use.
- Unauthorized use of computer and/or other electronic equipment.
- Insubordination or refusal to obey orders of any Supervisor.
- Making false, vicious, profane or malicious statements concerning fellow Professionals, the Company, its Solutions, methods or clients.
- Conviction of a felony.
- Unauthorized use of Company equipment, time, materials, or facilities.
- Working overtime without authorization.
- Wearing unprofessional or inappropriate clothing while working.
- Being discourteous to clients or fellow Professionals.
- Professionals are encouraged to communicate with the PLS management frequently.
- Any other violation of Company policies.

PERSONAL TELEPHONE CALLS

Talking on a mobile phone while working in the field is a safety risk and not allowed. Professionals are requested to limit local personal phone calls on company phones as well as personal cell phones, both incoming and outgoing, to emergencies only. No personal long distance and/or international calls shall be made using company phones, without prior authorization. PLS Professionals, i.e. PLS Pros, must comply with job-site phone usage policies per the client company.

CLIENT RELATIONS

The client always comes first. The Company expects all Professionals to treat telephone calls from an existing or possible new client as an opportunity to be of service. Clients are to be treated courteously and given proper attention at all times. Any client inquiries whether in person or by telephone must be addressed promptly and professionally. Direct incoming calls to the appropriate person and make sure the call is received.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to our clients and to those with whom we do business.

BULLETIN BOARDS

PLS and our clients have bulletin boards for the purpose of communicating with employees. Posting on these boards are limited to Company-related materials including statutory and legal notices, safety and disciplinary rules, Company policies, and memos of general interest relating to the Company. Professionals are not permitted to place *any* items on *any* bulletin board without prior approval. Posting unauthorized material will result in disciplinary action up to and including termination.

SOLICITATION AND DISTRIBUTION OF LITERATURE ON COMPANY TIME

In order to ensure efficient operations and avoid disruption of the client company's business and to prevent annoyance to its Professionals, it is necessary to control solicitations and distribution of literature on PLS company property or at client company facilities and jobsites. The Company has established rules applicable to all Professionals governing solicitation, distribution of written material and entry onto the premises and work areas. All Professionals are expected to comply with these rules. Any Professional who is in doubt concerning the application of these rules should consult with his or her PLS Account Manager immediately.

No Professional shall solicit or promote support for any cause or organization in work areas at any time, or during his or her working time, or during the working time of the Professional or Professionals to whom such activity is directed.

No Professional shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time, or during the working time of the Professional or Professionals to whom such activity is directed.

CONFLICTS OF INTEREST

Situations of actual or potential conflicts of interest are to be avoided by all Professionals. Personal or romantic involvement with a competitor, client or subordinate Professional of the Company that impairs a Professional's ability to exercise good judgment on behalf of the Company creates an actual or potential conflict of interest. Other potential conflicts of interest include:

1. Accepting, directly or indirectly, personal gifts or entertainment from competitors, clients, suppliers or potential suppliers or offering or providing personal gifts or entertainment when such actions are prohibited.
2. Working directly or indirectly either as an officer, Professional, consultant or agent for a competitor or client;
3. Engaging in self-employment in competition with PLS;
4. Using proprietary or confidential Company information for personal gain and to the Company's detriment;
5. Having a direct or indirect financial interest in or relationship with a competitor or client; or
6. Exploiting for your own advantage and at PLS's expense, whether by sale, unauthorized use, or disclosure, your knowledge of PLS's clients, products or Solutions.

Any Professional involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to Human Resources for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Company may take whatever corrective action it deems appropriate. Violations of this policy or a failure to disclose facts concerning any possible violation shall constitute grounds for disciplinary action, up to and including termination.

CONFIDENTIALITY

In the course of your work, you may have access to confidential information regarding PLS, clients, suppliers, investors, shareholders, directors, officers or fellow Professionals. Each Professional is responsible for safeguarding confidential information obtained in connection with his or her employment.

Confidential information that a Professional is responsible for safeguarding includes: Professional lists, client lists, supplier lists, distribution lists, client bill out information, investor or supplier documents, information or files; personnel records, Professional pay structure; methods of operation; sales, vendor, or product information or internal memoranda, including this Handbook.

It is your responsibility not to reveal in any manner or divulge any confidential information whatsoever unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to know" basis and must be authorized by the CEO. Confidential information, including documents, records, lists or reports may not be taken from the Company without the prior written approval of the CEO. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

OUTSIDE EMPLOYMENT

If a Professional is engaged in outside employment, he or she must notify the Office Manager. If such outside employment causes conflict in the work schedule or is otherwise detrimental to PLS, the Professional will not be permitted to continue employment at PLS while still engaged in outside employment.

COMPANY PROPERTY

Company property must be maintained according to Company rules and regulations. Such property must be kept clean and is to be used only for work-related purposes. The Company may inspect all Company property, including computers, to ensure compliance with its rules and regulations, without notice to the Professional and/or in the Professional's absence. Prior authorization must be obtained from the Office Manager before any Company property may be removed from the premises.

Professionals are prohibited from using Company facilities or equipment including Company computers, copiers, facsimile machines, smart phones and other equipment for personal use without prior authorization from their Human Resources Representative.

EMPLOYEE PROPERTY

It is the Company's intent to maintain a workplace that is free of alcohol, drugs, weapons and other harmful materials. It is also the Company's intent to protect against the unauthorized removal of Company property and to ensure access at all times to Company property, records, documents and files. As a result, the Company reserves the right to inspect Professionals and their personal effects, lockers, purses, briefcases, other containers, workstations, mobile electronic data storage devices, mobile phones and private vehicles located on Company property.

These inspections may be conducted at the discretion of the Company, with or without advance notice or consent.

A Professional's entry onto Company property constitutes the Professional's consent to such inspections, and Professionals who fail to cooperate in any inspection may be subject to disciplinary action, up to and including termination of employment. Professionals should not bring valuables onto Company premises. The Company is not responsible for any personal items that are lost, damaged, stolen or destroyed.

PROFESSIONAL RESIGNATIONS

Professionals are encouraged to provide advance notice of their decision to resign their position. Professionals must understand, however, that the Company reserves the right to accept a resignation immediately and to accelerate the final date of employment. The Company therefore reserves the right to accept a resignation and recognize the termination date as any date it chooses between the date the resignation is submitted and the date designated by the Professional as the last day of employment.

TERMINATIONS

Professionals terminated for cause shall not be eligible to re-apply with PLS or for employment with PLS for a period of one year from the time of termination.

PROFESSIONAL REFERENCES

Company Managers, PLS Recruiters or Professionals shall not provide references or other information regarding past, present or potential Professionals to any third party. Should a reference or other information be requested, the individual should be instructed to contact the Office Administrator directly.

The Company's policy as to references for current and former Professionals is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the Company will also provide a prospective employer with information regarding your ending salary or wage.

SECURITY

The following security considerations are offered to help maintain a secure work place. Be aware of persons loitering for no apparent reason (*e.g.*, in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities. Secure your desk or workstation at the end of the day or when called away from your work area for an extended length of time. Do not leave valuable and/or personal articles in or around your workstation that may be accessible. Any personal item is brought into the Company at your own risk.

INDUSTRIAL SECURITY

Photography of Company or client company facilities and/or products, and tape recording is not permitted without the advance permission of the CEO and or the client company. All photography and recording, if permitted, will be conducted under the supervision of the individual designated by the CEO. Otherwise, cameras and recorders are to be checked in at the reception desk. Cell phones with cameras will not be checked, however, taking pictures is not allowed.

COMPUTER AND E-MAIL USAGE

Computers, computer files, the e-mail system, and software furnished to Professionals are Company property intended for business use. Professionals should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Company strives to maintain a workplace free of harassment and sensitive to the diversity of its Professionals. Therefore, the Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. 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.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

PLS purchases and licenses the use of a variety of computer software products for business purposes, and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer.

Professionals may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Professionals should notify their immediate PLS Manager, Human Resources or any member of management upon learning of any violation of this policy. Professionals who violate this policy will be subject to disciplinary action, up to and including termination of employment.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by the Company to assist Professionals in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data that is composed, transmitted, or received via Company computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, Professionals should always ensure that the business information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, solutions, and technology provided to access the Internet remain at all times the property of the Company. As such, the Company reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in Company computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any Professional or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend

someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Generally, if a Professional did not create material, did not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Professionals are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Company in violation of law or Company policies will result in disciplinary action, up to and including termination of employment. Professionals may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

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

POLICY ON ALCOHOL CONSUMPTION WHILE TRAVELING AT THE EXPENSE OF THE COMPANY

Consuming alcohol during and after working hours and while traveling when your hotel expenses are paid at The Company's expense is forbidden. Failure to refrain from consuming alcohol while traveling at the company's expense could result in a loss of per diem and other disciplinary action, up to and including termination.

Bag, room and personal vehicle searches may be done by PLS. PLS has sole discretion to determine whether there is sufficient evidence to conclude the policy has been violated. This policy in no way limits or replaces The Company's Drug and Alcohol Policy.

DRUG AND ALCOHOL ABUSE

The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the work place. Use of these substances whether on or off the job can adversely affect a Professional's work performance, efficiency, safety and health and therefore seriously impair the Professional's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other Professionals and exposes the Company to the risks of property loss or damage, or injury to other persons.

Occasionally, the use of prescription drugs and/or over-the-counter drugs also may affect a Professional's job performance and seriously impair the Professional's value to the Company. Any Professional who is using prescription or over-the-counter drugs that may impair the Professional's ability to safely perform the job, or affect the safety or well-being of others, must notify their immediate client company Supervisor and the PLS Human Resource Representative of such use immediately before starting or resuming work.

The following rules and standards of conduct apply to all Professionals either on Company property or during the work day (including meals and rest periods). **Note:** Each client company may operate under a different set of rules, regarding the use and possession of illegal drugs. However, PLS will enforce its policy regarding drugs and alcohol.

The following are strictly prohibited and will result in termination:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job.
2. Possession or use of an illegal, or controlled substance or being under the influence of an illegal or controlled substance while on the job.
3. Distribution, sale or purchase of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated and will subject the Professional to termination of employment. The Company may also bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, the Company reserves the right to conduct searches of Company property or Professionals and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

If there is a reasonable suspicion to believe that a Professional is under the influence of or in possession of drugs and/or alcohol, the Professional will be required to submit to a urine and/or blood test to determine if the Professional has a discernible level of drugs or alcohol in his or her system. Refusal to submit to testing under such circumstances subjects the Professional to immediate discharge.

A Professional's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on the Company. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

DRUG AND ALCOHOL TESTING POLICY

1.0 PURPOSE

This policy is intended insure all PLS Pros (either pre-placement or currently working on the job) are free from the influence of drugs or alcohol.

2.0 SCOPE

All Pros who are placed at a client assignment are covered by the drug and alcohol testing requirements of this policy.

3.0 TYPES OF TESTING

Anyone hired to be a PLS Pro is subject to pre-employment (drug testing only), post accident, random and reasonable suspicion drug and alcohol testing as prescribed by the federal law.

Pre- Employment Testing

Once a candidate has been deemed qualified for a position as a PLS Pro, he/she will be tested for drug use before an offer of employment. Failure to take tests will disqualify the employee from further employment with the PLS. Any person testing positive for the use of an illegal controlled substance will be terminated immediately. PLS Pro who are currently not working on an assignment at a client company for more than two (2) months must be tested before being re-assigned. PLS Pros are required to sign the necessary waiver(s) so as to allow the collection of information on positive drug tests, alcohol tests of 0.04 or greater, or the refusal to submit to such tests.

Post-Accident Testing

“Post-accident drug testing will be required following an injury where drug use is a possible contributing factor.” If our current WC (Work Comp), State or Federal law requires testing regardless of the cause, then PLS will and must comply.

After an accident where drug use is a possible contributing factor which has resulted in an injury or a close call all PLS Pro must submit to a drug test within eight (8) hours of the accident. Failure to submit to testing under these circumstances will result in the termination of employment. PLS Pros are prohibited from using alcohol for 8 hours after an accident or until a test is given, whichever is sooner. Post-accident tests conducted by federal, state or local authorities can be a substitute for PLS post-accident testing provided the Pro submits the results to PLS.

Reasonable Suspicion

PLS who reasonably suspect violations of this policy are permitted to require a Pro to submit to the necessary tests within eight (8) hours of the observation. The PLS Manager must immediately remove the Pro from performing any work functions. The PLS Manager can require the testing after making specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or odor of the Pro just before, during or after performing work functions.

4.0 CONSEQUENCES OF DRUG AND ALCOHOL TESTS

Under this policy, a PLS Pro who tests positive for drugs or has a breath-alcohol concentration of 0.04 or greater will be subject to the following requirements:

- The PLS Pro must be immediately removed from the work functions. This action must be taken even if the positive test result is from the use of prescribed medication.
- The PLS Manager or the Medical Review Officer (MRO) will advise the Pro to go to the Employee Assistance Program (EAP) to seek any available treatment programs for substance abuse if the positive test not a result of a prescribed medication.
- The MRO will evaluate all positive tests for accuracy.
- The Pro will remain off of work, unpaid, until the results are returned.
- If the results are positive for drugs or alcohol the Pro will be terminated immediately.
- Negative results will allow the Pro to return to work at their normal capacity, provided they are medically able to perform the work functions required.

Failure to submit to testing will be considered grounds for termination. Employees who fail to comply with a PLS Manager request to test; fail to provide adequate samples for testing without valid medical explanation; or obstruct the testing process in any way can be terminated.

5.0 TESTING PROCEDURES

PLS Pros will be in pay status while at, and traveling to-and-from, the testing site as designated by PLS. Transportation to the site will be provided if it is determined that the Pro is unable to safely transport themselves to the testing facility. Depending on the testing facility the samples may be split and kept for a minimum of 30 days to permit retesting if the results of the initial test are appealed. All results will be reviewed by a MRO. The MRO will inform the tested Pro of any positive test results. A fully certified laboratory facility will be used to conduct all tests. Collection of specimens will be done in such a way as to protect the privacy and dignity of those being tested. PLS will bear the cost of all testing except in those cases when the testing is being conducted based on a Pro's appeal to prior positive test results.

6.0 NOTIFICATION OF STAFF

A copy of this policy will be published in each PLS location and provided to each newly hired PLS Pros. The Pro is required to read and affirm they understand the content of this policy by signing a copy, which will be contained in their permanent employee file.

7.0 RECORD KEEPING AND CONFIDENTIALLY

All matters relating to test results and the drivers involved are highly confidential. All records relating to this policy and the PLS Pro involved will be kept in the Corporate Office and be apart from the Pros' regular personnel files.

PAID TIME OFF

All PLS Professionals are eligible to begin accruing paid time off from the first day on the job. The Company recognizes the value of rest, relaxation and recreation and encourages Professionals to use their paid time off on a regular basis. Regular full-time Professionals are entitled to paid time off benefits based on their duration of active service. Temporary and part-time Professionals are not eligible for paid time off.

Paid Time Off (PTO)

Professionals accrue PTO benefits from the first day worked.

PLS Professionals earn 40 hours of PTO for each 2000 hours worked. The maximum PTO a Professional can earn and bank for use is 80 hours.

PTO pay will be based on the Professional's base hourly rate at the time of the PTO. If the Professional regularly receives shift differential, such shift differential will be included in the PTO pay. If a base hourly rate, or "Base Wage", has not been established than it shall be calculated from the average pay of the previous 2000 hours, exclusive of special forms of compensation such as bonuses, prevailing wage or commissions.

Professionals should try to use all earned PTO before the end of the following calendar year. Accruing PTO will be based upon total hours worked beginning on his or her first day worked. If the Professional wishes not to take PTO, they can receive payment for the PTO accrued. Professionals must give the Payroll Department two weeks advance notice in order to verify and make payment.

Professionals must give at least two (2) weeks advance notice of their intent to take PTO. Professionals must obtain approval from their immediate PLS Account Manager and the client company prior to taking PTO. Professionals must also verify the availability of PTO with the Payroll Department prior to final approval. PTO is scheduled at the discretion of the client company, taking into account business needs, project requirements and the availability of personnel to meet expected demands.

PTO must be taken in minimum increments of at least one full day. PTO time may not be taken before it has been earned.

Professionals who are on a leave of absence, laid off, terminated or otherwise removed from employment with PLS for more than ninety (90) days will lose any accrued hours toward PTO.

Professionals exiting on good terms and honor their resignation commitments will be paid for all earned and unused PTO at the time of termination.

BENEFITS

The Company offers certain benefits to eligible Professionals. The information below is provided merely as a summary of the PLS benefit program. Professionals should refer to the specific benefit booklets for eligibility requirements and details about the particular benefit.

The Company reserves the right to change carriers and/or coverage, as well as to add, modify, and/or remove any benefits at any time. Neither a benefit program nor its description are intended to create any guarantees regarding employment or continued employment.

All Professionals regularly scheduled to work are eligible to take advantage of the Company's benefit package.

Health Care

PLS is pleased to offer Basic Health Care benefits designed to meet the most common needs of the working American. Those needs of an easy to understand program designed to cover the bulk cost of Doctor Office Visits, Lab work, XRays, ER visits and prescription drugs.

The Company reserves the right to change carriers and/or coverage, as well as to add, modify, and/or remove any benefits at any time. Neither a benefit program nor its description are intended to create any guarantees regarding employment or continued employment.

Refer to your Healthcare Packet for more details.

401(k) Retirement Plan

Regular full-time Professionals are eligible to take advantage of the Company's benefit package. PLS sponsors a 401(k) retirement plan for all eligible Professionals. Professionals who are at least twenty-one (21) years old may contribute to the 401(k) retirement plan beginning on the first day of the month following their hire date. Under the plan, Professionals may elect to make contributions to the plan through deferral of their salary. The 401(k) retirement plan is tax deferred, except Social Security and Medicare withholding.

100% of your 401(k) retirement plan is funded when working on prevailing wage projects, otherwise the company provides no matching. For complete terms of the 401(k) retirement plan, please refer to the 401k enrollment packet.

The Company reserves the right, in its discretion, at any time and from time to time, to modify, curtail, reduce or eliminate these benefits.

Referral Program

PLS recruits Skilled Professionals that are career minded and share old fashion American Values. Those being Good Work Ethic, Dependability, Honesty, Integrity, Pride in their work, Craftsmanship, Good communication skills, Safe and most importantly they are Professional.

If you refer someone with the qualities of a PLS Professional, and we hire them, you will promptly receive \$50. Your referral candidate MUST put your name down on their application in the field labeled "How did you hear of this opening?"

TUITION ASSISTANCE PROGRAM

1.0 Purpose:

PLS supports our Professionals who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a full-time regular employee and have completed your probationary period, you are eligible for participation in this program as long as the courses are job-related.

2.0 Scope:

2.1 Types of curriculum:

The program includes assistance for two types of curriculum and allows for monetary assistance. PLS Pros may receive assistance for higher education courses that lead to a degree, sequentially enhancing both the individual and PLS.

These degrees may include an associate's, bachelors, or a master's degree. In addition, PLS may offer assistance to Pros for taking courses that are applicable to their current or a future position but are not degree related.

2.2 Monetary assistance:

The monetary assistance offered by PLS is an Advance Tuition Payment program. Advance Tuition payment is offered to students / Pros who meet the company requirements under the PLS Tuition Assistance program and attends an institution that is accredited by a National Accreditation Board. If available, PLS will also support a Tuition Deferral Program and will offer it if the institution will offer deferral payments.

3.0 Definitions:

- *Passing Grade* - A grade equivalent to a B or higher.
- *Pre-Approval* - Authorization from the PLS Manger and the HR Representative before a PLS Professional takes a class.
- *Accreditation* - Recognition given to an institution from a regional board, which indicates the school is in good standing.
- *Regular Fulltime Pro* - Individuals who are employed by PLS and are receiving regular hours in excess of 35 hours per week.
- *Tuition Deferral Plan* – Payment to a plan that suspends tuition payment until the end of the semester or quarter and are made directly to the institution.
- *Nontraditional education* - Course work completed outside the classroom through life-experience portfolios, distant learning, and Internet courses.
- *Advance Tuition Payment* – Is a tuition assistance plan that makes advance payment to the institution before course completion. Before this payment is made, all the required paperwork must be completed and approved.

4.0 Courses that may be covered under this program:

4.1 Degree Related:

Courses taken at an accredited college, university or institution that lead to an associate's degree, bachelor's degree, or a master's degree may be covered under this program. Distant Learning courses that are taken from an accredited college or university may also be covered. Some schools offer courses that will issue credit/credits for life-long learning portfolios, which may be covered under this program. With the rise of accredited institutions offering Internet courses, we find these courses may be very beneficial in saving time and money. Therefore, we may cover the tuition of Internet courses. Note: (Before enrolling in a course the PLS Professional must have the institution approved by PLS Management.)

4.2 Non-Degree Related:

PLS may also cover courses that pertain to the Pro's current position but are not related to a degree. These courses are external company sponsored training and must be approved by the PLS Manager prior to enrollment.

5.0 Procedures:

The following steps outline how a Regular Full-time Pro can take advantage of the PLS Tuition Assistance Program for degree related courses.

Step 1: Pro chooses an accredited institution and course program.

(The PLS Office Manager must approve your choice)

- Make an appointment with an academic advisor at the institution.
- Choose a program that may help you in your position, or a future position, at PLS and that you wish to pursue.
- PLS requires completion with a passing grade of B or better.
- Determine the cost of the tuition per class.
- Complete the Tuition Assistance Justification and Approval form and a payroll deduction form stating the Pro's commitment for tuition payment.
- Once approved, turn in your admission application to the Institution.

Step 2: All Pros must obtain a pre-approval form from the PLS Manager.

(Request the PLS Tuition Assistance Justification and Approval Program)

- Make an appointment with the manager provide him/her with information about the course for which you would like to receive reimbursement.
- Fill out the justification / pre-approval form completely.
- Complete a payroll deduction form with the appropriate deductions.
- The pre-approval section of the tuition reimbursement form should be completed and all the appropriate signatures obtained prior to enrolling.
- Receive approval from your manger.
- Turn the form into the HR Department.
- When a PLS Professional signs this document they commit to providing PLS proof of course completion by submitting billing statements and final grade results.

Step 3: Once approval is given.

- Enroll in the course desired.
- PLS will determine the type of payment that will apply.
 - *Advance Tuition*
 - *Tuition Deferral*
- Take the class.

Step 4: Completion of courses with a passing grade. (B or higher)

- The PLS Professional must turn in their report card to the PLS Manager before disbursement is considered and before enrolling in the next course.
- If the student / Pro is using a Tuition Deferral Plan the information must be turned into the PLS Manager and approved. The manager will submit it into the Controller for disbursement of funds to the school.
- If the PLS Professional does not pass the course, with a B or higher, the deferred payment becomes the responsibility of the student / Pro.
Arrangements will be made by the Company Controller to secure payment.
- A PLS Professional who is eligible and is using the Advance Tuition Program must submit their grades within three weeks of completion of the class.

Step 5: Continuation and Record Keeping:

- Each course taken will require steps 2 through 4 - provided the PLS Professional attends the same school and remains in the original degree-producing program.
- All documentation pertaining to this program will be kept in the Pros training file and will be accessible to the PLS Professional.

6.0 Items not Covered Under This Program:

- The PLS Professional is responsible for the cost of all textbooks and any lab materials needed to complete the course.
- PLS does not pay parking or travel expenses (corporate classes excluded).
- The PLS Professional is responsible for all materials needed to complete course which include - pens, pencils, paper, calculators, etc...
- PLS does not pay any college administrative fees which include - application fees, late payment fees, processing fees, etc... these fees are the responsibility of the student.
- PLS will not pay for tuition if the student receives payment from another source.
- These sources may consist of but are not limited to, scholastic scholarships and governmental programs (Grants and GI Bills).
- Computer software packages for Internet courses.
- Postage for correspondence courses or distant learning courses.
- When college courses are offered at PLS, either before or after your scheduled shift, you will not receive any form of payroll wages while attending a class.
- No tuition refund will be made to a PLS Professional who is terminated for cause from PLS, before his or her satisfactory completion of the course, as outlined by this program.

7.0 Additional Information:

- Pros that are eligible for this program consist of all Regular Full-time Pros consistently working an average of 30 hours per week and have completed a probationary period of six months.
- The PLS Professional is responsible for 20% of the cost of courses completed under this program. These payments will be made via a payroll deduction and reimbursed after the agreement is fulfilled.
- Pros who participate in the program must fill out all of the required forms, before registration for the class. If the forms are not completed in advance, PLS reserves the right to not pay the tuition deferral, or make any Advance Tuition Payment.
- If a Pro is using the Tuition Deferral plan or the Advance Tuition plan and is terminated for disciplinary cause; the tuition amount becomes the responsibility of the individual not PLS. However, if the Pro is terminated for the lack of work they will not be responsible for any additional tuition payments. PLS will retain the Pro's Education and Training file and will resume assistance if the Pro is re-hired and meets the requirements under this program.
- PLS Pros taking advantage of this program must remain in good standing within the company. PLS may remove an individual for poor job performance, attendance issues or any other disciplinary issues.
- PLS Pros must secure a passing grade of "B" or its equivalent or obtain a certification to receive any reimbursement.
- The company will reimburse up to a maximum of \$1500 per year incurred for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This can include college credit courses, continuing education unit courses, seminars and certification tests.
- Upon completion of the program and the Pro has been awarded a degree, the Pro must service no less than two years as a PLS employee. If the Pro voluntarily leaves PLS before this two year period, the Pro will be responsible to repay PLS a prorated total for the full amount of tuition paid by PLS.

8.0 Review and Changes to the Program:

8.1 An evaluation of this document will be completed on an annual bases or sooner if required. Comments and suggestions for adjusting this plan are welcome and should be submitted in writing to the PLS Manager or the Human Resource Representative. Suggestions will be reviewed by Senior Level Management and if approved will be incorporated into the next revision of this plan.

8.2 Any changes to this document, forms outlined in this document, or how the Tuition Assistance Program is administered must be coordinated through the PLS Manager or the Human Resource Representative before changes may be made.

WORKERS' COMPENSATION AND PLS ACCIDENT PROCEDURE

Professionals are covered under the PLS workers' compensation insurance policy while employed by the Company. The policy covers Professionals in case of an occupational injury or illness.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must:

1. Notify your Supervisor **IMMEDIATELY!**
2. Call PLS at **855-PLS-SAFE** immediately following.
3. Do not move anything from the scene of the accident unless necessary. Accidents requiring medical treatment will be investigated for root causes, for future prevention; with collection and recording of information accordingly.
4. Complete the PLS incident Report within 24 hours of the incident.
5. You do not have to seek treatment, and declining treatment does not forfeit access to medical care in the future for the same injury.
6. You must submit to a drug and alcohol test immediately if drug use is deemed as a possible contributing factor.
7. PLS will direct you to an appointed medical facility if treatment beyond first aid is required. Except for emergencies, do not seek medical treatment until directed by PLS.
8. **If you** require medical treatment you must complete the HIPPA authorization form.
9. A doctor will determine what activities you may safely return to following your injury. If it is determined you cannot fulfill some of your usual duties the company will accommodate your temporary level of abilities accordingly.
10. You are to speak with the PLS Worker's Compensation Coordinator on a weekly basis or more often, until you are released from care by the clinic.
11. You are to provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave.
12. **If you** require ongoing medical treatment you will attend appointments with the same diligence as your work attendance, keeping the PLS Worker's Compensation Coordinator apprised of upcoming appointments and ongoing work ability status.

Upon submission of a medical certification that you are able to return to work, you will be offered the same position held at the time of leaving, unless the job has been filled in order to avoid undermining the client company's ability to operate safely and efficiently, or you are not capable of performing the essential functions of the job upon return. If your former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or filling the available position would substantially undermine the client company's ability to operate safely and efficiently, or you are not capable of performing the job responsibilities.

If, after returning from workers' compensation disability leave, you are unable to perform the essential functions of the job because of a physical or mental condition, the PLS's obligations to you may include reasonable accommodation, as governed by federal and state law. For more information on Workers' Compensation, please contact Human Resources.

PLS takes their responsibility as my employer very seriously, and they have gone to great lengths to provide a safe work environment. If you are injured on the job, PLS will deal promptly with legitimate claims and has workers compensation insurance that will pay medical expenses and wages. PLS has extensive experience investigating claims and will fight fraudulent claims with all available resources.

MODIFIED DUTY

The intent of this policy is to return injured Pros to productive work as soon as medically possible. To do this, the worker often performs a modification of his/her regular job, a different job, or works on a reduced schedule until capable of handling normal duties. To facilitate this process, communication between the injured person (PLS Professional), the PLS Worker's Compensation Coordinator, and the designated health care provider will be maintained throughout this process.

PLS' return to work program allows the PLS Worker's Compensation Coordinator to work with designated occupational medical clinics to accommodate most work restrictions. By returning to work, Pros are able to maintain their normal income while recovering from a work-related injury or illness.

All injuries and illnesses will be evaluated on a "case by case" basis by PLS and the injured Pro's attending physician. The evaluation should consider the following items:

- Can the employee perform a useful task for the client or PLS?
- Does the assignment risk further injury or aggravation?
- Will the assignment compromise the safety of other employees?

Injured Pros may return to work on modified or restricted duty under the following circumstances:

- The Pro's attending physician has determined the physical restrictions.
- PLS has a task that can be assigned that meets the restrictions.
- The PLS Account Manager and client Supervisor are informed of the restrictions.
- The Pro must receive full medical release from a physician before resuming normal work activities that would violate medical restrictions.
- No Pro on restricted duty will be allowed to work more than forty (40) hours per week.

PLS Professionals are responsible for providing medical updates or correspondence after each medical appointment. This information should be provided the same day as the appointment to the PLS Worker's Compensation Coordinator. Injured Pros that do not comply with work restrictions may receive disciplinary action. Injured Pros that do not return to work when modified duties are available and offered will not be eligible for temporary total disability benefits.

When an injured Pro cannot return to work, due to work restrictions or the treating physician requires the employee to remain off of work, the injured Pro is eligible for monetary benefits such as temporary total disability (TTD).

MEDICAL LEAVE

The Company's medical leave policy complies with the federal Family and Medical Leave Act (FMLA), as well as any applicable state laws regarding medical leaves.

Terms of the Leave

Any Professional who has completed at least twelve (12) months of service for the Company and has worked at least 1,250 hours of service during the 12-month period proceeding the date a leave would begin may request a leave of absence for family care and/or medical care. A Professional must also work within a 75-mile radius of 50 or more Professionals of the Company in order to be eligible for a leave under this policy. The Company will grant eligible Professionals a leave of absence of up to twelve (12) work weeks during a 12-month period, measured on a rolling basis backwards from the first date of the Professional's requested leave, for any of the following purposes:

- The serious health condition of the Professional, as defined by law, that makes the Professional unable to work;
- The birth of a child of the Professional;
- The placement of a child with the Professional in connection with an adoption or foster care; or
- To care for a family member of the Professional, as defined by law, who has a serious health condition.

For leaves due to a serious health condition, the leave of absence will extend for the duration of the disability for a period of up to twelve (12) weeks during a twelve-month period. Leave to care for a newborn or newly placed child must be initiated within one (1) year of the birth or placement of the child.

If you take a leave of absence due to your own health, you may be asked to provide periodic reports that describe your status and prospects for return to work. If these reports are not provided, your leave of absence may be terminated.

If a Professional fails to return to work immediately after the period of the approved leave expires, the Professional will be considered to have voluntarily separated from employment with the Company.

Notification Requirements

You should notify your PLS Account Manager or the Human Resource Representative in writing as soon as you know that you will need a leave of absence.

If a Professional needs a leave of absence for his or her own serious health condition or that of his or her family member (as defined by law), he or she must submit to his or her PLS Account Manager or the Human Resource Representative a signed certification from a health care provider.

If you request a leave of absence for your own serious health condition, you must submit a written certification signed by a health care provider that provides the following information:

- The date on which the serious health condition began;
- It's probable duration; and
- A statement that, because of the serious health condition, the Professional is not able to perform the functions of his or her position.

The Company may provide a statement of the essential functions of the Professional's position to the Professional's health care provider in connection with this certification.

If you request a leave of absence to care for a family member who has a serious health condition, you must submit written certification signed by a health care provider that contains all of the following information:

- The date on which the serious health condition began;
- The probable duration of the condition;
- An estimate of the amount of time which the doctor or health care provider believes the Professional needs to care for the family member; and
- A statement that the serious health condition warrants the participation of a family member to provide care during a period of treatment or supervision of the family member.

If a Professional requests a leave due to a serious health condition of the Professional, and the Company has reason to doubt the validity of a certification, the Company may require the Professional to obtain the opinion of a second health care provider, chosen by the Company and at its expense, concerning any information contained in the Professional's certification. If the second opinion conflicts with the Professional's original certification, the Company may require, at its own expense, that the Professional obtain the opinion of a jointly-approved third health care provider. The opinion of the third health care provider will be final and binding.

The Professional may obtain copies of these second and third opinions without cost upon request.

The Company may ask the Professional for recertification at reasonable intervals, or when: (1) the Professional requests an extension of his or her leave; (2) the circumstances described by the Professional's original certification have changed significantly; or (3) the Company learns of information that casts doubt upon the continuing validity of the original certification.

Reinstatement

To the extent possible, the Company will try to accommodate all requests for reinstatement after a leave of absence under this section; however, reinstatement is not guaranteed and in some cases may not be possible. A Professional who takes a leave because of his or her own serious health condition must provide a medical certification verifying that he or she is able to return to work in the same manner as Professionals who return from other types of medical leave.

If a Professional returns to work at the end of the approved leave period, he or she will be returned to his or her prior position, provided said position is available; or, the Professional may be offered a comparable open position for which he or she is qualified. If a Professional fails to return for work immediately after the period of the approved leave expires, the Professional will be considered to have voluntarily separated from employment.

Unpaid Personal Leaves of Absence

Unpaid personal leaves of absence for a period of up to thirty (30) days may be requested by full-time regular and part-time Professionals who have completed (800) hours of continuous service. Personal leave may be granted for justifiable reasons in the Company's sole discretion, provided the leave does not seriously disrupt the Company's operations. Personal leaves are not granted until all accrued unused PTO and personal days have been exhausted. The Professional does not accrue benefits including but not limited to personal days and PTO days when on leave. The Professional will not be paid for holidays during a leave of absence.

Reinstatement will not be guaranteed to Professionals returning from personal leave. However, the Company endeavors to place Professionals returning from personal leave in their former position (or in a comparable position) subject to budgetary restrictions, the Company's needs to fill vacancies, and other factors within the sole discretion of the Company.

Integration with Other Benefits

The Professional must use his or her accrued PTO during his or her leave, if he or she has any accrued PTO. If the Professional's leave is for his or her own serious health condition, all accrued PTO must be used either: immediately after the Professional has used accrued PTO; or, upon initiation of the leave. If the Professional's leave is for his or her own serious health condition, the Professional must use all accrued PTO time during the leave until the Professional has exhausted all of his or her accrued PTO time. Use of the Professional's accrued PTO and/or PTO time does not extend the length of the leave to which the Professional is otherwise entitled.

Professionals who become disabled should apply for State Disability Insurance (SDI) benefits, if applicable. SDI forms are available from your health care provider. Professionals will retain their Professional status during the period of leave. Moreover, their absence shall be considered a break in service for purposes of determining their longevity or seniority. Once a Professional returns from a leave, the Professional will be required to begin the accrual process from the beginning.

During a leave of absence, the Professional will not accrue any PTO time, and he or she will not be eligible to receive holiday pay.

If the Professional has voluntary benefits and desires to retain them, they must continue to pay the premiums he or she was paying prior to the leave. It is the Professionals' responsibility to make arrangements with the benefit provider to pay the costs of such coverage.

PREGNANCY LEAVE

A pregnant Professional is entitled to a reasonable leave of absence without pay for any temporary disability resulting from pregnancy, childbirth or related medical conditions. A Professional may submit a written request to her PLS Manager for a pregnancy leave of absence, without pay, for the length of the pregnancy, up to a maximum of four months. A Professional who plans to take a pregnancy leave must give reasonable notice before the date she will take the leave and the estimated duration of the leave.

Although leaves of absence taken for pregnancy are unpaid, a Professional may use her accrued PTO, if any, during such a leave.

A Professional must submit a written statement from her physician, which certifies the need for the leave and estimates the length of time the Professional will be unable to work due to pregnancy.

If requested by the Professional and recommended by the Professional's physician, the Professional's work assignment may be changed as required to protect the health and safety of the Professional and her child.

Although the Company is not able to guarantee reinstatement in all cases, Professionals on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave unless the job no longer exists, the job has been filled in order to avoid substantially undermining the Company's ability to operate safely and efficiently, or the Professional is not capable of performing the job responsibilities.

If the former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or the Professional filling the available position would substantially undermine the Company's ability to operate safely and efficiently, or the Professional is not capable of performing the job responsibilities.

MILITARY LEAVE

Regular full-time Professionals, who leave the Company for active military service, are considered to be on military service leave of absence. Professionals who are required to leave for active military should contact the Human Resources department for information about their rights and obligations.

WITNESS AND JURY DUTY

All Professionals are allowed time off if summoned to appear in court as a witness. Non-exempt Professionals may use accrued PTO or take the time off without pay. Exempt staff members will be paid their normal salaries during any workweek in which they appear as a witness or juror and also perform services for the Company, regardless of the amount of time spent performing those services.

If you are a part-time or full-time non-exempt Professional who is summoned to jury duty, the Company will allow time off without pay during your active period of jury duty for up to two (2) weeks per calendar year. You will receive an allowance from the court for such service.

To qualify for jury or witness duty leave, you must submit to your PLS Manager a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted when your period of jury or witness duty is completed.

The Company will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

OTHER LEAVES OF ABSENCE

The Company complies with all state and federal laws regarding leaves of absence that have not been specifically delineated in this Handbook. For information regarding other types of leaves, please refer to the postings in the workplace and/or contact the Human Resources Representative.

PARKING

Every effort will be made to provide parking for all Professionals. The following guidelines apply to the use of Company parking:

- Observe the posted speed limit at your worksite.
- Heed all lane markings and space designations. Spaces have been reserved for carpool vehicles, customers, visitors, and disabled Professionals.
- Do not sit, lean, prop, or eat on someone else's car. Keep the parking lot clean and free of litter.
- Remember to lock your car.

The Company assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle while on a Company parking lot.

SEPARATION FROM EMPLOYMENT

Professionals who leave PLS must return all Company property, including their Professional Handbook, keys, forms, files and any issued company equipment to the Human Resources Representative or PLS Manager. Professionals may be asked to sign an exit form that states that they have received their final paycheck and that they returned all Company property. The final paycheck will include wages for all hours worked as well as any accrued and unused PTO pay. Final paychecks will be issued on the next scheduled pay period. If applicable, the Professional will be given information concerning options for continuing insurance coverage.

SAFETY PROGRAM OUTLINE

Element 1 - Safety Orientation: Each professional will be given a safety orientation by a *PLS recruiter* when first hired. The orientation will cover the following basic safety rules that all professionals must follow:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment at all times.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

10 hour OSHA All PLS Professionals are required to complete the OSHA 10 Hour Construction course prior to employment.

Element 2 - Professional Safety Meetings

- Once a month PLS will host a safety cookout at a local office. Different safety topics will be discussed and safety awards will be given out to professionals.

Element 3 – Self-inspections & Safety Audits

- Trained PLS representatives will conduct and sign a written Safety Audit of each jobsite prior to commencement of work and follow-up audits completed at least monthly. Audits are collected and documented by the Operations Manager.
- Workplace safety and health orientation begins on the first day of initial employment or new job assignment. Each PLS Professional has access to a copy of this Health & Safety handbook, through his or her Account Manager, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Account Managers will ask questions of Pros and answer questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety handbook. Account Managers will instruct all Pros that compliance with the safety rules described in the workplace safety handbook is required.

ACCIDENT / INCIDENT REPORTING PROCEDURE

1. Notify on-site Supervisor IMMEDIATELY.
2. Report any work related injury, illness or near-miss incident to PLS by calling **855-PLS-SAFE** (855-757-7233) immediately follow notifying your Supervisor.
3. Do not move anything unless necessary, pending investigation of the incident.
4. PLS will conduct an investigation and ensure all accident related paper work is filled out and sent to PLS office within 24 hours of the accident.
5. An accident/incident report must be completed by a trained PLS Account Manager or PLS representative. This person is responsible for conducting witness interviews and getting signed statements from each witness along with a contact number(s).
6. The injured Professional must complete the PLS Incident Report. It is mandatory that this is completed, signed and dated by the professional within 24 hours of injury.
7. If a PLS Professional seeks medical treatment, the Professional must complete the HIPPA authorization form.
8. Injured PLS Professionals must notify the PLS office of his/her return to work status and have written release from doctor.
9. It is MANDATORY that any Professional injured on the job MUST submit a drug and alcohol test immediately.
10. Injuries/illnesses reported as work related will be sent to a company appointed medical facility if treatment beyond first aid is required. If you seek medical attention elsewhere you may compromise your worker compensation benefits.
11. **You do not have to** seek treatment on the day of an accident, and declining treatment does not forfeit access to medical care **in the future for this** same injury.
12. A doctor will determine what activities you may safely return to following your injury. If it is determined you cannot fulfill some of your usual duties the company will accommodate your temporary level of abilities accordingly.
13. You are to speak with the PLS Worker Compensation coordination on a weekly basis or more often, until you are released from care by the clinic.
14. **If you** require ongoing medical treatment you will attend appointments with the same diligence as your work attendance, keeping the PLS Worker Compensation coordinator apprised of upcoming appointments and ongoing work ability status.

ACCIDENT / INCIDENT REPORTING PROCEDURE CONT.

Minor First Aid Treatment

First aid kits are provided by the PLS client company and are properly stocked and maintained to the requirements of and on all worksites and facilities. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Notify on-site Supervisor.
2. Notify PLS by calling 1-**855-PLS-SAFE** (855-757-7233).
3. Administer first aid treatment to the injury or wound.
4. Accept treatment from all personal who have a valid certificate from the U.S. Bureau of Mines, the American Red Cross or equivalent training to render first aid.
5. If a first aid kit is used, indicate usage on the accident investigation report.
6. Access to a first aid kit is not intended to be a substitute for medical attention.
7. Fill out Incident Report within 24 hours of injury.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Notify on-site supervisor.
2. Notify PLS by calling 1-**855-PLS-SAFE** (855-757-7233).
3. Do not move anything from the scene of the accident unless necessary.
4. Complete Accident Procedure form.
5. Proceed to the posted medical facility. Your PLS Account Manager will assist with transportation, if necessary.
6. Fill out Incident Report within 24 hours of injury.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a co-worker.
2. Notify on-site Supervisor.
3. Call 911 or Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
4. Notify PLS by calling 1-**855-PLS-SAFE** (855-757-7233).
5. Fill out Incident Report within 24 hours of injury.

SAFETY DISCIPLINARY POLICY

Professional Labor Support believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the professionals must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally with the Professional. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the Professional's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If a Professional of PLS knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the professional will be immediately discharged.

SUSPENSION AND DISCHARGE

The following acts of misconduct or unsafe work practices are subject to suspension and/or discharge:

- Knowingly placing yourself or others in imminent danger, which may result in death or serious injury.
- Fighting or provoking a fight.
- Showing up to work while intoxicated or in the possession of drugs and alcohol.
- Any form of horseplay including: wrestling, throwing materials, practical jokes, etc.
- Any other act that is deemed severe by the management of PLS.

STEPS FOR GENERAL SAFETY ISSUES

If you observe any safety problems it is your responsibility to report it. Notify your on site Supervisor of any issue or concern and if no steps are taken to rectify the situation notify your Account Manager. If a client asks you to do something that puts you in harms way notify your Account Manager immediately. If you have a problem getting an issue or concern addressed or fixed by your Account Manager notify the Operations Manager. Never do anything that puts you in danger. You have the right to a safe working environment and a responsibility to report unsafe conditions and/or behavior.

GENERAL SAFE WORK PRACTICES FOR CONSTRUCTION

You are required to know and comply with the all PLS Health and Safety rules and to follow safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. Specific positions require additional safety training, which is provided by the company. Professionals also receive training on Site Specific safety policies and procedure.

Personal Protective Equipment:

- Wear only OSHA and/or ANSI approved Personal Protective Equipment required for your assigned job. Standard company equipment consists of a hard hat, safety glasses and gloves.
- Personal Protective Equipment should be properly maintained and cleaned to ensure it is in good working condition.
- Safety glasses are required in all areas of the facility except for office and break areas.
- Pros who wear prescription glasses must also be protected. There are 3 options:
 - Wear prescription glasses and wear large “over-the-glasses” (aka OTG) Z.87 safety glasses.
 - Wear contact lenses (unless working with chemicals) and wear PLS supplied safety glasses.
 - Purchase prescription safety glasses.
PLS will reimburse you up to \$75 for the cost.
- In addition, any areas where power tools or machinery are in use are mandatory safety glasses areas.
- Goggles or safety glasses with a face shield are required in all chemical-processing areas and in all manufacturing areas where flying particles or debris is present.
- Appropriate gloves are required at all times.
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Hardhats are required in all areas where suspended loads are present.
- Proper footwear should be worn at all times. Leather work boots of solid construction should be worn in all manufacturing areas. Steel-toed shoes are recommended. Athletic, leather, or canvas shoes are only allowed in offices and break areas.
- All Professionals are expected to come to work properly dressed and groomed. Long pants should be worn to cover the entire leg. Tank tops and shorts are prohibited.

General:

- All Professionals are expected to come to work looking professional, well-groomed and exercising good hygiene.
- All work-related accidents, injuries, near-miss incidents and unsafe conditions should be immediately reported to your client company Supervisor and PLS.
- All safety signs should be strictly adhered to.
- All Pros are required to follow all safety rules and procedures.
- Horseplay, practical jokes, and running on Company or jobsite premises is prohibited.
- The use of alcohol, drugs, or reporting to work under that influence of either is strictly prohibited. If a prescription drug may affect your ability to perform your job safely, report it to your Supervisors.
- The possession of firearms or dangerous weapons on Company property or client jobsite/facility is prohibited.
- Do not attempt to lift or push objects that may be too heavy or bulky. ASK FOR HELP when the load is too heavy or awkward to be lifted safely. *Any object weighing greater than 50 lbs. must be team lifted or lifted with the use of a mechanical lift.*
- If you have not been trained and qualified by the client company, never enter an identified confined space.
- Guard rails, barricades, caution tape, or ropes shall be placed around pits, open sewers, openings in floors, or other unsafe areas. As specified by OSHA.
- Suspended loads are a hazard. Never place a part of the body under a suspended load.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

Fall Protection:

- Fall hazards of 6 feet or more will be addressed in our jobsite Safety Audits.
- Fall hazards of less than 6 feet will be protected by covers, guardrails or other methods and will be addressed in our jobsite Safety Audits and safety meetings.
- Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.

Electrical:

- Ground-fault circuit interrupters (GFCI) must be used whenever temporary electricity is required for construction activities on construction sites.
- Electric cords will be inspected daily and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.
- NEVER work on “hot” or energized equipment.

Housekeeping:

- Good housekeeping practices should be followed at all times. Keep the area around you clean at all times.
- Deposit all refuse in the receptacles provided for that purpose.
- Do not obstruct exits, aisles, fire doors, electrical panels, fire extinguishers, or other safety or lifesaving devices.
- Slippery floors can cause falls. Always keep the floors clean.
- Compressed air must never be used to clean clothing or skin. It can cause serious injury through air entering the body or airborne particles striking the skin or eyes.
- Compressed gas cylinders shall always be properly secured and have the protective cap in place when not in use.
- Hazardous waste must be disposed of in the proper waste container and never in the regular trash.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.

Hazardous Materials:

- The Hazard Communication Program should be followed in labeling any container of a hazardous material.
- Flammable liquids must always be stored in a properly labeled safety can when removed from the original container.
- A source of ignition (lighter, cigarette, grinder, etc.) must never be introduced into a room where flammable liquids are used or stored, or introduced within 10 feet outdoors, or 50 feet indoors.
- Extreme care should be used when handling chemicals. Professionals should become familiar with the Material Safety Data Sheet (MSDS) prior to using any chemical.
- When working in areas with fumes, vapors, mists or dusts, the proper respiratory protection must be worn.
- Ask your Supervisor where the MSDS are located on each and every site you are assigned.

Welding and Cutting:

- Welding and cutting can be extremely dangerous if you are not properly trained or authorized to perform such duties.
- Never leave any equipment alone that is plugged in or with the tanks hooked up.
- Mechanical strikers are mandatory. Any other method of lighting is strictly prohibited.
- When not in use gas cylinders must be secured upright with the valve protection caps in place and separated by at least 20 ft. Cylinders must be kept free of grease and oil.
- Cutting goggles with a minimum #5 shade lens are required.
- During the performance of hot work protective equipment such as a welding helmet, leather welding gloves and cotton clothing are required.
- No clothing made of synthetic material may be worn at anytime.
- Do not perform any hot work within 50 ft. of any containers marked as "flammable" or "combustible".
- Obtain any required "Hot Work" permit before beginning work

Ladder Safety:

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place

Ladder Safety continued:

- Rungs must be free of grease and/or oil.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) control on the ladder when climbing. Keep your body near the middle of the step, for instance, your belt buckle should never exceed the vertical members of the ladder (see diagram).
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).

Stepladders:

- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight Type or Extension Ladders:

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After rising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.
- All ladders must be equipped with safety (non-skid) feet.
- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

Machinery and Equipment:

- Riding on power-operated mobile equipment in an unauthorized manner is prohibited.
- Only trained and licensed forklift operators should operate forklifts
- Only properly trained Professionals shall operate machinery or equipment.
- Machine guards or other safety devices must never be removed or tampered with, except to make necessary adjustments or repairs by authorized personnel.
- Machinery with moving or rotating parts is dangerous. Loose clothing, jewelry and gloves shall not be worn. Hair below shoulder length must be restrained when operating machinery with rotating parts.
- Inspect hoists and slings for defects prior to use.
- Before using a ladder, make sure it is in good condition and free from defects. Never use a makeshift ladder.
- Lockout/Tagout procedures must be followed when servicing equipment. Main energy sources (electrical, hydraulic, pneumatic, etc) must be locked out and tagged, and the equipment blocked before beginning any servicing or maintenance operations.

Trenching and Excavating:

- The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
 - a. Depth and/or cut/soils classification
 - b. Possible variation in water content of the material while excavation is open
 - c. Anticipated changes in materials from exposure to air, sun, water, or freezing
 - d. Loading imposed by structures, equipment, or overlaying or stored material
 - e. Vibration from equipment, blasting, traffic, or other sources
- Walkways or bridges with standard railings **must be provided** when professionals or equipment are required to cross over excavations.
- The walls and faces of all excavations in which professionals are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
- **No person must be permitted** under loads handled by power shovels, derricks, or hoists.
- **All professionals must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

Scaffold Safety Rules:

- Before starting work on a scaffold, a competent person must inspect it for the following:
 - a. Are guardrails, toeboards, and planking in place and secure?
 - b. Are locking pins at each joint in place?
 - c. Are all wheels on moveable scaffolds locked?
- Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing) – always use a ladder.
- Scaffolds and their components must be capable of supporting four times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
- Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
- Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
- Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toeboard and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.
- All scaffolds must be erected level and plumb, and on a solid footing.
- Do not change or remove scaffold members unless authorized.
- Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
- Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.
- Guardrails are required on platforms more than 10 feet above lower levels.
- Guardrails may include cross brace for one rail only.
- The top guardrail must be 42” from the platform with a 21” mid-rail.

Motorized Vehicles and Equipment:

- Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
- Always be seated when riding authorized vehicles (unless they are designed for standing).
- Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
- Always use your seat belts in the correct manner.
- Obey all speed limits and other traffic regulations.
- Always be aware of pedestrians and give them the right-of-way.
- Always inspect your vehicle or equipment before and after daily use.
- Never mount or dismount any vehicles or equipment while they are still in motion.
- Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
- Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
- Each operator must be knowledgeable of all hand signals and obey them.
- Each operator is responsible for the stability and security of his/her load.
- Do not use handheld mobile devices (i.e. cell phones) during operation of motor vehicles and equipment.

Forklift Safety:

Prior to performing work on or around Powered Industrial Trucks (forklifts) Professionals will receive training in:

- Forklift safety hazards
- Types of forklifts (powered industrial trucks)
- Forklift operator training requirements

MEDICAL SERVICES & FIRST AID

The client company is required to maintain complete first-aid kits, which are kept in accessible locations. Please see your client company Supervisor or PLS Account Manager if additional first aid supplies are needed.

Medical Services & First Aid

PLS is committed to the safety and health of our Pros and ensures the ready availability of medical personnel for advice and consultation on matters of workplace health.

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured Pros, a person or persons will be adequately trained to render first aid. Adequate first aid supplies will be adequately stocked and readily available to all Pros.

First aid kits are located at every office, jobsite & facility.

Policy Statement

It is the policy of PLS that training in first aid response is not a general requirement for employment, but that local emergency medical services are utilized for primary emergency medical care.

Medical services for employee evaluations, employment requirements, and special conditions of work are provided to Pros at no cost as specified by OSHA.

In areas where 911 service is not available, Pros will be notified of phone numbers to contact local emergency response medical services. The PLS Client will be responsible for posting of emergency phone numbers at all workplaces. The phone numbers will be conspicuously posted in all work locations. This will be verified by the PLS Account Manager during the PLS Safety Audit.

Injured Pros are to be transported to medical facilities by emergency medical services. If emergency medical service is not available in a timely manner, the PLS client will transport the injured Professional to the nearest medical service.

The PLS Operations Manager is the designated first aid provider and is responsible for rendering first aid in the event of an injury requiring immediate response when emergency medical services are not available, and will also be responsible for first aid training of any PLS Professional required.

Eye wash bottles are available wherever eye wash stations are not, for any employee required to work in an environment where exposure to eye hazards may exist. Wash facilities or drench barrels are available at each jobsite for Pros. This will be verified by the PLS Account Manager during the PLS Safety Audit.

First Aid Responsibility

PLS will verify that first-aid trained personnel are available to provide quick and effective first aid. The PLS Operations Manager is responsible for making sure that first-aid training contains required subjects.

- First aid training will be kept current and documented.
- First aid/CPR training is required every two years.

The PLS Account Managers will verify through jobsite Safety Audits that:

- Appropriate first-aid supplies are stocked and readily available.
- First aid stations will be provided when required.
- Emergency washing facilities are functional and readily accessible.
- Emergency washing facilities are inspected and activated.
- Supplemental flushing equipment provides sufficient water.

PLS keeps a written record of all first-aid training. First-aid cards and certificates are recorded and available via the PLS Phalanx system.

EMERGENCY RESPONSE PLAN & FIRE PREVENTION PROCEDURES

Every Professional is required to know and be familiar with the client company Emergency Evacuation Plan. They must know the respective evacuation route to be used when the facility evacuation alarm sounds, or when an evacuation command is given. Evacuation Plans are required to be posted throughout the facility or worksite. For the security and safety of our Professionals and guests, it is of vital importance that a facility evacuation is completed in an orderly fashion and that all Professionals are accounted for in a timely manner.

Policy Statement

PLS has implemented the following policy for the protection of our Pros against emergency situations in the workplace such as fire/explosion hazards, and has appointed The Operations Manager to supervise Emergency Action Plans and Fire Protection/Prevention Programs:

PLS will verify an Emergency Action Plan whenever an OSHA standard requires one through the PLS Safety Audit process. In the event the client has not provided an Emergency Action Plan, one will be provided by PLS. Emergency Action Plans will be in writing, posted in the workplace, and available to Pros for review. The names and job titles of every person in the chain of command will be posted.

The Operations Manager will ensure that all Pros at PLS are informed and trained in the following minimum elements for Emergency Action Plans:

- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation for all areas of work, including type of evacuation and exit route assignments.
- Safe assembly areas designated for all work areas in the event of evacuation.
- Procedures to be followed by Pros who remain to operate critical operations before they evacuate.
- Procedures to account for all Pros after evacuation.
- Procedures to be followed by Pros performing rescue or medical duties.
- The members in the chain of command who may be contacted by Pros who need more information about the Plan or for an explanation of their duties under the Plan.

PLS will verify an employee alarm system is in place and maintained. The employee alarm system will use a distinctive signal for each purpose.

PLS will designate and train Pros to assist in a safe and orderly evacuation of other workers.

The Operations Manager will review the Emergency Action Plan with each PLS Pro covered by the plan:

1. When the plan is developed or a Pro is initially assigned to a job.
2. When the Pro's responsibilities under the plan change.
3. When any element of the Plan is changed.

All fire extinguishers will be inspected by a PLS representative on a monthly basis; this inspection will be recorded and documented with the required annual maintenance check. Records of inspection will be kept on file in the office.

- The Operations Manager will ensure that all Pros are trained in the proper operation of all types of fire extinguishers provided by the company.
- All Pros will be trained in the hazards involved in incipient stage fire fighting. Pros are instructed to ensure the local emergency response service (Fire Department) is notified before attempting to extinguish any fire, and that if a fire is not immediately extinguished, or the fire recurs to evacuate immediately.
- Fire Protection/Prevention training will be required on initial hiring and annually thereafter.

Fire Prevention Procedures

- No more than 25 gallons of flammable liquids can be stored in a room outside of an approved storage cabinet.
- Quantities of flammable liquid in excess of 25 gallons must be stored in an acceptable or approved cabinet.
- Only approved containers and portable tanks can be used for storage and handling of flammable liquids. Approved safety cans must be used for the handling and use of flammable liquids in quantities of 5 gallons or less. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids.

PORTABLE FIRE SUPPRESSION EQUIPMENT

§1926.150 PORTABLE FIRE EXTINGUISHERS

Inspection, Maintenance and Testing

- The PLS client will be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.
- Portable extinguishers or hoses will be visually inspected monthly.
- The PLS client will assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The PLS client will record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record will be available to the PLS Account Manager upon request.

BLOODBORNE PATHOGENS

Policy Statement

PLS is committed to the safety and health of our Pros and prohibiting the spread of bloodborne pathogens. Therefore, the following bloodborne pathogens safety plan has been adopted. In the event a PLS Pro is exposed to bloodborne pathogens all measures within this program will be provided to eliminate the spread of disease.

PLS has implemented this plan to ensure that no Pro is exposed to hazardous Bloodborne Pathogens in the workplace. The Operations Manager is the Company administrator who has the overall supervisory responsibility for the effectiveness of this program and for maintaining medical and training records.

PLS will ensure that a copy of the Exposure Control Plan is kept at the office, in the workplace (if required), and available to Pros at all times in accordance with §1910.1030(c).

- Upon initial hiring, all Pros will be trained in exposure awareness and prevention techniques for bloodborne pathogens. Pros will receive refresher training annually, or if observed to commit unsafe acts regarding potentially infectious material, or when changing job conditions or assignments warrants it. Training records will include date of training, training content, attendance records including job title, and will be kept on file at the office for a minimum of 3 years.
- Pros with occupational exposure for the construction industry are limited to job duties that require workers to administer first aid and/or CPR when necessary. Pros trained in first aid and CPR and designated as First Aid Responders are considered at risk of occupational exposure due to the nature of these duties (e.g., assisting bleeding victims, resuscitation). Occupational exposure is defined as reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of a Pro's duties.
- The exposure determination will be made without regard to the use of personal protective equipment. All Pros who, as a result of performing their job duties, must engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated are considered to have occupational exposure to bloodborne pathogen. Pros will take necessary precautions to avoid direct contact with body fluids.
- PPE will be available at all times to prevent exposure to infectious material for Pros required to handle potentially hazardous material, perform first aid procedures, or to perform routine duties which may bring a Pro into contact with potentially infectious material.
- Pros in job classifications in which they may possibly have occupational exposure to bloodborne pathogens, or material possibly containing bloodborne pathogens, will be given the opportunity to participate in the hepatitis B vaccine program.

- Universal precautions will be observed. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids will be considered potentially infectious. The term "universal precautions" refers to a method of bloodborne disease control that requires all human blood and other potentially infectious materials to be treated as if known to be infectious HIV, HBV or other bloodborne pathogens.
- Any exposed sharp edges or devices that may cause laceration or puncture on machines, tools, or equipment will be eliminated or protected to prevent injury to personnel. All machine guards should be inspected prior to use to ensure that they are in place and secure to prevent injury to personnel and the spread of bloodborne pathogens.
- Any injury to personnel must be reported immediately to a supervisor and PLS, and unauthorized personnel will be restricted from the area where the injury occurred until it is determined that no threat of infection is present, or until properly trained personnel can dispose of any infectious material.
- If provision of hand washing facilities is not feasible, PLS will verify the client provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes. All Pros are allowed access to proper restroom and sanitary facilities. Hand washing and disinfecting supplies are always available to Pros either at restroom facilities or upon request.
- Blood-soaked bandages or other potentially infectious materials from the accident site must be put in properly marked, leak-proof bags for handling.
- Proper disposal containers for potentially infectious material are available as needed. Any such containers will be properly marked for biohazards and disposed of properly.
- Employee medical records are available to the employee to which they pertain, records will be kept confidential for company use only, unless release is authorized in writing by the employee.

Engineering and work practice controls will be used to eliminate or minimize employee exposure. Engineering controls will be examined and maintained or replaced on a monthly schedule to ensure their effectiveness.

PPE is provided to our Pros at no cost to them when the possibility of occupational exposure is present. PPE will be used unless, under rare circumstances, the Pro(s) temporarily declined to use PPE.

Training in the use of the appropriate PPE for specific tasks or procedures is provided by PLS. PPE may be obtained by contacting The Operations Manager, who is responsible for ensuring that PPE is available.

All Pros using PPE must observe the following precautions:

- Wash hands as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Contaminated PPE must be properly handled or disposed of in properly marked, leak-proof bags. When PPE is to be decontaminated, proper handling precautions and procedures will be observed during this process.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Exposure Determination

All Pros who, as a result of performing their job duties, must engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated are considered to have occupational exposure to bloodborne pathogen. Pros will take necessary precautions to avoid direct contact with body fluids.

The most common concern for spread of bloodborne pathogen in non-medical occupations is during the administration of first aid at the workplace. Pros designated as First Aid Responders are considered at risk of occupational exposure due to the nature of these duties (e.g., performing first aid, assisting bleeding victims, and resuscitation).

Contaminated Equipment

In order to prevent occupational exposure to blood or other potentially infectious material, all equipment or material that comes into contact with pathogens will be decontaminated.

Contaminated equipment or other contaminated items are not to be placed or stored in areas where food is kept, and decontamination should be accomplished as soon as possible.

Decontamination is not to take place in any area where food or drink is consumed. Cloths used to wipe contaminated equipment can be discarded as refuse unless they would somehow become contaminated to the extent that they would be considered regulated waste. A biohazard label is to be attached to any large contaminated equipment and is to state which portions are or remain contaminated. For smaller pieces of equipment, the biohazard label should be attached as above, and the piece of equipment should be placed in a bag prior to shipping.

EXAMPLES OF CONTAMINATED EQUIPMENT OR MATERIAL:

- Objects that may have been bled
- Equipment used during first aid upon
- Bandages or gauze

Personal Protective Equipment

Although Pros are expected to avoid the handling of blood or other potentially infectious materials as well as contact with surfaces or items contaminated with such materials during the course of first aid administration, it is likely that the Pro will be exposed to blood. Therefore, personal protective equipment such as gloves will be provided in the first aid kit.

These gloves are not to be washed or decontaminated for reuse. First Aid Responders are to include disposable resuscitation masks as well. Such equipment is to be used for the Pro's protection in cases where the Pro is expected to provide ventilator assistance. Decontaminant will also be available to all Pros to decontaminate equipment.

Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up

PLS offers the hepatitis B vaccine and vaccination series to personnel with duties that may require the Pro to come in contact with blood (i.e. first aid administration). PLS also offers post-exposure evaluation and follow-up after an exposure incident to any Pro who suffers an exposure incident while performing duties on the job. All medical evaluations and procedures are to be made available at no cost to Pros, at a reasonable time and place.

Hepatitis B Vaccination is available to Pros at any Public Health Service facility where physical examinations are performed. All Pros, whose job duties involve occupational exposure, are to be offered the hepatitis B vaccination. The vaccine will be made available after receiving training regarding blood borne pathogens and within 10 days of initial assignment of the Pro to duties with occupational exposure. Personnel, even after training, may decline to receive the hepatitis B vaccine. In such case, the declining Pro is to sign the declination statement. The Pro can receive the vaccine after signing the declination statement if a change of mind occurs and if duties still involve those with occupational exposure. Management will assure that each Pro scheduled for immunization at a Public Health Service facility is provided with the written opinion. These materials are to be taken by the Pro to the evaluating physician for completion. The written opinion should be returned to the company office where the Pro is assigned. A copy of medical records related to hepatitis B vaccination should be obtained by the Pro or first aid provider before departing the facility where vaccination takes place. The Pro should insert this copy of such records in a copy of Appendix D. Should an exposure incident occur, Appendix D, including the hepatitis B related records, serves as the materials for the Evaluating Physician and is to be given to the evaluating physician.

Recordkeeping

Medical Records

PLS will establish and maintain an accurate record for each Professional with occupational exposure to Bloodborne Pathogens.

This record will include:

- The name and social security number of the Professional.
- A copy of the Pro's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the Pro's ability to receive vaccination as required.
- A copy of all results of examinations, medical testing, and follow-up procedures as required.
- PLS's copy of the healthcare provider's written opinion.
- A copy of the information provided to the healthcare provider.

Confidentiality

This employer will ensure that Pro medical records required are:

- Kept confidential.
- Not disclosed or reported without the Pro's express written consent to any person within or outside the workplace except as may be required by law.

PLS will maintain the records for at least the duration of employment plus 30 years.

Employee Training Records

Training records will include the following information:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

PLS Professional's training records will be maintained for 3 years from the date on which the training occurred.

Availability

This employer will ensure that all records required to be maintained will be made available upon request to OSHA for examination and copying.

Required employee training records will be provided upon request for examination and copying to Pros, to employee representatives, and to OSHA.

Employee medical records required will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to OSHA.

Transfer of Records

Whenever PLS is ceasing to do business, PLS will transfer all records subject to this section to the successor employer. The successor employer will receive and maintain these records.

Whenever PLS is ceasing to do business and there is no successor employer to receive and maintain the records, this employer will notify affected current Pros of their rights of access to records at least three (3) months prior to the cessation of this employer's business.

Whenever PLS either is ceasing to do business and there is no successor employer to receive and maintain the records, or intends to dispose of any records required to be preserved for at least thirty (30) years, this employer will:

- Transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard.
- Notify the Director of NIOSH in writing of the impending disposal of records at least three (3) months prior to the disposal of the records.

Where this employer regularly disposes of records required to be preserved for at least thirty (30) years, this employer may, with at least (3) months notice, notify the Director of NIOSH on an annual basis of the records intended to be disposed of in the coming year.

PERSONAL PROTECTIVE EQUIPMENT

PLS provides a hardhat, cut resistant gloves, ANSI approved safety glasses and PLS T-shirts. PPE shall be used as required by Federal, State, or Local regulations. Any additional supplies or equipment may be purchased through the PLS office.

PLS Professionals must provide appropriate and approved safety foot ware and any specialty tools required to perform their assigned duties.

Policy Statement

PLS has implemented this safety program to ensure the protection of personnel from hazards on the job that may be safeguarded against by the proper use of Personal Protective Equipment. The Operations Manager is responsible for ensuring the following work practices are enforced.

The Operations Manager will ensure that all Pros are properly trained in the recognition and assessment of hazards and hazardous situations, the proper selection and use of personal protective equipment required for the hazard and to avoid, prevent, or abate such hazards.

Pros will be trained on initial hiring to use, maintain, clean and disinfect, store, and service PPE properly. Pros will receive refresher training on PPE at least annually, or as work requirements, changing job assignments, changing equipment, or environment warrants it. Any Professional who demonstrates a lack of knowledge or understanding of any aspect of PPE use or maintenance will be re-trained. A Professional must verify his/her understanding of training content as a condition of employment.

A trained PLS representatives will do a written hazard assessment of each jobsite prior to commencement of work to ascertain if hazards are present or likely to be encountered, what engineering controls may be implemented to minimize hazards, and what PPE is necessary for the performance of the job. Affected Pros will be notified of hazards, engineering controls needed, and PPE required. Written hazard assessments, or Safety Audits, are conducted on each jobsite prior to commencement of work and follow-up audits are completed at least monthly. Audits are collected and documented by the Operations Manager.

PPE will be provided for all work required by PLS and Pros are required by Company Policy to use only proper company PPE at all times when required on the job or on company/client property. Failure to use PPE will result in disciplinary action against the violating Pro.

PPE will be issued and fitted to each affected Pro individually. Pros must demonstrate proficiency in donning and doffing equipment, and proper techniques of cleaning and maintaining their respective equipment.

PPE must be used, stored, and maintained in a sanitary condition. All PPE must be cleaned, disinfected, and stored according to manufacturer's recommendations.

Defective or damaged PPE will be immediately tagged "OUT OF SERVICE", removed from service, and replaced with serviceable equipment. PPE will be inspected by the individual Pro at the beginning of each work shift as part of a self-assessment.

Training Pros in the Proper Use of PPE

PLS will train each Pro who must use PPE. Pros will be trained to know at least the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly put on, take off, adjust and wear the PPE.
- The limitations of the PPE.
- Proper care, maintenance, useful life and disposal of PPE.

PLS makes sure that each Pro demonstrates an understanding of the PPE training as well as the ability to properly wear and use PPE before they are allowed to perform work requiring the use of the PPE. If PLS believes that a previously trained Pro is not demonstrating the proper understanding and skill level in the use of PPE, that Pro should receive retraining.

Other situations that require additional or retraining of Pros include the following circumstances: changes in the workplace or in the type of required PPE that make prior training obsolete.

PLS documents the training of each Pro required to wear or use PPE by preparing a certification containing the name of each Pro trained, the date of training and a clear identification of the subject of the certification.

Any employee-owned PPE used in the workplace conform to the PLS' criteria, based on the hazard assessment, OSHA requirements, and ANSI standards. PLS is responsible for the assurances of employee-owned equipment adequacy, maintenance & sanitation.

OSHA requires PPE to meet the following ANSI standards:

- Eye and Face Protection: ANSI Z87.1-1989
- Head Protection: ANSI Z89.1-1986.
- Foot Protection: ANSI Z41.1-1991.

For hand protection, there is no ANSI standard for gloves but OSHA recommends that selection be based upon the tasks to be performed and the performance and construction characteristics of the glove material. For protection against chemicals, glove selection must be based on the chemicals encountered, the chemical resistance, and the physical properties of the glove material.

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