



Employee Handbook

Welcome. Thank you for registering with us. We are here for YOU! We want your experience with IMKO Workforce Solutions to be productive and to lead you into a job opportunity that you will enjoy. If you have any questions or concerns with your employment, please contact a Service Coordinator right away.

IMKO'S MISSION

As a company, it is our goal to maintain a consistent policy of excellence by working together with our clients, employees, and applicants in the utmost professional manner, following only the highest standards of ethical practice.

These guidelines will introduce you to IMKO Workforce Solutions; provide an overview of our expectations from you as one of our employees and what you can expect from us as your employer.

For IMKO Locations please go to the Contact Us page at imko.com

PLEASE NOTE: Nothing contained in this handbook is intended to create an employment contract between the Company and any employee either for employment or regarding any particular term or condition of employment. No manager or supervisor for the Company, other than the President, has any authority to enter into an agreement with an employee for employment for any specified period of time, or to any agreement contrary to the foregoing or to alter the employment-at-will relationship. Any such agreement between the President and an employee must be in writing signed by the President and the employee. This handbook is subject to amendment and modifications at any time. It is the intent of the Company to maintain compliance with applicable laws.

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with IMKO Workforce Solutions (“IMKO”) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The policies, procedures, and programs outlined are designed to serve as guidelines to keep you informed of relevant facts about your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an associate and outlines the programs developed by IMKO to benefit employees. One of our key objectives is to provide a work environment that is conducive to both personal and professional growth. While the policies and procedures outlined in this manual should give employees answers to most of the general questions they might have about their jobs or the company’s programs and procedures, it cannot cover every situation that might arise. If employees have questions about these guidelines or need further information about any subject, they should consult with a service coordinator.

No employee handbook can anticipate every circumstance or question about policy. Therefore, IMKO reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. No changes or potential changes in this handbook will change an employee’s status as an “AT-WILL” employee.

No one other than authorized management may alter or modify any of the policies in this Employee Handbook. No statement or promise by a supervisor, manager, or department head is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Please read the handbook and complete the signature page confirming you have received the handbook, as well as any other requested signature page. Ask questions of your supervisor or any member of management if any areas are unclear.

Local Law

IMKO’s Employee Handbook is designed to provide accurate and authoritative information on the policies and procedures of IMKO. However, where local, state, or federal law conflicts with these policies and procedures, IMKO will comply with the applicable local, state, or federal law. If you have questions, please consult your local site manager or your service coordinator.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at IMKO are based on merit, qualifications, and abilities. IMKO does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, age, disability, medical condition as defined by state law (cancer or genetic characteristics), military service and veteran status, marital status, pregnancy, childbirth and related medical conditions, or any other characteristics protected by law. All employees and applicants will be treated fairly and with dignity and respect.

IMKO will be as proactive as possible in monitoring its employment practices and policies on an ongoing basis. IMKO expects its employees to be aware of their work environment, as well, and be sensitive and respectful to all individuals around them. If employees are subject to, or witness, discrimination, they should contact their supervisor, manager or a member of IMKO management immediately. Any reported violations of this policy will be investigated.

It is the officially stated policy of IMKO Workforce Solutions to comply with all federal, state and local laws in the United States of America concerning the employment of persons with disabilities and to act in accordance

with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) or any other state, federal or local law in whichever location IMKO Workforce Solutions has its offices. Furthermore, it is the company's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, recruitment, promotions, discharge, compensation, training or other terms, conditions and privileges of employment with IMKO Workforce Solutions.

The company will strive to reasonably accommodate with regards to duly qualified individuals with a disability/disabilities so that they may perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to IMKO Workforce Solutions. Should staff members have any further queries regarding our disability policy please feel free to contact the company EO Officer (J. Patrick Hawkins by phone at 913-538-6100 or by email at hawkinsjp@imko.com), EO manager (Tracy Fender by phone at 816-233-4040 or by email at tracy@imko.com) or any other member of management with any questions or requests for accommodation. IMKO Workforce Solutions is an equal opportunity employer and provider of employment services. Auxiliary aids and services are available upon request to individuals with disabilities.

Discrimination, Harassment and Retaliation Prevention Policy

IMKO is committed to providing a work environment that is professional and free of discrimination, unlawful harassment, and retaliation of or against our job applicants, contractors, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military service and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. IMKO will not tolerate such conduct. Discrimination, harassment and retaliation is also prohibited by law. All employees are responsible for respecting the rights of everyone encountered in the workplace or while on Company business, and in any work-related settings such as business-related social functions.

Discrimination Defined - Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined - Harassment is defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined - Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of sexual harassment are as follows:

- Submission to sexual advances is made either explicitly or implicitly a term or condition of an individual's employment;

- Submission to or rejection of such advances by an individual is used as the basis for employment decisions affecting such individual;
- Offensive comments, jokes, innuendoes, or other sexually-oriented statements that have as their purpose, or effect, unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Specific examples of both overt and subtle sexual harassment include, but are not limited to, such things as:

- Verbal harassment, including sexual remarks and sexually derogatory comments or slurs;
- Visual harassment, including sexually offensive posters, e-mails, screen savers, cartoons, drawings, and the like;
- Physical interference with normal work or movement;
- Unwelcome sexual touching, flirting or advances;
 - sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies, conversation about one's own or someone else's sex life; or
 - sexually-explicit e-mails, texts, or voicemails.

Retaliation Defined - Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures

Employees are encouraged to report incidents they believe are in violation of this policy, regardless of their severity to his or her supervisor. If the supervisor is unable to, or the associate believes it would be inappropriate to, contact that person, the associate should immediately contact the local site manager or any other member of IMKO's management. Employees can raise good-faith concerns and make reports under this policy without fear of reprisal.

Any employee who becomes aware of possible discrimination, sexual or other unlawful harassment, or retaliation has a responsibility to promptly advise the local site manager or any member of management. Every supervisor or manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, **must** immediately report the issues raised to any member of IMKO's management.

Investigation Procedures

Upon receiving a complaint, IMKO will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. All reports and investigations will be considered private information and every effort will be made to ensure as much

confidentiality as possible. However, complete confidentiality may not be possible in all circumstances. Employees are expected to cooperate in any investigation.

Such investigation may include interviewing the complainant, the accused, conducting further interviews as necessary and reviewing any relevant documents or other information. Upon completion of the investigation, IMKO shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation.

Employment Consequences

IMKO will take appropriate corrective measures if warranted. Any individual found to have engaged in any conduct prohibited by this policy or the Equal Employment Opportunity policy, either directly or indirectly, will be subject to appropriate disciplinary actions, up to and including termination.

ATTENDANCE

Office Hours

Office hours are Monday through Friday. Times vary per office, please check with your location.

After Hours Emergencies

IMKO's 24-hour emergency phone number is listed on the business card for each employee's coordinator. Employees **must speak with** a Coordinator – **do not leave a message**. Please call this number for emergencies and injury reporting only.

Attendance and Punctuality

Regular attendance and punctuality are essential job functions for each employee and constitute requirements for continued employment. Records of unexcused absenteeism and tardiness are maintained and are considered when job performance is evaluated. Regular attendance and punctuality are both vital to ensure efficient business operation. In addition, good attendance shows respect for fellow employees.

Employees who are habitually absent and/or tardy for unexcused reasons make it difficult to accomplish work goals and place an additional burden on their fellow employees. An employee's unscheduled or excessive absences, chronic tardiness, leaving early, or failure to properly notify his or her supervisor of his or her tardiness/absence is considered misconduct and will result in disciplinary action up to and including termination of employment unless otherwise required by law. Please note, however, that a single incident of unexcused tardiness or absence may result in termination from an assignment depending on Client policy.

Employees who are unable to report to work on time or who cannot go to their assignments, **MUST** call IMKO immediately. **THIS IS VERY IMPORTANT**. If an employee cannot report to work for any reason, including sickness, he or she must call IMKO **at least 60 minutes before his or her scheduled starting time** or as soon as practicable in cases of emergency. The employee must also call in the event he or she may be late for an assignment. Most IMKO's office hours are between 7 a.m. and 5 p.m., Monday through Friday, with an answering machine on at all other times. Please check with your location for their office hours.

An employee **must speak with** a Service Coordinator in order to assure that the employee's absence is excused. It is not acceptable to simply leave a message. The employee must leave a telephone number where he or she can be reached or he/she must call IMKO back during office hours.

FAILURE TO CONTACT A SERVICE COORDINATOR, AS THE ABOVE GUIDELINES PROVIDE, WILL RESULT IN:

- 1st Offense: Written Warning
- 2nd Offense: 3-Month Suspension
- 3rd Offense: Termination

Notwithstanding the foregoing, please note that a single incident of failing to properly notify a Service Coordinator of an absence or tardiness may result in termination from an assignment depending on Client policy.

UNAUTHORIZED ABSENCES – Unexplained and unexcused absences, quitting an assignment without notice or being a NO CALL/NO SHOW will result in disciplinary action up to and including termination of employment.

When placed on assignment, you must follow both the attendance policy of our Client and IMKO. You are expected to follow Client’s guidelines first, then IMKO guidelines. If the client does not have a specific policy, then IMKO guidelines are to be followed. Make sure you know the attendance policy for every assignment you accept. Failure to follow the policies will result in disciplinary action up to and including termination of employment.

Check In/Availability Procedures This policy only applies after you have been on at least one assignment with IMKO. To maintain employment status with IMKO, you must keep us informed as to your availability. When you complete an assignment, immediately notify your IMKO Service Coordinator by phone, and then every week until you are placed on a new assignment. If you fail to follow this policy, then we will consider you unavailable for work and to have voluntarily resigned from employment. Any employee who fails to contact IMKO and notify the Company of his or her availability acknowledges that he or she has voluntarily terminated the employment relationship with IMKO and that, as a result, unemployment benefits may be denied. Contact your IMKO Service Coordinator within 48 hours of your assignment ending or your resignation from assignment unless this policy is inconsistent with your state’s Unemployment Compensation laws (see below). **PLEASE NOTE: Failure to contact IMKO at the end of your assignment or within 48 hours (or as otherwise notified by IMKO) or on a weekly basis thereafter may result in an employee’s acknowledgement that he or she has voluntarily resigned and/or the loss of unemployment benefits.**

State exceptions to the two business day notification period are listed below:
 Iowa – Employees must contact IMKO within three working days of completion of the temporary assignment.
 Michigan – Employees must contact IMKO within seven working days of completion of the temporary assignment.
 Minnesota – Employees must contact IMKO within five working days of completion of the temporary assignment.

It is the responsibility of IMKO’s employees to notify the Company of an employee’s availability for additional work at the end of each assignment. Employees will be considered for additional assignments as they become available if they have provided notification of their availability. There is no guarantee of further assignment.

Employees sent home from assignment for any reason other than the conclusion of an employee’s work assignment must report directly to the IMKO office.

Employees must have adequate means of transportation to and from each assignment.

Family and Medical Leave Act (“FMLA”) Policy Overview

The Family Medical Leave Act (FMLA) may apply at some IMKO locations. The FMLA is a federal statute designed to assist employees in balancing work, life and family matters by providing for unpaid leave for special health or family-related needs. Upon returning to work from qualifying FLMA leave, employees are to be reinstated in their former or equivalent positions.

IMKO's Family and Medical Leave policy will be interpreted in accordance with the federal Family and Medical Leave Act, its regulations and all other applicable laws. To the extent that these policies may conflict with those laws, those laws shall control. Further, IMKO retains all rights and defenses under applicable law, whether or not specifically set forth in these policies. If an employee believes that he or she has been treated unfairly regarding the application or enforcement of this policy, s/he should contact the service coordinator or a member of IMKO management immediately.

Leave Eligibility

Depending on location, an employee is eligible for FMLA only if the employee has been employed by IMKO for at least twelve months and has completed at least 1,250 hours of service in the twelve month period immediately prior to the request for leave. IMKO may, at its option, temporarily transfer an employee to an available alternative position with equivalent pay and benefits if he or she requests intermittent leave or a reduced work schedule and the need for leave is foreseeable based on planned medical treatment, provided the employee is qualified for that alternate position and it better accommodates recurring periods of leave than his or her regular position.

Notice of Leave

To request FMLA leave, an employee must submit a written request to a service coordinator.

Medical Form

When the employee's need for leave is foreseeable, he or she must give thirty (30) days' advance notice before the leave is to begin or give notice as soon as practicable. In addition, when foreseeable leave is planned for medical treatment, an employee should make a reasonable effort to schedule the treatment to avoid unduly disrupting the work operations. When the need for leave is not foreseeable, an employee must give notice as soon as practicable. As soon as practicable generally means the same day the employee learns of the need for leave or on the next business day. Additionally, once the employee's leave begins, he or she must notify IMKO in writing every thirty days regarding the status of his or her leave and his or her intention to return to work at the end of the leave period.

All notices provided by employees pursuant to requests for FMLA leave must fully explain the reasons for leave so that we may determine whether the leave actually qualifies under the Act. (Employees should not provide medical diagnoses, however.) If an employee refuses or fails to give reasons for requesting FMLA leave or refuses or fails to provide a certification, leave may be denied until such information is provided.

Certification and/or Documentation

If leave is requested for the serious health condition of an employee or his or her spouse, child or parent, or to care for a covered service member, IMKO requires a timely medical certification from the employee's or family member's health care provider or the covered service member's authorized health care provider. Certification may also be required if the employee requests intermittent or reduced schedule leave. Depending on the type of leave requested, other documentation may be required, such as legal documentation for the adoption or foster care of a child or certification of active military orders for leave requested for a qualifying exigency. IMKO may require examination(s) by a physician or physicians of its choice to confirm the necessity for the leave, as well as its duration. IMKO is entitled to recertification of the continued necessity of leave should it determine that such recertification is necessary.

Certifications (and recertifications, if necessary) will be considered timely if received within fifteen (15) calendar days from the date of the request. Failure to provide a certification could result in denial of the employee's request for FMLA leave. Certification forms are available at any IMKO location where such leave is available under applicable law. Your service coordinator will be able to assist you in obtaining FMLA forms.

Types and Timing of Leave

An employee at an FMLA-covered location may request FMLA leave for qualifying family or medical events. An employee is entitled to a total of twelve (12) weeks of unpaid leave during a rolling 12-month period for the following reasons:

- Birth of a child;
- Care for a newborn child;
- Placement of a child for adoption or foster care;
- The employee is needed to care for a child, spouse or parent having a serious health condition;
- The employee's own health condition makes him or her unable to perform the functions of the job; or
- A "qualifying exigency" as defined below and related to an employee's spouse, son, daughter or parent's active duty in the United States Armed Forces.

Please note that an employee's entitlement to leave related to the birth of a child expires one year after the child's date of birth.

In addition, an employee who is the spouse, son, daughter, parent or next of kin to a covered service member is entitled to a total of twenty-six (26) weeks of unpaid leave during a single 12-month period for the following reasons:

- Leave to care for a covered service member on the temporary disability retired list, who has a serious injury or illness or is in outpatient status ("military caregiver leave").

Because FMLA leave time is limited to a total of twelve (12) weeks per rolling year or up to twenty-six (26) weeks in a single year for military caregiver leave, an employee should coordinate his or her medical and family leave time if the employee plans to take both types of leave in the same 12-month period. Any employee who is eligible for and takes any period of family and medical leave will have that leave designated as family and medical leave and counted against his or her total allotment. Any employee who is eligible for and takes a portion of his or her twenty-six (26) weeks of military caregiver leave, but not the entire twenty-six (26) weeks, forfeits the remaining portion of the leave that was not used within one (1) year.

The following definitions shall be used to determine qualification:

- "Spouse" means a husband or wife as defined or recognized under State law for purposes of marriage, including common law marriage in states where it is recognized.
- "Parent" means a biological, adoptive, step or foster father or mother, or any individual who stood in as a parent when the employee was a son or daughter. The term "parent" does not include parents "in law" (e.g. mother-in-law or father-in-law).
- "Son" or "daughter" means a biological, adopted, or foster child; a step-child; a legal ward; or a child of a person or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
- "Next of kin of a covered service member" means the nearest blood relative of that individual other than the covered service member's spouse, parent, son, or daughter in the following order of priority: blood relatives who have been granted legal custody of the covered service member, brothers and sisters, grandparents, aunts and uncles, and first cousins unless the covered service member has designated in writing a specific blood relative as his next of kin for purposes of military caregiver leave under the FMLA.

- “Covered service member” means a member of the Armed Forces including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness.
- A “covered military member” is defined as an employee’s spouse, son, daughter or parent who is on active federal military duty or has been called to active federal military duty status for the United States Armed Forces.

A “qualifying exigency” includes:

- Short notice deployment: to address issues arising when a covered military member is called to active duty within seven (7) or less days of such deployment. Leave for a short notice deployment may be taken for seven (7) calendar days or less beginning on the date of the covered military member’s notice of such leave;
- Military events and related activities: to attend official ceremonies, programs or events sponsored by the military that are related to the active duty status of a covered military member or to attend programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to active duty status of a covered military member;
- Child care and school activities: to arrange for or provide urgent child care when the call to active duty of a covered military member necessitates a change in an existing child care arrangement for a covered military member’s child; to enroll in or transfer to a new school a covered military member’s child; and to attend meetings with school or daycare staff of a covered military member’s child;
- Financial and legal arrangements: to make or update financial or legal arrangements to address the covered military member’s absence while on active duty or to act as the covered military member’s representative for the purpose of obtaining benefits;
- Counseling: to attend counseling for the covered military member or a covered military member’s child;
- Rest and recuperation: to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during a period of deployment. Eligible employees may take up to five (5) days of leave for rest and recuperation;
- Post-deployment activities: to attend official ceremonies or programs sponsored by the military in the ninety (90) days following the termination of the covered military member’s active duty status or to address issues that arise from the death of a covered military member; and
- Additional activities: to address other events that arise out of the covered military member’s active duty or call to active duty provided that the employer and employee agree that the leave shall qualify as an exigency and agree to the timing and duration of such leave.

Exigency leave extends to members of the National Guard and Reservists and members of the regular Armed Forces who are deployed to a foreign country.

A “serious health condition” is defined as a condition involving “inpatient care” or “continuing treatment” by a health care provider. Where inpatient care is not involved, the Act requires three (3) or more days absence from work (or incapacity to perform daily activities, in situations of caring for a family member) before a health condition will qualify for leave. Continuing treatment generally means two (2) or more visits to a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and the second within thirty (30) days of incapacity.

A “serious injury or illness” means an injury or illness incurred by a covered service member in the line of duty on active duty in the United States Armed Forces that may render the individual medically unfit to perform the duties of the individual’s office, grade, rank or rating.

“Covered service member leave” provides up to twenty-six (26) weeks of unpaid leave for spouses, parents, siblings, children or next of kin to care for a seriously injured or disabled member of the Armed Forces, National Guard or Reserves, including veterans of the Armed Forces, National Guard or Reserves who were injured in the five (5) years preceding the date on which the veteran undergoes medical treatment. Further, covered service member leave to include aggravation of existing or preexisting injuries incurred in the line of duty.

“Outpatient status” means the status of a covered service member assigned to either a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control to members of the United States Armed Forces receiving care as outpatients.

A “contingency operation” means a military operation that is (a) designated by the Secretary of Defense as an action where the United States Armed Forces are or may become involved in military actions or b) results in members of the United States Armed Forces being called to active military duty, as defined by law.

Employees may take FMLA leave on an “intermittent” or “reduced schedule” basis under certain circumstances. “Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than one continuous period of time. A “reduced schedule” reduces an employee’s usual number of working hours per work week or work day. Employees needing intermittent or reduced leave are expected to schedule their leave so as not to disrupt operations.

Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take intermittent leave or leave on a reduced work schedule basis if the employee’s plan for leave is approved by IMKO. Where FMLA leave is taken to care for a sick family member, for the employee’s own serious health condition or to care for a covered service member or a qualifying exigency, leave may be taken intermittently or on a reduced schedule basis (assuming such leave is certified as medically necessary by a health care provider).

Benefits and Job Reinstatement

Compensation

FMLA leaves of absence are generally unpaid. However, if an employee has unused vacation, sick pay, or other applicable disability insurance this must be used first for all or part of the unpaid leave of absence. The unpaid leave (both medical and family leave) and the paid time off (vacation, sick and personal days) used during the leave of absence, in total, still may not exceed the maximum twelve (12) weeks in the 12-month period or twenty-six (26) weeks during a single 12-month period (for certain qualifying reasons). Should the leave extend beyond the amount of paid leave the employee has available, the balance of the leave will be unpaid.

Health Benefits

An employee who is on FMLA leave will continue to receive group health coverage at the same level and under the same conditions that existed while he or she was working, unless the employee elects not to continue coverage. If IMKO changes its health plan during an employee’s leave the change will apply to the employee as if still on the job.

During the leave period, the employee must still pay his or her regular share of the health insurance premium each month. An employee substituting paid leave during FMLA leave will continue to make his or her regular benefits payments through payroll deductions. An employee on unpaid leave will be required to mail in benefits payments each month; otherwise, those benefits may be suspended.

If the employee provides a statement of intent to return to work, eligibility for leave and maintenance of health continues. If an employee gives an unequivocal notice of intent not to return to work, IMKO's obligation to provide health benefits (except pursuant to COBRA requirements) and to restore the employee to his or her position ends. If the employee does not return to employment following FMLA leave, IMKO reserves the right to recover premiums it paid for maintaining group health plan coverage during the leave period to the extent allowable under the law.

Upon an employee's return to work, IMKO will reinstate all benefits at the same level provided when the leave began without any requalification (such as passing a medical exam or satisfying a pre-existing condition waiting period). Any changes in benefits not based on service during the leave period will also be effective upon the employee's return to work.

Job Reinstatement

An employee will be reinstated to his or her job, or an equivalent position, upon returning from approved FMLA leave. Employees have no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken the leave (e.g., if due to economic or other business conditions the employee would have lost his or her job regardless of whether the employee went on leave, the employee will not be entitled to reinstatement).

After an approved medical leave for the employee's own serious health condition, the employee will be asked to provide a fitness for duty certification of the employee's ability to return to work from his or her physician. The employee will not be allowed to return to work if he or she fails to submit such a report, upon request.

If the employee fails to return to work after an approved family or medical leave and he or she is not authorized to take any additional leave time, the employee will be deemed to have abandoned work. This will be treated as a voluntary termination of employment by the employee.

Miscellaneous Information

Leave for a Husband and Wife

FMLA limits the leave that may be taken by spouses who work for the same employer to a combined total of twelve (12) work weeks during any 12-month period if leave is taken for birth or placement for adoption or foster care or to care for the employee's parent with a serious health condition and to twenty-six (26) work weeks during a 12-month period if leave is taken to care for a covered service member. This limitation applies even if the spouses work at different work sites. The limitation does not apply, however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

Merit Reviews

If a merit review is due when an employee is on leave, the merit review will be completed and given as soon as the employee returns to work.

Internal Posting for Positions

Employees on leave are allowed to apply for jobs posted internally. However, they will need to be available for testing and interviews in order to be considered. They must also be willing to report for the new job, if hired, even if that date falls within their anticipated FMLA leave.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of military service in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). Thirty-day advance notice of military service is preferred, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

During an unpaid military leave of absence, IMKO will continue to subsidize an employee's group health care benefits for up to thirty (30) days. Employees absent on military leave for thirty-one (31) days or longer are eligible for family health benefit coverage from the military. They also can arrange to continue their coverage under IMKO's group health plan for up to twenty-four (24) months. Employees opting for continued coverage under IMKO's health plan are responsible for paying 102 percent of the premium cost.

Time off for military service counts toward an employee's length of service for purposes of determining the rate at which associates earn PTO after returning. Similarly, for purposes of determining benefits and pay when associates return from leave, time spent on military leave counts as service with IMKO. On an employee's return from active-duty, IMKO makes up any missed retirement plan contributions. Further, associates participating in the 401(k) plan can choose to make up missed contributions to the plan on their return from active duty, and such contributions are eligible for employer matching.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on more than thirty (30) days of military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact a Service Coordinator for more information or questions about military leave.

EMPLOYMENT STATUS & RECORDS

Employment Categories

It is the intent of IMKO to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. THESE CLASSIFICATIONS ARE SUBJECT TO CHANGE, BASED ON APPLICABLE LAW AND DO NOT GUARANTEE EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME. ACCORDINGLY, THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT-WILL IS RETAINED BY BOTH THE EMPLOYEE AND IMKO/DIVERSIFIED.

IMKO classifies each employee as either NONEXEMPT or EXEMPT. An employee is exempt if the position is determined to be an executive, administrative, or professional employee (or outside sales representative) as defined by federal and state law. Federal and state law provides an exemption from overtime pay for employees who qualify as exempt. Any employee who is not classified as exempt is nonexempt.

NONEXEMPT employees are entitled to minimum wage and overtime pay under applicable provisions of federal and state laws.

Overtime

Overtime must be authorized. No overtime work should proceed unless first authorized by a nonexempt employee's supervisor, manager or member of IMKO's management.

Access to and Protection for Personnel Files

Personnel Files

IMKO maintains a personnel file on each employee. Personnel files are the property of IMKO, and access to the information they contain is restricted.

In collecting, maintaining, and disclosing personnel information, IMKO makes every effort to protect employees' privacy rights and interests and to prevent inappropriate or unnecessary disclosures of information from any employee's file.

IMKO strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion in accordance with the principles and procedures outlined below.

The Company carefully limits access to personnel files. In addition to protection of employees' private and identifying information by limiting access to personnel files (and medical files), IMKO requires that if any unauthorized access to employee private, or identifying, information should occur, there must be an immediate report made to the President of the Company and the CFO.

Out-of-date employment files and consumer report information will be destroyed in accordance with federal law and/or after consultation with legal counsel.

IMKO treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about IMKO's employees. IMKO maintains information in an employee's personnel file including, but not limited to, the employee's job application, resume, and records of training, documentation of performance appraisals, salary increases, and other employment records. IMKO, with the assistance of employees, makes every effort to ensure this information is accurate and up-to-date. With reasonable advance notice (and within 30 days of a request), current employees may review their own personnel files in IMKO's offices. To review his/her personnel file, an employee must be in the presence of an individual appointed by IMKO to maintain the files.

To ensure that IMKO personnel files are up-to-date and contain accurate, complete information, employees are asked to notify the office manager of changes related to:

- Personal mailing addresses
- Telephone numbers
- Number and names of dependents
- Individuals to be contacted in the event of an emergency
- Educational accomplishments.

Medical Information

All medical information will be kept apart from the general personnel file as a separate confidential medical record. Access to these medical files is tightly controlled within the Company to ensure the highest level of confidentiality. This record will be made available under limited conditions as specified by law. Information in this file generally will not be released to any third party, including an employee's personal physician, without the employee's explicit written authorization, or an appropriate court order, or otherwise consistent with applicable state and federal law. IMKO will comply with any applicable provisions of the privacy regulations of the Health Insurance Portability

and Accountability Act (HIPAA), which are designed to restrict access to, and limit the disclosure of, individually identifiable health information.

Employment Reference Checks

As part of the process of weighing applicants' qualifications and determining their suitability for open positions, IMKO reserves the right to check the employment references of applicants. IMKO's determination of applicants' qualifications and suitability for employment will normally include an IMKO staff member contacting employment references to verify information provided in application forms, interviews, or resumes.

Information obtained from references is used only to: (1) verify the accuracy of employment or academic information provided by applicants; and (2) identify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications and suitability for the position in question. Reference checks normally are conducted by telephone, mail correspondence, or a combination of the two processes, by Company employees.

It is the policy of IMKO to provide only a neutral reference for all former employees of IMKO, in response to a written request. This means that IMKO will verify only the positions held by the former employee and the dates the former employee was employed. This information is to be released only by authorized members of management.

Criminal Background Investigations and Third-Party Investigations

IMKO also reserves the right to conduct criminal background checks on applicants and their employees in accordance with federal and state laws. Conviction of a crime is not an automatic bar to an employment opportunity. If it is found that an individual has been convicted of a felony or a misdemeanor, IMKO will consider the nature of the crime, the relationship to the individual's job, and the time frame since the criminal conviction before making an employment decision. IMKO will review each situation on a case-by-case basis.

For consideration for certain positions as provided by law, IMKO may request that a third party prepare what is sometimes called a consumer investigative report on the applicant. These reports could include information about an individual's character, reputation, and mode of living. This information may be obtained through personal interviews with the applicant's neighbors, acquaintances, associates, and friends or by other means. In cases where such a report is requested, IMKO notifies the applicant within three (3) days of requesting the report, honors requests from the applicant for additional information about the nature of the agency's investigation and report, and otherwise will comply with applicable federal law, and otherwise will comply with applicable federal law.

Applicants are asked to sign appropriate release forms to permit reference and background checks to proceed. A refusal to sign such a release form normally eliminates the applicant from further consideration for employment. IMKO will also provide appropriate notifications for non-investigative consumer reports, as required by law.

Employment Applications

IMKO relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring and interview process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment. The action taken will depend on the significance of the inaccurate information.

TIMEKEEPING/PAYROLL

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require IMKO to keep an accurate record of time worked in order to calculate employee pay and benefits.

After employees are assigned to a job, the employee must inquire with their service coordinator as to whether the individual employee is in charge of keeping track of work time or whether the work site does so. Several companies accept this responsibility, but some companies may require the employee to keep track of his or her time.

An employee who is in charge of keeping track of his or her own time is responsible for turning in a signed timecard by the following Monday to IMKO's office. Timesheets are filled out on a daily basis and turned in weekly are considered to be true and correct and accurately reflect all time worked by the Employee. Instructions for completing timesheets are on the timesheet itself. Employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. If an employee believes that the client is not keeping their time accurately or that they have not been paid for all hours worked must report these concerns to IMKO immediately.

No overtime will be worked unless first authorized by the employee's supervisor or a member of IMKO's management. An employee who works unauthorized overtime will be paid for the time worked at the appropriate overtime rate, however, the employee may be subject to disciplinary action.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

The employee and his or her supervisor must sign the timesheet and the employee's on-site supervisor should keep the yellow copy. The pink copy is the employee's to keep for his or her records. Late timesheets will result in one (1) week delay of payment, as IMKO is unable to issue a paycheck between pay periods. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

Paychecks

An employee may be required to provide proper identification to pick up his or her paycheck. The pay period runs from Monday through Sunday. Each paycheck will include earnings for all work performed through the end of the previous payroll period and will be distributed on Fridays, IMKO's official paydays. Paychecks will be distributed only on official paydays. In the event a payday falls on any other given day, written notice will be given. IMKO does reserve the right to ask for a picture ID when picking up a paycheck. Paychecks are released to the employee only. **THERE ARE NO EXCEPTIONS.**

On Fridays your paycheck may be delivered to your job site, picked up at our office or mailed to your home. IMKO is not responsible for the time it takes for the mail delivery or if it doesn't arrive. If you report your paycheck lost, there will be a \$35 charge for the stop payment. Paychecks are available Fridays during each office open times. IMKO offers direct deposit and pay cards.

Employees may view their paycheck information on IMKO's website – www.imko.com. **No Advances in Pay**
No pay "advances" are allowed. All requests for an "advance in pay" will be denied.

Pay Deductions

The law requires IMKO to make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. IMKO also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your Service Coordinator can assist you.

Work Schedules and Overtime

(Employees Outside California)

The normal work schedule for all employees is 40 hours a week. Overtime for nonexempt work is paid at a rate of 1 and 1/2 times the hourly rate of pay. Federal law does not require a higher rate of pay for weekends or holidays unless a 40-hour work week is exceeded.

Emergency Closings

At times, temporary emergencies such as severe weather, fires, power failures, tornados or earthquakes, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility. Each location will establish a communication procedure to inform all employees of any facility closing.

When operations are officially closed due to threats to our employees or property, recommendations by civil authorities, a failure of public utility service, or other causes beyond our control, the time off from scheduled work will be unpaid. If a facility or other workplace is damaged as a result of an emergency, the Company will reserve the right not to pay hourly employees for time missed from work, to the extent allowed under applicable state or federal law.

In the event that an emergency closing has not been authorized, hourly employees who fail to report for work will not be paid for the time off. Employees may request available paid vacation time.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Your Paycheck

Review Your Pay Stub

IMKO makes every effort to ensure our employees are paid correctly. Occasionally, however, mistakes can happen. If you believe there is a paycheck error, please let us know. If an error should occur, the Company will promptly make any necessary corrections. An employee should review his or her pay stub when he or she receives it to make sure it is correct. If an employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information:

IMKO takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If an employee has questions about deductions from his or her pay, the service coordinator should be contacted immediately. If an employee believes his or her pay does not accurately reflect all hours worked, the employee should report his or her concerns to a supervisor immediately. If a supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply within three [3] business days), the employee should then immediately contact the service coordinator.

In the unlikely event that there is an error in the amount of pay, IMKO will make any necessary corrections as quickly as possible.

Every Report will be Fully Investigated and Corrective Action will be Taken

In addition, IMKO will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in IMKO's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

BENEFITS PROGRAM

Any questions regarding this section should be directed to the Accounting Department at 816-233-4040.

Paid Holidays

We offer six (6) paid holidays a year:

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Those holidays falling on a Saturday will be celebrated on the Friday before and those on Sunday will be celebrated on the Monday following the holiday. To qualify for paid holidays, the employee must:

- Work at least 840 regular hours (overtime excluded) in the 52 weeks preceding the holiday;
- Be on assignment for at least 32 paid hours during the week immediately preceding the holiday; and
- Work the scheduled business day before and after the holiday.

Paid Vacation (New Policy-Effective July 1, 2012)

IMKO employees are eligible to receive one (1) week paid vacation upon the accumulation of 2,040 regular hours (overtime excluded). Once the employee has reached their first 2,040 regular hours, the accumulation process begins again to reach another 2,040 and so on. Vacation pay is based on the average weekly pay each employee received for the (5) weeks preceding the vacation week selected (example: you worked 30 hours for 5 weeks, you will receive a 30 hour vacation pay.) The entire vacation time will be paid in one paycheck. You may choose to take the time off (it must be all at once not one day here and there), with the approval by IMKO and the client you are working at, or you can just choose to take the vacation check, you do not have to take the time off.

(Employees Outside California)

Employees who leave IMKO for another position will lose any vacation/holiday/funeral hours which may have accumulated. Any period of inactivity between assignments for longer than five (5) consecutive weeks will result in an employee being placed on inactive status and the accumulation of the employee's hours for vacation, holiday, or funeral pay will start over. Each employee is responsible for keeping track of his/her accumulated regular hours, however, please give our office 2 weeks' notice per your request to verify your hours and schedule your vacation check pay out.

Any period of inactivity between assignments for longer than five (5) consecutive weeks will result in an employee being placed on inactive status and the accumulation of the employee's hours for vacation, holiday, or funeral pay will start over. Each employee is responsible for keeping track of his/her accumulated regular hours, however, please give our office 2 weeks' notice per your request to verify your hours and schedule your vacation check pay out.

(California Employees Only)

Employees who leave IMKO for another position will be paid for any prorated accrued but unpaid vacation time. The employee will lose any holiday/funeral hours which may have accumulated, however.

Any period of inactivity between assignments for longer than five (5) consecutive weeks will result in an employee being placed on inactive status and the accumulation of the employee's hours for holiday or funeral pay will start over. Each employee is responsible for keeping track of his/her accumulated regular hours, however, please give our office 2 weeks' notice per your request to verify your hours and schedule your vacation check pay out.

Paid Funeral Leave

One (1) working day with pay will be granted to employees in the event of a death in the immediate family. Immediate family is defined as: parent, grandparent, spouse, sibling, or child. Pay will be based on the average hours per day worked over the twenty (20) days prior to the emergency. To qualify for paid funeral leave, each employee must accumulate 1,500 paid hours (overtime excluded) of employment prior to the event.

Insurance

IMKO currently offers two insurance coverages-a MEC (ACA approved, Direct Bill policy) and Limited Medical Benefit. All employees are offered both of these coverages at time of hire. Employees are also eligible for dental, vision, life and/or short term disability benefits when each employee begins working for IMKO. An employee who does not choose to participate in these benefits during the initial offer period must wait until the next year during the open enrollment period to begin participating in the benefits offered. Policies and costs vary. A video and insurance application are located after you log in to the [IMKO Employee Resource Page at imko.com](#) that discusses each policy and any IMKO staff member can also assist you.

EMPLOYEE CONDUCT/CODE OF ETHICS/DISCIPLINARY ACTIONS

In order for us to provide our clients with the best possible service, it is necessary to maintain an orderly work environment. This requires that all employees abide by normal rules of conduct, as well as specific rules applicable to IMKO in general and in specific work areas. Management has the duty of maintaining good discipline and will discharge an employee when circumstances warrant this action.

It is our hope that an employee's employment with IMKO will be successful; however, work-related problems do develop occasionally. Employees are expected to follow all of the rules, policies, and procedures established by the Company and failure to do so may lead to disciplinary action. Whenever possible, IMKO attempts to counsel employees regarding these problems and identify a time period in which the problems can be corrected. However, if a situation cannot be successfully resolved in the established time frame, appropriate discipline, including termination of services, demotion or suspension may be necessary. Some situations are deemed so serious that they may require immediate termination of services. In general, the following procedure will be followed in regard to discipline:

- Oral reminder with a note to the individual's personnel file;
- Counseling and written documentation to the associate's personnel file; and/or
- Suspension; and/or
- Termination of services.

The following are some examples of misconduct in the workplace that will result in disciplinary action, up to and including termination:

- More than one poor performance evaluation from a client company;

- Failure to report to an assignment or leaving without permission;
- Unauthorized/unexcused absences or tardiness;
- Unless prohibited by state or federal law, the failure to report to IMKO at least 60 minutes prior to the employee's scheduled starting time if the employee cannot report to work or is going to be late.
- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs while on IMKO or client company premises and/or representing IMKO or a IMKO's client company in an official capacity;
- A positive result on drug or alcohol test in relation to our policy.
- Reporting to work under the influence of alcohol or illegal drugs while on IMKO or client company premises and/or representing IMKO or a IMKO's client company in an official capacity;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Sexual or other unlawful or unwelcome harassment, or other violation of the Discrimination, Harassment, and Retaliation Prevention Policy or the Equal Opportunity Policy;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Unauthorized use of telephones, mail system or other employer-owned equipment;
- Unauthorized disclosure of IMKO or one of IMKO's client's business "secrets" or confidential or proprietary information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct;
- Reckless use of Company-owned, leased or rented equipment or vehicles.

Personal appearance

Dress, grooming and personal cleanliness standards contribute to a professional workplace, improves morale and affects the business image IMKO presents to customers and visitors.

During business hours, or when representing IMKO, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person. Some industrial jobs require that you wear steel-toed boots for safety. Most clerical/professional jobs require certain business attire. Please check with your service coordinator and/or your supervisor to ensure appropriate personal appearance standards are met. Employees who appear for work inappropriately dressed may be asked to leave the workplace until properly dressed or groomed. Under such circumstances, employees will not be compensated for the time away from work.

In very specific circumstances and to accommodate any legal requirements, IMKO makes reasonable accommodations for dress or grooming issues for religious reasons or for persons with disabilities.

Progressive Discipline

Employment with IMKO is at the mutual consent of IMKO and the employee and either party may terminate that relationship at any time, with or without cause, and without advance notice. Employees who engage in objectionable conduct may receive a warning and opportunity to correct the objectionable conduct at the discretion of IMKO.

However, IMKO does not guarantee that progressive discipline steps are appropriate in every situation. IMKO/Diversified may terminate the employment relationship at any time, with or without cause.

General Reminders

- Every IMKO office is a Smoke and Tobacco-free Environment.
- No weapons of any nature are allowed inside or around IMKO offices or on Company premises at any time.
- Please be respectful to all individuals when visiting IMKO offices.
- Please respect designated parking spots for the handicapped or assigned parking.
- Please note all designated exits and the fire evacuation plan in your office.
- Security cameras and 24-hour surveillance may be utilized in or around IMKO offices and adjoining parking lots.
- IMKO does not tolerate any abusive behavior either verbally or physically with any of IMKO staff. Any member of IMKO's staff has the right to ask you to leave the premises at any time and for any reason.
- IMKO reserves the right to report to appropriate authorities any event that violates the law – including, but not limited to, timecard fraud, workers compensation, fraud, theft, assault, etc.

Workers' Compensation and Fraud Investigation

IMKO investigates every accident. Suspicious claims for workers' compensation (i.e., those that did not happen on the job or appear to be fraudulent) will be turned over to the fraud unit in this state for investigation and possible prosecution. Filing a fraudulent workers' compensation claim can result in felony charges and/or fines.

SAFETY, INJURY REPORTING, & WORKPLACE ITEMS

Employee Safety

Employee safety is important to us. IMKO strives for a 100% injury-free workforce. However, if an employee is injured on the job, he or she must report this to his or her onsite supervisor and to IMKO before seeking treatment except in cases of emergency. Seeking unauthorized medical care for an injury may result in lack of workers' compensation coverage. IMKO requires that an employee call the 24-hour phone line before seeking medical care. The 24-hour phone number is listed on the business card for each employee's coordinator. Employees should check with the local office to determine who the primary medical provider is for on-the-job injuries.

Injury Reporting

Employees who sustain bodily injury while on a job assignment must take the following steps to ensure that they receive prompt and proper medical attention, as well as possible coverage of medical bills, if appropriate, under applicable workers' compensation law:

- Notify your supervisor immediately.
- Call the IMKO Safety Manager immediately to report the injury and receive information as to where to report for treatment. Seeking medical attention without the Safety Manager's knowledge could cause a denial of any applicable workers' compensation coverage.
- When an IMKO employee is injured while on assignment, and the injury requires off-site medical attention, the employee will be required to return to the IMKO office prior to returning to his/her assignment to review a "general safety procedures" video.

Security Inspections

The Company wishes to maintain a work environment that is free from illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the possession, transfer, sale, or use of such materials on its premises. The Company requires the cooperation of all employees in administering this Policy.

Desks, lockers, and other storage devices may be provided for the convenience of the employees but remain the sole property of the Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice.

General Safety Procedures

IMKO employees are expected to work and operate all machinery in a safe and responsible manner. It is the responsibility of each employee to:

- Ask to receive JOB SPECIFIC safety training from the employee's assigned company.
- Request Material Safety Data Sheets from the employee's assigned company for any hazardous materials that the employee may be exposed to, or have the potential to be exposed to.
- Follow all safety and health rules and regulations and wear or use all prescribed protective equipment recommended by the assigned company.
- Read and understand the OSHA posters at all job sites.
- Lift properly by bending your knees, getting a good grip, and then pushing up with your leg muscles while keeping your back straight.
- Dress safely when working around machinery.
- Use tools, machinery, lift trucks, and other equipment only when you have been specifically trained and/or properly certified on the particular item of equipment and have been authorized to operate it.

Failure to follow applicable safety procedures will lead to disciplinary action and possible immediate termination.

You must agree to comply with this staffing company's safety rules and regulations and hazardous communication program. You must agree to **operate all machinery in a safe and responsible manner and wear or use all prescribed protective equipment (PPE)** recommended by the assigned company.

IMKO takes their responsibility as your employer very seriously, and they have gone to great lengths to provide a safe work environment and to ensure that each employer complies with relevant regulatory requirements according to **OSHA** standards. **If you are injured on the job**, this staffing company will deal promptly with claims and has workers compensation insurance that complies with applicable state law. IMKO has extensive experience investigating claims and will fight fraudulent claims with all available resources.

Workplace Security and Monitoring

Workplace monitoring may be conducted by the Company to ensure quality control, employee safety, security, or customer satisfaction.

As part of the Company's ongoing quality control efforts, employees who regularly communicate with customers may have their telephone conversations monitored or recorded with advance notice and with their knowledge. The Company may also conduct video surveillance of workplace areas with the exception of restrooms and locker rooms.

Substance Abuse Policy

IMKO is committed to safeguarding the health of employees and providing a safe place for employees to work. Where permitted by state law the types of testing that may be requested include the following: Pre-Assignment, Return to Work, Post Injury, Random and Reasonable Suspicion (For Cause). IMKO may require a drug or alcohol test for pre-employment. Any positive result will be a 30-day suspension, termination of employment, or denial of employment. Any refusal to test will result in an automatic termination of employment.

IMKO prohibits the unlawful manufacture, distribution, dispensation, presence, or use of drugs or other controlled substances on its property or its clients' properties. Employees violating this prohibition will be referred to a supervisor or service coordinator, will be removed from the work place, and will be disciplined, up to and including termination.

Any employee engaging in the use of alcohol while on Company property, while on a IMKO client's company property, or while on Company business or who reports for duty under the effects of alcohol will be referred to a supervisor or service coordinator, will be removed from the workplace, and will be disciplined, up to and including termination.

Legal use of any drug while engaged in IMKO's work activities is prohibited to the extent that such use may affect the safety of fellow employees or employees of IMKO's clients or impair job performance. In such cases, an employee must contact his or supervisor or service coordinator to determine whether any reasonable accommodations exist that will enable the employee to perform the essential job functions without harm to him- or herself or others. An employee may continue to work if the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's duties and responsibilities.

Workplace Violence/Weapons

IMKO does not tolerate acts of workplace violence committed by or against employees. IMKO strictly prohibits employees from making threats or engaging in violent acts.

NOTE: This is a zero-tolerance policy, meaning that IMKO disciplines or terminates every employee found to have violated this policy.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon while on our premises or on client premises;
- Damaging property intentionally;
- Threatening to injure an individual or damage property; and
- Committing injurious acts motivated by, or related to, domestic violence or sexual (or other protected category) harassment.

The supervisor or service coordinator will immediately investigate any reported violence, harassment, or threats committed on IMKO's property or the property of an IMKO client.

All employees who commit violent acts or who otherwise violate this policy are subject to corrective action or discipline, up to and including termination of employment. IMKO also reserves the right to pursue prosecution

of all of those who engage in violence on its premises or against its employees while they are engaged in our business.

We are committed to ensuring the safety of our employees, customers, clients, and visitors. In furtherance of this commitment, IMKO maintains a weapons-free workplace and strictly enforces the following rules:

- The prohibition against any individual from using, carrying, or possessing deadly weapons or destructive devices while on IMKO’s property, or a client’s property, or during the course of employment.
- The prohibition against using, carrying, or possessing deadly weapons or destructive devices while on IMKO’s property, or a client’s property, or during the course of employment applies to all employees, customers, clients, and other visitors, regardless of whether such individual possesses a license to carry or possess such weapons or devices.
- This prohibition does not apply to weapons or devices in the possession of law enforcement officers who are authorized by law to carry such items.
- This policy applies to using, carrying, or possessing any of the following weapons or devices:
 - Firearms, including, but not limited to, handguns, rifles, pellet guns, and similar devices;
 - Knives, with the exception of small pocket knives;
 - Instruments capable of inflicting a heavy blow, including, but not limited to, nightsticks, clubs, and similar devices;
 - Explosive devices, including, but not limited to, bombs, grenades, and similar devices; and
 - Other devices whose primary purpose is the infliction of bodily harm.

Violations of the prohibition against using, carrying, or possessing prohibited weapons or devices by employees is considered gross misconduct and will result in immediate discipline, up to and including termination. Customers, clients, or other visitors who violate this policy will be asked to immediately leave IMKO’s premises.

Anti- Bullying Policy

IMKO prohibits what is known as workplace bullying. This behavior usually takes the form of repeated, unreasonable actions by an individual or group directed towards an employee or group, where such actions are intended to intimidate and create risk to the health/safety of the affected employee(s). It often involves abuse or misuse of power and is typically behavior that intimidates, degrades, offends and/or humiliates an employee, often in front of others. Examples of such behavior include, but are not limited to, the following:

- unwarranted or invalid criticism
- blame without factual justification
- being treated differently than work group peers
- being sworn at
- exclusion at social functions
- being shouted at or humiliated
- being the target of practical jokes
- excessive monitoring

Note that “tough” or demanding bosses are not necessarily bullies, as long as their primary motivation is to obtain performance through high expectations. (In most bullying situations, it will be co-workers bullying peers.) If you have been bullied at work, please report this behavior to your service coordinator or to an appropriate member of management. The Company takes such complaints seriously and will investigate promptly any good-faith complaint.

Resignation

When an employee decides to leave for any reason, we encourage the employee to provide a two-week notice (excluding vacation and sick days) to ensure a smooth transition. Employees are encouraged to discuss any problems that could lead to possible resignation with their service coordinator or supervisor.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Any employee who fails to contact us and notify the Company of his or her availability following completion of a work assignment, without good cause, acknowledges that he or she has voluntarily terminated the employment relationship with IMKO and, as a result, unemployment benefits may be denied.

Return of Property

Employees are responsible for all IMKO and client property, materials, or written information issued to them or in their possession or control.

Employees must return all IMKO and client property immediately upon request or upon termination of employment. We will take all appropriate action to recover or protect our property or that of a client.

Solicitation Regarding Social, Non-Work Related Activities

We recognize that employees may have interests in social and non-work related events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Distribution of advertising material, handbills, or printed or written literature of any kind in working areas is prohibited at all times. Solicitation or distribution of literature by non-employees on IMKO premises is prohibited at all times.

ELECTRONIC AND OTHER COMMUNICATIONS

Use of Phone and Mail Systems

The mail system at our office and at any client's office is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Email sent through our email server or a client's email server is the property of the business. It is not private, and you should not have any expectation of privacy in such communication.

Employees should refrain from making or receiving personal phone calls or text messages while on the job. Take care of necessary calls during designated break or lunch periods. Some businesses will not allow cell phones on their premises. Check with your Service Coordinator for each business's policies.

Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are IMKO's property intended primarily for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

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

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

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

Disclaimer of Liability for Use of Internet

Most employees do not have access to the Internet at work. If you do have such access, IMKO is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Employees are hereby cautioned that many of these pages can include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Be advised that employees access the Internet at their own risk.

IMKO's policy prohibiting all types of harassment applies to the use of its electronic communications systems, including Internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. No jokes on these bases should be transmitted over the IMKO's electronic communications systems.

Personal Use of the Internet During Business Hours

For those employees who do have Internet access as part of their jobs, IMKO recognizes that the Internet may have useful applications for business purposes, but employees are explicitly requested to "surf the net" for personal reasons only during their scheduled breaks or lunch time.

Since IMKO's electronic communications systems are intended primarily for business use, these systems may not be used to solicit for commercial activity unrelated to IMKO's business. Any personal use of the IMKO's electronic communications systems must be limited to employees' non-work time.

No Expectation of Privacy

If employees have Company computer access, a computer and any computer accounts given to employees are to assist them in performing their job duties. Employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. The computer system and all information contained within it belong to IMKO or to the client.

Monitoring Computer Use

IMKO and/or its clients have the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, monitoring employees' participation in chat groups and news groups, reviewing material employees download from, or upload to, the Internet and reviewing email employees send and receive using company equipment.

The reasons for which IMKO and/or its clients may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, and insuring that business operations continue appropriately during an employee's absence.

Blocking of Inappropriate Content

IMKO and/or its clients may use software (but they are in no way obligated to do so) to identify inappropriate or sexually explicit Internet sites; such sites may be blocked from access by company networks. In the event you

encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to blocking software.

Social Media Policy

IMKO recognizes that employees communicate with others and share photos, video, audio and other information through social networking sites, blogs and micro-blogs, texts, emails, chat rooms, instant messages, online message boards, etc. on sites such as Facebook, LinkedIn, Twitter, Instagram, Tumblr, YouTube, and Flickr. IMKO respects the right of employees to participate in these types of communication. However, employees should be mindful that their social media activity, even if done off client or IMKO premises and while off-duty, could affect IMKO's and/or its clients' legitimate business interests. This policy is intended to make sure you are aware of your obligations in this regard. This policy is intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended at any time, for any reason, without notice.

To protect the identity, reputation and good will in the marketplace of IMKO and its clients, employees must adhere to the following rules:

- Employees may not post on a blog or social networking site during work time.
- IMKO or its clients' equipment or property is generally intended for business use. Except as otherwise provided by law, employees are to use electronic information systems for business purposes.
- Exercise responsibility online. Employees are personally responsible for any of their social media activity: (a) conducted with IMKO or its clients' property or which can be traced back to their domains or information systems, and/or (b) which expressly or implicitly identifies them as IMKO employees.
- If an employee identifies himself or herself as an IMKO employee on any social networking site, the communication must specifically note that the views expressed are those of the author and do not necessarily reflect the views of IMKO.
- While using social media, even if done on non-work time, employees must follow the law and the policies contained in this handbook. This means that employees are prohibited from using social media to post or display comments about other coworkers or supervisors that are vulgar, obscene, threatening, intimidating, defamatory, libelous or malicious or a violation of the policy against discrimination, harassment, or retaliation.
- Before posting any online material, employees must ensure that it is not knowingly false; instead, employees must try to be accurate and truthful. If an employee finds that he or she has made a mistake, he or she should admit it, apologize, correct it and move on. Employees should never post anything that is maliciously false.
- Employees are prohibited from misappropriating or using without permission IMKO's or its clients' intellectual property on any social networking site or other online forum. Employees are reminded that there are civil and criminal penalties for posting copyrighted material without authorization.
- Most social media sites have rules concerning the use and activity conducted on their sites. These are sometimes referred to a "Terms of Use." Employees must follow the established terms and conditions of use that have been established by the venue.

Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

IMKO and its clients reserve the right to monitor all public blogs and social networking forums for the purpose of protecting their interests and maintaining compliance with this policy, in addition to monitoring any and all aspects of their computer systems,

This policy is not intended to interfere with employee rights under the National Labor Relations Act, including employees' right to discuss the terms and/or conditions of their employment, or other laws protecting lawful job-

related activities, or to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.

CALIFORNIA SUPPLEMENT

The following policies apply to California employees only.

Rest Breaks

Nonexempt employees who work three and a half or more hours per day authorized and permitted to take one 10-minute rest break for every four hours or major fraction thereof worked (“major fraction” means any time greater than two hours). Rest breaks should be taken as close to the middle of each work period as is practical. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods. Accordingly, you do not need to clock out when taking a rest break.

Employees are required to immediately notify their supervisor or Human Resources if they believe they are being pressured or coerced by any manager, supervisor, or other employee to not take any portion of a provided rest break.

Meal Periods

Nonexempt employees who work more than five hours in a workday are provided an unpaid, off-duty meal period of at least 30 minutes. If six hours of work will complete the day’s work, you may voluntarily waive your meal period in advance in writing. Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30-minute meal period. If an employee works no more than 12 hours, the employee can waive his or her second meal period in advance in writing, but only if the first one was not waived. If you work more than 12 hours you may not waive and should take your second unpaid, off-duty 30-minute meal period.

Meal periods should begin no later than the end of the fifth hour of work. Employees entitled to a second meal period should begin it no later than the end of the tenth hour of work. Employees are encouraged to and should take their meal periods; they are not expected to work during their meal periods.

During your meal period, you are relieved of all duty and you should not work during this time. When taking your meal period, you should be completely off work for at least 30 minutes. Employees are prohibited from working “off the clock” during their meal periods. You must clock out for you meal periods and clock back in and promptly return to work at the end of any meal period. You may leave the premises during your meal periods.

Employees are required to immediately notify their supervisor or Human Resources if they believe they are being pressured or coerced by any manager, supervisor, or other employee to not take any portion of a provided meal period.

Overtime

Nonexempt employees will be paid overtime in accordance with state and federal overtime requirements. For all hours worked in excess of eight hours in one day or 40 hours in one week, or for the first eight hours on the seventh consecutive day in the same workweek, you will be paid at one and one-half times your regular rate of pay. You will be paid double-time for hours worked in excess of 12 in any workday or in excess of eight on the seventh day of the workweek. There may be exceptions to these standards where allowed by law. Please remember you are not allowed to work overtime unless it has been authorized in advance by your supervisor.

Paid Sick Leave

All California employees who work 30 days or more within a year of the commencement of employment are eligible for paid sick days. An employee will accrue 1 hour of sick pay for every 30 actual hours worked up to a maximum of six days (48 hours). Unused sick time carries over from year-to-year, but is subject to the cap of 48 hours. Once an employee reaches the accrual cap, s/he will not accrue further paid sick leave until some paid sick time is used. The accrual starts at the time of hire and the employee can begin using paid sick leave after 90 days of employment.

An employee may use a total of up to 24 hours or 3 days of sick pay per their 12-month anniversary period. An employee may use paid sick leave for: Themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or a specified purpose for an employee who is a victim of domestic violence, sexual assault, or stalking. An employee's minimum increment for the use of paid sick leave is 2 hours. Sick leave will be paid at their current hourly rate upon request. As the employee, you must request paid leave directly from IMKO. For the purposes of overtime within the pay period, sick pay is not counted in calculating overtime pay. Overtime is only based on the hours you actually work. No accrued, unused paid sick days will be paid out at the time of termination, resignation or retirement.

If an employee is rehired within one year, previously accrued and unused paid sick days shall be reinstated. If an employee is gone for more than one year and returns, then the accrual starts new (no reinstatement).

An employee may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave. If an employee has exhausted their annual allotment of state mandated paid sick days, continued absences may result in discipline as outlined under the Employee Conduct/Code of Ethics/Disciplinary Actions of the Employee Handbook.

California Family Rights Act ("CFRA")

California employees may be eligible to receive a leave of absence under the California Family Rights Act (CFRA) which will run concurrently with leave under the FMLA (as described in the main part of this handbook). The FMLA and CFRA provide eligible employees up to twelve (12) weeks within a rolling twelve (12) month period, of unpaid, job-protected leave to eligible employees for certain family and medical reasons including: (1) your own serious health condition that makes you unable to perform the functions of your position; (2) the birth, adoption, foster care placement or serious illness of your child; or (3) to care for your parent, spouse or registered domestic partner who has a serious health condition. Leave for the birth, adoption or foster care placement of your child must be taken within one year of your child's birth, adoption, or placement.

Eligibility. To be an "eligible employee", you must (1) have been employed with IMKO for at least 12 months (which need not be consecutive); (2) have worked for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave; and (3) work at a worksite where 50 or more employees are located within 75 miles of the worksite. In addition, an employee who is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement can meet this requirement while on leave because leave to which the employee is otherwise entitled counts toward length of service requirement (but not the 1,250 hours requirement).

Intermittent Leave. Employees are also entitled to take CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member. Employees are also eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-week increments, but IMKO permits two occasions where the leave may be for less than two weeks. Employees must consult with a service coordinator

and make a reasonable effort to schedule intermittent leave so as not to unduly disrupt IMKO's or its clients' operations.

Requesting Leave. Submit your request for leave to your service coordinator who will be able to assist you in obtaining CFRA certification and other forms regarding rights and obligations. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for CFRA leave under this policy.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We will notify you in writing if your leave has been approved or denied, and if denied, the reasons for the denial.

Medical Certification for a Serious Health Condition. If your request for leave is because of the serious health condition of yourself or a qualified person, you must provide us with a physician's certificate within 15 days after you request the leave. Failure to provide requested certification within 15 days if such is practical may result in delay of further leave until it is provided. The certificate must set forth the date when the condition commenced, its probable duration, an estimate of the time needed for care and a statement that the condition warrants the leave. Recertification will be required when the original certification has expired and additional leave is requested.

If IMKO has reason to doubt the validity of an initial medical certification regarding an employee's own serious health condition, it may require the employee to obtain a second opinion at IMKO's expense.

Leave is Unpaid. Leave is generally unpaid. However, if an employee has unused vacation or sick pay, this may be used for all or part of the unpaid leave of absence, but this may not be used to extend your leave beyond 12 weeks. Where permitted by law, the employee will be required to use any unused accrued vacation or sick pay during the leave. You may be eligible for Paid Family Leave ("PFL") or State Disability Insurance ("SDI") for the unpaid portion of your leave. Information regarding your PFL or SDI benefits may be obtained from your service coordinator.

Health Benefits. As mentioned in the main part of this handbook, during CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work. During the leave period, the employee must still pay his or her regular share of the health insurance premium each month. An employee substituting paid leave during FMLA leave will continue to make his or her regular benefits payments through payroll deductions. An employee on unpaid leave will be required to mail in benefits payments each month. IMKO's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse IMKO for the cost of the premiums IMKO paid for maintaining coverage during their unpaid CFRA leave. If IMKO changes its health plan during an employee's leave the change will apply to the employee as if still on the job.

Return to Work. At least one week prior to your return to work, you must provide written notice to your service coordinator your intent to resume work. Before returning to work after a leave of absence based on your own medical condition, you must provide us with a written statement from your physician, confirming your ability to return to work. Employees failing to do so will not be permitted to resume work until this is provided. If an

employee's anticipated return to work date changes, the employee must provide IMKO with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date.

Restoration of Employment and Benefits. At the end of CFRA leave, subject to some exceptions including situations where job restoration of "key employees" will cause IMKO substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions they held before the leave. Taking a CFRA leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your service coordinator.

If you do not return to work as scheduled at the end of a leave without obtaining prior approval for continued leave, we will assume you have voluntarily resigned your position with IMKO. If an employee gives an unequivocal notice of intent not to return to work, IMKO's obligation to provide health benefits (except pursuant to COBRA requirements) and to restore the employee to his or her position ends.

Pregnancy Disability Leave ("PDL")

If you are disabled by pregnancy, childbirth or related medical conditions, you may take an unpaid pregnancy disability leave (PDL). The PDL covers any period(s) of physician-certified disability of up to four months (17.5 workweeks) per pregnancy. For employees who work part-time or do not work a regular schedule, the PDL covers the amount of time you would typically work in a four-month period. At the end of your leave, you will be reinstated in the same or a substantially equivalent position unless your position has been eliminated because of a change in business conditions or operations.

You do not need to take your PDL in one continuous period of time, but can take it intermittently on an as needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth and pregnancy-related medical appointments would all be covered by your PDL. We may require you to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave. You may be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. You also may be entitled to other reasonable accommodation where doing so is medically necessary.

To receive reasonable accommodation, obtain a transfer, or take a PDL, you must provide sufficient notice – 30 days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable. Failure to comply with these notice requirements may delay the requested leave until you comply with this notice policy.

You must provide a certification from your health care provider of your pregnancy disability. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any limitations you may have.

PDL is unpaid. However, you may use any accrued paid sick leave before taking the remainder of your leave on an unpaid basis. The use of any paid sick leave will not extend the duration of your PDL. You may be eligible for State Disability Insurance ("SDI") for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from Human Resources.

If you are covered by a group health insurance plan at the time of your leave, you are entitled to continue your group health insurance coverage for the duration of your pregnancy disability leave under the same terms and conditions as when you are actively working.

For more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact Human Resources.

Paid Family Leave (“PFL”)

All California employees covered by State Disability Insurance (SDI) may be eligible for Paid Family Leave (PFL) benefits, a program administered by the Employment Development Department (EDD). These benefits are financed through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for benefits. There generally is a waiting period during which time no PFL benefits are available. The EDD can provide additional information about any applicable waiting period.

PFL will provide up to six (6) weeks of benefits if workers take time off:

- to care for a seriously ill child, spouse, parent, domestic partner, sibling, grandchild, grandparent or in-law
- for the birth, adoption, or foster care placement of a new child

Please note, employees taking time off work to care for a child, spouse, parent, or domestic partner or other relative with a serious health condition or to bond with a new child are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws.