

Atrium Managed Services Associate Policy Handbook

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SECTION 1: INTRODUCTION

01 – About Your Handbook

This Associate Policy Handbook (herein “Handbook”) is provided to all contingent workers of Atrium, herein referred to as the “Company.” The Company and its affiliated entities include but are not limited to, Atrium Staffing Services Ltd.; Atrium Staffing LLC; Atrium Staffing of New Jersey LLC; Atrium HR of Boston LLC; Atrium Staffing of California LLC; Atrium Payroll Services LLC; and Atrium Aviation Services LLC. This Handbook is provided as an outline of policies and guidelines that have been developed to ensure the efficient, fair, and consistent operation of the Company.

The Handbook provides general information about Company policies, procedures, expectations, and benefits. It is important that you thoroughly review the contents of the Handbook to gain an understanding of the Company’s expectations of you and what you can expect from the Company.

When you accept an assignment at one of the Company’s clients, you will receive specific details of your assignment, an overview of the client company to which you are assigned, and in some instances, the client’s policies by which you must abide. Regardless of the specific details and expectations of the client company, you are required to abide by the Company’s policies and expectations throughout the duration of all assignments.

The information in this Handbook cannot anticipate every situation or answer every question regarding your temporary employment. Should you have any questions, please speak with your Atrium representative at the Company.

02 – Handbook Acknowledgement

I acknowledge that I have received a copy of this Handbook, which describes important information about the Company, and understand that I should consult my Atrium representative and/or the Human Resources (HR) Department at the Company if I have questions.

I hereby acknowledge that I have read, understand, and agree to abide by the contents of this Handbook and the policies of the Company.

I understand that the Company’s Handbook may be amended or altered at any time. I agree that I will abide by the policies set forth in the Company Handbook. I acknowledge that nothing in this Handbook alters the at-will nature of my employment, that I am an at-will employee, and that my employment may be terminated at any time with or without notice.

I further acknowledge that this Handbook is merely a guide to provide information and is not a contract of employment for a specific period, either expressed or implied.

Employee Name – Printed

Employee Name – Signature

_____/_____/_____
Date

SECTION 2: EMPLOYEE RELATIONS

01 – Equal Employment Opportunity

Equal Employment Opportunity is both policy and practice at the Company. The Company seeks to provide equal employment opportunities to all employees and job applicants for employment without regard to age, race, color, creed, religion, sex, marital status, national origin, ancestry, citizenship, disability, genetic information and/or veteran status or other protected status in accordance with applicable federal, state and local laws.

This policy governs all areas of employment at the Company, including but not limited to recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and termination. In addition, the Company does not discriminate against any employee or applicant in work assignments, does not invite or honor discriminatory job orders or requests by clients, and does not “code” applications or other documents to record the protected status of any applicant or employee.

Any employee who violates this Policy may be subject to discipline, up to and including termination.

02 – Harassment-Free Environment

Anti-Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and the Company will take appropriate action to swiftly address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Harassment also includes verbal taunting that, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of harassment include but aren't limited to:

1. Verbal Harassment: Comments that are not flattering or are unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability or appearance; Epithets, slurs, and/or negative stereotyping.
2. Nonverbal Harassment: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, pregnancy, appearance disability, gender identity, marital or other protected status.

A "hostile work environment" may exist when the repeated harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, from supervisors, to other employees and/or employees at a client company, or customers. Hostile work environment harassment consists of derogatory verbiage or materials against a protected group, including but not limited to, text messages, emails, cartoons, posters, and/or vulgar or lewd comments or jokes.

No Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment

decisions...or such conduct has the purpose or effect of...creating an intimidating, hostile or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, lowers morale, and therefore interferes with work effectiveness. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment are:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and/or threats; Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
- Nonverbal: The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.
- Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

Normal, courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

There are generally two types of sexual harassment:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, from supervisors, to other employees, to employees of a client company, and/or customers. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, emails, cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

No Bullying

The Company defines bullying as abusive conduct by one or more persons against another or others, at the place of work or in the course of employment, with malice, that is reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests. Bully may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. The following behavior constitutes examples of bullying:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

Complaint Process

Any individual who feels that they have been subjected to any of the behavior outlined above initiates the complaint process by contacting the Company's HR department immediately. HR will ask that you provide formal documentation of the complaint. No formal action will be taken against any person under this policy unless the written complaint received contains sufficient details to allow the HR Director to determine if a policy may have been violated.

Upon receiving a complaint, HR will conduct a thorough investigation into the matter. Within 15 business days from the date the written complaint was filed, the HR Director or the person conducting the investigation will conclude the investigation and provide a report to Company management and client (where appropriate).

If it is determined that wrong doing occurred, the HR Director or person conducting the investigation will recommend appropriate disciplinary action, which may include termination. If it is determined that there was no wrong doing, but problematic behavior exists, preventive action may be recommended and/or taken.

After the course of action is determined, the HR Director or person conducting the investigation will meet with the employee who filed the complaint and inform the employee of the conclusion and actions taken, if appropriate.

03 – No Retaliation

The Company does not and will not retaliate against any employee who brings forth any suspected violations of the policies in this Handbook, especially violations of the "Harassment-Free Environment" policy.

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

1. Filing or responding to a bona fide complaint of discrimination or harassment.
2. Appearing as a witness in an investigation of a complaint.
3. Serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions, up to and including, termination.

04 – Attendance

It is assumed you will arrive to work on time and work until the scheduled stop time. However, if you will be late or absent from work, you are required to contact both your Atrium representative at the Company and your on-site client supervisor to inform them of the absence or tardiness prior to the start of your work day. It is important that you inform both parties as soon as possible to mitigate the business challenges that may arise due to your absence or tardiness. It is preferred that you speak with your Atrium representative at the Company and on-site client supervisor in person when you call in your absence or late arrival. However at a minimum, all absences or late arrivals require an e-mail to both your Atrium representative at the Company and your on-site client supervisor.

In the event of repeated and/or multiple instances of being late and/or absent, disciplinary action may be taken, including but not limited to, your assignment terminating and/or the Company choosing to no longer represent you.

Employees whose absences (or tardiness, as the case may be) are due to any of the following reasons should refer to the Company's Family and Medical Leave Act ("FMLA") policy concerning FMLA leave for eligible employees:

- The birth of a child or the placement of a child for adoption or foster care;
- To care for a parent, spouse, or child with serious health conditions;
- Employees' own serious health conditions;
- Employees' circumstances (as defined by the federal Department of Labor) qualify for leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces; or
- To care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving in the Armed Forces

05 – Appearance

Professional attire is suggested unless otherwise advised by your Atrium representative at the Company. Always ask your Atrium representative at the Company for guidance as dress codes vary from client to client.

06 – General Conduct / Behavior

Professional behavior and conduct while on assignment and while working with the Company is assumed. Expected behavior includes, but is not limited to, the following:

- Fulfilling your commitment – Be honest and do not commit to work you cannot complete.
- Being communicative – Contact your Atrium representative at the Company often while on assignment. Call with questions or concerns regarding your assignment.
- Being prepared – Don't leave home without your photo ID and any additional information that might have been provided to you by the Company. If you have any questions, contact your Atrium representative at the Company for assistance.
- Sharing assignment updates with your Atrium representative at the Company – It is important for your Atrium representative at the Company to be aware of any changes to your assignment status.

Please contact your Atrium representative at the Company if you are approached regarding any changes in your assignment or regarding an offer for another position.

07 – Employment Verifications

Prospective employers, financial institutions, and residential property managers routinely contact the Company requesting information about a former or current employee's work history and salary. All such requests should be referred to and will be completed by the Company's HR department.

In the event of a written request, information will be provided on the form supplied, only when the request is accompanied by a former or current employee's signed authorization to release the information on the form. The written form will be returned directly to the requesting party.

Telephone requests can be made by dialing (877) 955-8363 and will be limited to confirming the information stated by the external party.

08 – Discipline

Purpose

The Company's progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The policy is consistent with the Company's organizational values, HR best practices, and employment laws. Outlined below are the steps of the progressive discipline policy and procedure.

The Company reserves the right to combine and/or skip steps depending upon facts and circumstances of each situation, the nature of the offense, and the client's request(s). The level of disciplinary intervention may also vary. Some of the factors that will be considered when determining disciplinary action include whether the offense is repeated despite coaching, counseling and/or training, the employee's work record, and the impact the conduct and performance issues have on the Company.

Procedure

Step 1: Counseling and Verbal Warning

In this step, you will be counseled on the area for improvement. Your Atrium representative at the Company may discuss with you the nature of the problem and violation of any policies or procedures of the Company or the Company's clients. You will be clearly advised of the action you need to take to improve and/or resolve the problem. This discussion may take place through verbal or written communication. Regardless of the method of communication, your Atrium representative at the Company will make a note in your employee record of this exchange.

Step 2: Written Warning

If the actions in the first step do not remedy the issue, a written warning may be issued. This step involves a more formal documentation of performance, conduct, or attendance issues and the corresponding consequences if the problem is not corrected.

Your Atrium representative at the Company will review with you any additional information about the issue and provide a relevant corrective action plan. In addition, consequences including but not limited to termination from the assignment and/or the Company, may be supplied.

Step 3: Suspension and/or Final Warning (if applicable and/or needed)

Depending on the nature of the issue, you may be suspended (with or without pay in full-day increments consistent with federal, state, and local wage and hour employment laws), while the details of the problem are investigated and understood.

Once an investigation is complete, you may be restored to the assignment if you are absolved of the problem or infraction.

Step 4: Recommendation for Termination of Employment

If the problem or issue continues, you may be terminated from the assignment, the Company, or both.

While the Company strives to exercise this policy as stated, the Company reserves the right to combine and/or skip steps depending upon the circumstances of each situation and the nature of the offense.

Further, you may be terminated without prior notice or disciplinary action. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Company and you.

Appeal Process

You will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fraud (such as knowingly recording time on your time sheet that you did not work), fighting and/or assault, and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

Notes and/or other documentation captured by your Atrium representative at the Company regarding this disciplinary process will be saved in your employee file.

09 – Confidentiality

Confidentiality is of the utmost importance at the Company. Just as the Company takes precautions to safeguard your personal information and the information of the Company's clients, you are also responsible for taking precautions to safeguard information you learn from working at one of the Company's clients and at the Company.

During the course of your relationship with the Company, and in consideration for the job-hunting and/or job-placement services provided by the Company, you agree to abide by the following Confidentiality Agreement:

In connection with and during the course of your assignment as a temporary and/or payrolled Associate at the Company's client, you may be exposed and become privy to the Company's and the client's Confidential Information. Confidential Information is defined as:

1. Information a) disclosed to or obtained by me in connection with and during the term of my assignment at the client's facilities; and b) which relates to the client's past, present, and future research, development, and business activities. It also means all items prepared for and submitted

to the client in connection with your work performed under this Agreement, including drafts and associated materials. The term “Confidential Information” does not mean:

- a. Any information which is previously known to you without obligation of confidence or without breach of this Agreement; or
 - b. Publicly disclosed either prior to subsequent to your receipt of such information; or
 - c. Is rightfully received by you from a third party without obligation of confidence.
2. For a period of five (5) years from the date of disclosure, you agree to hold all such Confidential Information in trust and confidence for the client and not to use such Confidential Information other than for the benefit of the client. For such period, you agree not to disclose, divulge, or otherwise disseminate any of the client’s Confidential Information to a third party without prior written permission from the client and the Company. You further agree to keep the Confidential Information in confidence and use it only in the performance of your duties in the assignment and that you will not use the information for any other purpose, except as you are expressly allowed to do so by the client.
 3. You agree that all of the items prepared for or submitted to the client by you during your assignment at the client’s facilities shall belong exclusively to the client, and shall be deemed to be works made for hire. You hereby assign to the client the ownership of all copyright rights in the deliverable items and the client shall have the right to obtain and hold in its own name copyrights, registrations, and similar protection which may be available in the deliverable items. You agree to give the client or its designees all assistance reasonably required to perfect such rights.
 4. For the purposes of this Agreement, “Inventions” means any idea, design, concept, technique, invention, discovery, or improvement, whether or not patentable, made solely by you or jointly by you with one or more other persons with the client during the term of this Agreement.
 5. You further acknowledge that your services may require access to the client’s computers, and in such event you agree to comply with all of the client’s data and software security requirements. You agree that you shall not:
 - Disclose to other individuals any password associated with your user identification;
 - Access or attempt to access any data or computer files that you are not authorized to access; or
 - Create, read, execute, destroy, erase, or copy any computer program, files or documentations that are not required to perform your services for the client under this Agreement.
 6. You understand that any violation or attempted violation of the foregoing requirements will be the basis for your immediate termination from your assignment with the client, and that you will be liable for any damages caused by your violation of this Agreement.

Depending on your assignment, you may be required to sign a client-specific Confidentiality Agreement. In this case, both the Company’s and the client’s Confidentiality Agreements are in effect. In the event of an Agreement conflict, whichever Agreement provides more protection to the Company and/or client will take precedent.

Nothing in this policy is intended to preclude or dissuade employees from engaging in legally required activities or activities protected by state or federal law, such as activities protected under Section 7 of the National Labor Relations Act.

10 – Privacy Policy

Atrium is committed to ensuring that you receive the highest level of security, both through our web site and internally within our company. This Privacy Statement covers Atrium Staffing and its subsidiaries. Atrium complies with privacy laws in the States where we do business.

This policy discloses our privacy practices and expresses our commitment to keeping you informed on how we collect and how we use your personal information. The policy applies to all personal information we handle in connection with our web site and your employment. The policy also sets forth our information gathering and dissemination practices for this site, related sites, and within our company. Within this document, we inform you about:

- Type of info we collect
- How that information is collected
- The general purposes for which that information is collected
- What disclosures of information will be made
- How to and what extend you can limit those disclosures

Please refer to our main website (<https://www.atriumstaff.com/terms-of-use/>) or your e-Office for the full policy.

SECTION 3: PAYROLL

01 – eOffice

The Company is pleased to be able to offer you your own eOffice account which will provide you with unlimited, 24-hour access to key information about your employment with the Company, including benefits, forms, pay stubs, and historical assignment information. A login page will appear and you will be asked to enter your email address and password. Remember that passwords are case sensitive.

The eOffice gives you the ability to:

- Submit your timesheet electronically for approval
- Access benefit plan overviews
- View your assignment information
- View pay stubs
- View prior time sheet submissions
- View important announcements from the Company
- Update your contact information
- Review and print various forms, guides, labor law postings, and manuals
- Update your availability to work
- Access to Atrium resources such as the Payroll and HR departments

02 – Overtime

You may be eligible for overtime pay according to federal and state guidelines. Your Atrium representative at the Company will advise you of the practices specific to the client to which you are assigned. However, it is a best practice to seek pre-approval from the Company and your on-site client supervisor should you anticipate the need to work overtime.

03 – Direct Deposit

Direct deposit is immediately available when you are placed on an assignment. Forms may be downloaded from the eOffice or obtained from any Company office location. Please allow seven days for processing.

04 – Money Network Card

The Money Network payroll debit card provides a dependable, safe, and convenient way to receive your pay if you don't have a bank account. The Company initiates the deposit for your net pay to the card. Once deposited, you can use your funds immediately in the same way a traditional debit card is used. Visit <http://www.firstdata.com/moneynetwork/> to learn more.

05 – W-4

When you register with the Company, you will be asked to complete a form W-4 for tax purposes. You can locate a copy of the current year's W-4 on the eOffice, or visit the [IRS website](#) to obtain a copy. Should you change your address or choose to change your deductions, please complete a new W4 and submit to payroll.

06 – W-2

Annually, the Company will supply you with a form W-2 which totals your earnings and tax withholdings for the previous calendar year. This will be made available to you no later than January 1st of the new year.

SECTION 4: BENEFITS

01 – Medical, Dental & Vision Insurance

Annually the Company offers ACA-compliant major medical plan(s), dental plan(s), and a vision plan. Depending on your assignment, you may be eligible to enroll. If you qualify, the premium cost sharing amounts vary depending on your wages, in compliance with the ACA. You will receive an email notification when you are eligible to enroll in the plan(s), which will also provide the premium cost-sharing amount.

02 – Dental, Vision, and Prescription Discount Card

You may be eligible to request a dental, vision, and prescription discount card. By doing so, you can save up to 65% on prescriptions as well as enjoy discounts at participating vision and dental providers. You can print this discount card directly from the eOffice.

03 – Paid Sick Time (PST)

The Company, in accordance with the law, offers sick pay in cities where applicable. In order to learn if you work in a city/state with mandated sick pay, and to learn if you are eligible, please visit the eOffice.

04 – Commuter Benefits (Transit)

You are eligible to participate in Atrium's Commuter Benefit program on the first of the month following 60 days of employment. If you are interested in this benefit, reach out to benefits@atriumstaff.com.

You may use pre-tax dollars to purchase commuter benefits and may deduct up to the IRS limit amounts. You will receive an email notification from the Company's HR department when you are eligible to enroll in the benefit.

05 – 401(k) Retirement Plan

After the completion of 1,000 hours of paid work, you may be eligible to contribute pre-tax dollars toward the Company's 401(k) retirement plan. You will receive an email notification when you are eligible to enroll in the plan.

06 – Referral Program

You are able to earn up to \$5,000 in bonuses for referring friends to the Company. You will earn \$100 for the first friend, \$200 for each additional, \$500 for the fifth, and \$3,000 for the tenth – totaling \$5000 for referring 10 friends!

In order to earn the referral payment, all of the following criteria must be met:

- Referrals must work 80 hours in a temporary position or be placed in a full-time position for a period of at least 90 days; and
- All referrals must be placed within a 12-month period for bonus eligibility; and
- You must be a registered Associate of the Company to be eligible for referral payments.

In addition, if you refer a new client to the Company and the Company fills the client's order, you can earn a \$500 bonus.

07 – Jury Duty

The Company understands you may be summoned to serve on a jury from time-to-time. In the event you are called and/or selected for jury duty while on an assignment, please notify your Atrium representative at the Company and your on-site client supervisor immediately.

State law dictates the minimum employer requirement for payment and/or time off for jury duty, and the Company complies with the requirement(s). However, requirements vary by state, so please contact your Atrium representative at the Company to learn what applies in your situation.

In general, if you are on an assignment but you are not working on a normal work day, you will not be paid for the time you spend away from your assignment while serving on a jury, except as mandated by law.

08 – Family Medical Leave of Absence (FMLA) & Other Leaves

Family and medical leaves of absences allow employees to maintain company service and continue benefit protection, if desired, while recovering from a disability or caring for an immediate family member. This policy applies to all FMLA leaves for all eligible employees, whether FMLA leave was requested by the employee, or designated by the Company. The Company complies with all applicable federal and state laws and regulations regarding family and medical leave. To the extent this policy conflicts with applicable state or federal law, the Company will follow the applicable law.

Types of Leave

Up to 12 weeks of unpaid leave during a rolling 12-month period may be granted for the following reasons:

- For a serious health condition that makes you unable to perform your job;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, child, stepchild or own parent, who has a serious health condition.
- A covered family member's active duty or call to active duty in the Armed Forces: An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The rolling 12-month period will be measured backward from the date the employee's FMLA leave is scheduled to begin.

In addition, up to 26 weeks of leave during a single 12-month period measured forward from the date the leave is scheduled to commence are available to care for an injured or ill service member who is the employee's spouse, child, parent, or next of kin. This leave may be continuous, intermittent, or on a reduced schedule.

Any family or medical leave taken by an employee during the preceding 12-month period will be used to determine the amount of available leave remaining.

With respect to all types of FMLA leave, the term "spouse" refers to the other person with whom an employee entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where it was entered into and could have been entered into in at least one State. This includes common law marriage and same sex spouses.

Eligibility

To be eligible for leave under this policy, you must have completed at least 12 months of service and have worked at least 1250 hours within the previous 12 months (unless applicable state law provides otherwise). You must also work at a worksite where the Company employs at least fifty employees within a 75-mile radius of that worksite.

Request for FMLA Leave

Eligible employees must provide the Company at least 30 days' advance notice before FMLA leave is to begin if the need for FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or family member. The employee's request for FMLA leave should:

- be in writing
- set forth the reason for the requested leave
- contain the anticipated duration of the leave
- designate the expected start date of the leave

If 30 days' advance notice is not practicable, such as because of the lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible and practical, taking into account all of the facts and circumstances in the individual case. This ordinarily means that employees are expected to give at least verbal notification to the Company within one or two business days of when the need for leave becomes known to the employee.

When the leave is for planned medical treatment, the employee must consult with the Company and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations, subject to the approval of the health care provider.

If the necessity for leave due to a qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) is foreseeable, the employee shall provide notice to the Company as soon as is reasonably practicable.

In those cases where an employee has not designated an absence/leave as FMLA leave, and the Company receives information indicating that the employee's absence/leave may be for FMLA-covered reasons, the Company reserves the right to designate such absence/leave as FMLA leave, and to count that time toward the employee's total 12-week entitlement of FMLA-covered leave. In such circumstance, the Company may require the employee to have certification completed by a health care provider to confirm that the leave is for a FMLA-covered reason.

If employees request FMLA leave to care for a covered service member with a serious illness or injury and such leave was previously approved, they must specify that the particular reason for leave or the need for FMLA leave.

In all cases, when employees are previously approved for leave due to more than one FMLA-qualifying reason, the Company may inquire further to determine for which qualifying reason the leave is needed.

Within five business days after an employee has notified the Company of the need for FMLA leave, the Human Resources Manager will provide the employee with Notice of Eligibility and Rights and discuss next steps.

Leaves of Absence under Applicable State Laws

Employees may be eligible for other leaves of absence from work in accordance with applicable state law. In some instances, a work state may have a paid leave program available to you. If you have any questions, want to possibly opt-out of an employee sponsored paid leave program, or need more information regarding whether you are eligible for a leave of absence under applicable state law, contact HR or visit your e-Office.

SECTION 5: TECHNOLOGY

01 – General Technology Policy

The Company and/or client maintains electronic communication systems and electronic technology (herein “technology”) to further the Company’s and/or client’s business goals. Company/client technology includes, but is not limited to, voicemail, email, Internet access, computers, tablets, and other similar devices, software, and/or hardware.

Technology is considered Company/client property and is not the private property of any employee. As such, voice mail, email, computers, phones, electronic files, and/or other electronic data stored on the Company’s/client’s systems and/or networks are the property of the Company/client. The Company/client reserves the right to monitor and review all communications occurring on or being sent to or from Company/client equipment or over the Company/client network. No employee should have any expectation of privacy with respect to any of the Company’s/client’s technology. Access to Company/client technology is a privilege and carries legal and ethical responsibilities.

Technology may not be used to solicit for commercial ventures, outside organizations, or other non-job-related solicitations. Technology is a business communication medium and its use should be limited to the business of the Company/client.

This policy should be read and interpreted in conjunction with the Company’s and the client’s policies, including but not limited to, policies regarding confidentiality and prohibiting harassment, discrimination, offensive conduct or inappropriate behavior.

Technology Security - General

Employees should take reasonable precautions to protect the security of the devices assigned to them, as well as the work product produced on the device. Employees should take reasonable precautions to prevent portable technology from theft. If your device is stolen, you should report the theft immediately to your Atrium representative at the Company and your on-site client supervisor.

Technology Security – Passwords

Passwords should not be shared with unauthorized persons. Passwords are designed to maintain the confidentiality of the Company’s/client’s business-related information. They are intended to give employees access to all or part of the Company’s/client’s communications systems as part of an employee’s work function. Passwords are not intended to provide confidentiality with respect to personal messages and/or documents stored on the Company’s/client’s systems and/or network.

Technology Security – Downloads

Do not download programs or executable files (e.g. files ending in “.exe”), unless authorized by the Company/client. Do not open attachments or download documents from unknown or unidentified external sources. Such data may contain computer viruses capable of causing substantial damage to the Company’s/client’s systems.

Technology Security – Email

Do not open email messages from unknown or unidentified external sources. Do not use email to send “chain letters” or to send files in violation of copyright laws. ***Extreme caution should be used when sending or receiving confidential and/ or privileged information via email. Check with your Atrium representative at the Company and/or your on-site client supervisor before sending emails containing any such information.*** Emails are more permanent than written communication on paper. Emails that have been “erased” or “deleted” are still possible to retrieve, read, print, and forward. Email may be

monitored, reviewed, and retrieved. Generally, emails are subject to discovery in litigation unless subject to a privilege.

Internet Access

You must abide by all federal and state laws with regard to information posted, sent, downloaded, and/or viewed through the Internet. You are prohibited from:

- Accessing the Internet for any unethical purposes, including but not limited to pornography, violence, gambling, racism, harassment, or any illegal activity;
- The unauthorized release or disclosure of any Company and/or client information through the Internet, or through any other means;
- Sharing Company trade secrets and confidential information over the Internet;
- Using Internet access through the Company and/or the client's systems and/or networks for any other business or profit-making activities;
- Downloading software from the Internet without prior approval;
- Downloading games from the Internet; and
- Downloading executable files or programs which change the configuration of your computer system without prior approval.

In addition, use of the Internet to conduct separate business to third parties to further freelance work and/or to develop an independent business venture is prohibited.

02 – Cell Phone Policy

The Company cares about and promotes a safe and productive work environment. As such, cell phones should be turned off, set to silent, or vibrate when you are working on an assignment.

If personal use of your cell phone causes disruptions or a loss in productivity (either your productivity or other employees of the client), or if cell phone use is deemed excessive, you may be subject to disciplinary action.

Many states have laws that prohibit the use of cell phones while driving. Even if you live in a state that doesn't have a law prohibiting the use of cell phones while driving, it is well documented that distracted driving is dangerous. If you are operating a vehicle and receive a work-related call on your cell phone, do not answer. As soon as you are able, pull off on the side of the road and/or into another safe location, and then to respond to the call. The Company cares about your safety and violating this policy may result in disciplinary action.

Generally, you will not be reimbursed for cell phone use related to your assignment unless pre-approved by your Atrium representative at the Company and stipulated by the client prior to your first day of work.

03 – Telephone Policy

The Company's/client's telephone and voice message system is intended for business use. Personal use is prohibited. If you need to make a personal call, do so using a personal cellular phone or other personal device during a non-work period.

International phone calls outside of the US are not permitted without prior authorization. All voice messages are Company/client records. Voice mail passwords are intended to limit access to authorized personnel. However, employees should have no expectation of privacy in connection with voice mail messages.

Use of the Company's/client's telephone system to make or send fraudulent, unlawful, or abusive calls or messages is prohibited. Employees should report any threatening, intimidating, or harassing telephone calls to your Atrium representative at the Company and your on-site client supervisor. Employees who are found to be the initiator of such unlawful activity will be subject to disciplinary action up to and including termination. In addition, the Company/client reserves the right to press formal charges.

04 – User Names, Logins, & Passwords (Credentials)

User names, logins, passwords and other IT security measures (collectively “IT credentials”) are designed to maintain and safeguard the confidentiality of the Company's/client's business-related information. IT credentials provide you with access to all or part of the Company's/client's electronic communication systems as part of your work functions. IT credentials are not intended to provide confidentiality with respect to personal messages and documents stored on the Company's/client's electronic communications systems, or the your use of those systems.

Your eOffice log in and password is uniquely yours. Please take precautions to safeguard the information and do not share it with others. All IT credentials, whether Company and/or client issued, are not to be shared with unauthorized persons outside the Company/client.

05 – Social Media Policy

As social media gains wider use for business purposes, it is important to exercise discretion and caution when engaging social media for personal use. The Company asks all employees to use sound judgment when exchanging user-generated content, including but not limited to comments, blogs, photos, and videos of personal nature. We have established these guidelines to assist you in making responsible and appropriate decisions about your use of social media.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company or the Company's clients, as well as any other form of electronic communication. The same principles and guidelines found in the Company's policies apply to your activities online.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow co-workers or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company's clients, and the Company's legitimate business interests, may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Company or the Company's clients. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by engaging Human Resources (HR) than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as

malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched and found. Never post any information or rumors that you know to be false about the Company and/or the Company's clients, fellow associates, employees, members, customers, suppliers, people working on behalf of the Company, or competitors.

Post only appropriate and respectful content

Adherence to the Confidentiality Agreement stated previously applies to social media. As such, maintain the confidentiality of the Company and/or the Company's client's trade secrets and private or confidential information. Trade secrets may include but are not limited to, information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website or other social networking site to the Company and/or the Company's client's website without identifying yourself as a Company temporary Associate and/or employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company and/or the Company's clients. If the Company and/or the Company's clients are a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the Company and/or the Company's clients, fellow associates, employees, members, customers, suppliers or people working on behalf of the Company and/or the Company's clients. If you do publish a blog or post online related to the work you do or subjects associated with the Company and/or the Company's client, make it clear that you are not speaking on behalf of the Company and/or the Company's client. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Atrium and/or Atrium's client."

Using social media at work

Refrain from using social media while on work time or on equipment provided, unless it is work-related and consistent with the "Company Equipment Policy."

Do not use the Company and/or the Company's client's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Furthermore, any online, social media conduct that violates any of the policies outlined in this Handbook, including but not limited to the Company's No Bullying and Harassment-Free policies, is strictly prohibited, and subject to disciplinary action up to and including termination from employment.

Retaliation is prohibited

The Company and the Company's clients prohibit taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

All media inquiries are to be directed to the Company's marketing department. Employees should not speak to the media on the Company's and/or the Company's client's behalf.

The Company respects employees' right to express personal opinions when using personal social media and does not retaliate or discriminate against employees who use social media for political organizing or other lawful purposes, such as activities protected under the National Labor Relations Act. Employees who link to the Company's website on personal social media websites should identify their relationship with the Company. Employees who identify themselves as the Company's employees on social media should state that the views they express are their own. The Company protects its name and related business assets that are discussed on social media, to the extent permitted by federal and state law.

SECTION 6: SECURITY & SAFETY

01 – Pre-Employment Screening

Starting an assignment with the Company may be contingent upon clear results of a thorough pre-employment screening, depending on the client requirements.

Pre-employment screening includes, but is not limited to background and reference check information such as:

- **Social Security Trace** – This validates your social security number, date of birth, and former addresses.
- **Prior Employment Verification / Reference Checks** – This confirms your employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure, and eligibility for rehire.
- **Multi-County Criminal History Check** – A search will be run on counties that you listed on your background check authorization. It will include counties of past residence for a period of seven to 10 years.
- **Federal Criminal History Check** – A search will be conducted in the district courts for any crimes committed in violation of federal law in the district of current residence.
- **Educational Verification** – This confirms your claimed educational institution, including the years attended and the degree/diploma received.
- **Drug Screen** – Please refer to the “Drug-Free Workplace” policy in this Handbook.

The following additional screenings may be required if applicable to the position:

- **Motor Vehicle History Check** – A search will be conducted on your individual driving history in the state requested. This search will be run when driving is an essential requirement of the assignment and prior authorization is granted by the client and the Company.
- **Credit History** – This confirms your credit history. This search will be run for assignments that involve management of the client’s and/or Company’s funds and/or handling of cash.

Procedure

If you are selected for an assignment for which pre-employment screening is required, you will receive a web link to complete a background check authorization form. Once the authorization form is complete and submitted, the Company’s background check vendor will complete all applicable searches related to the assignment. You will not begin work until all checks are returned, reviewed by the Company, and cleared by the Company.

If a decision is made not to place you on an assignment based on the results of a background check, the Company follows and complies with the adverse action steps as outlined in the Fair Credit Reporting Act (FCRA). All background check information is maintained in a file separate from employees’ personnel file.

02 – Work-Related Injuries

The health and safety of Company employees is a vital concern; therefore, the Company strives to provide you with a safe and healthy work environment. All employees must make a conscious effort to be aware of safety and health procedures, as well as hazards, at all times. To promote safety and the prevention of accidents, please adhere to the following safety guidelines:

- Familiarize yourself with the safety practices and procedures at your assigned client;

- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment;
- When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding;
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site supervisor.

If you experience an injury at work:

- **If the injury requires immediate attention, please dial 911.**
- **If the injury does not require immediate attention, please report the injury to your on-site client supervisor and the Company's HR department. The HR department will provide guidance on a health care provider and/or health care facility that you should visit.**

All work-related injuries must be reported to your on-site client supervisor and the Company's HR department within 24 hours of the incident. Approved work-related injuries are covered by Workers' Compensation insurance, which potentially compensates you for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of performing your job. Failure to report such injuries may result in the workers' compensation claim being delayed and/or denied.

03 – Non-Work-Related Injuries

In the event that you suffer an injury that's not related to your assignment and you are unable to work, please notify your on-site client supervisor and the Company's HR department within 24 hours of your inability to work. You may be eligible for disability insurance, depending on the state in which you reside and/or work.

If you qualify for state mandated disability benefits, and are eventually able to return to work, you will be required to present a note from your healthcare providing stating that you are able to return to work. The note should include any potential restrictions or modifications you may have as part of your recovery.

04 – Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the Company has a longstanding commitment to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of the Company's employees, and to the security of the Company's and the client's equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Company.

Work Rules

1. Whenever you are working, are operating any Company and/or client vehicle, are present on the Company's and/or the client's premises, or are conducting Company and/or client related work off-site, you are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including possession of drug paraphernalia);
 - Being under the influence of alcohol or an illegal drug as defined in this policy; and
 - Possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug or illegal controlled substance in your body system, while performing Company and/or client business or while in a Company and/or client facility, is prohibited.
3. The Company and/or the client will not allow you to perform your duties while taking prescribed drugs that are adversely affecting your judgment or ability to safely and effectively perform your job duties. If you are taking a prescribed medication, you must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Detection of any illegal drugs or drug paraphernalia will be reported to the appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

1. **Pre-employment:** You may be required to pass a drug test before beginning an assignment or receiving an offer of employment, depending on the requirements of the client. Refusal to submit to testing will result in disqualification of the current assignment(s) and of further employment consideration.
2. **Reasonable Suspicion:** You may be subject to testing during the course of an assignment based upon, but not limited to, observations made by the client of potential and/or apparent workplace use, possession, or impairment. The Company will confer with the on-site client supervisor before sending you for testing. The specific observations and behaviors that created a reasonable suspicion will be documented.
3. **Post-accident:** You may be subject to testing when you cause or contribute to accidents that seriously damage a client's vehicle, machinery, equipment, or property and/or result in an injury to you or another employee of the client's requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving a work-related accident or injury in which you were the person operating a motorized vehicle (including, but not limited to a fork life, client vehicle, and other motorized vehicles), and you are found to be responsible for causing the accident.
4. **Follow-up:** If you have tested positive, or otherwise violated this policy, you will be subject to discipline, up to and including termination.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among the Company's and/or the client's managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The Company and/or the client reserves the right to inspect all portions of its premises, including parking lots and garages, for drugs, alcohol, or other contraband. You may be asked to cooperate in inspections of your person, work areas, and property that might conceal a drug, alcohol, or other contraband. If you possess such contraband or refuse to cooperate in such inspections, you will be subject to appropriate discipline, up to and including termination.

05 – Violence-Free Workplace

The Company and the Company's clients provide a safe workplace for all employees. We have a zero tolerance policy for any type of workplace violence committed by or against you. You are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging the Company's and/or client's property or property of another employee or client's employee;
- Possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

If you confront or encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. Remain calm and cooperate with the instructions given. Any potentially dangerous situation must be reported immediately (when it is safe to do so) to your on-site client supervisor and to your Atrium representative at the Company.

06 – Weapon-Free Workplace

The Company and the Company's clients prohibit the possession or use of dangerous weapons on Company and/or client property. A license to carry a weapon on Company and/or client property does not supersede Company and/or client policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

"Company property" is defined as all Company- and/or client-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Company's and/or client's ownership or control. This policy applies to all Company- and/or client-owned or leased vehicles and all vehicles that come onto Company and/or client property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. You are responsible for making sure that any item possessed by you is not prohibited by this policy.

The Company and/or the Company's clients reserve the right at any time and at their discretion to search all Company- and/or client-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. If you fail to or refuse to promptly permit a search under this policy, you will be subject to discipline up to and including a termination.

07 – Motor Vehicle Operation

Operating and/or driving a client-owned vehicle or using your own vehicle for client or Company purposes is prohibited, unless prior authorization is obtained from both the client and the Company. If a client requests that you operate a vehicle for work purposes, you are required to notify your Company Atrium representative. Prior to receiving authorization to operating a vehicle for work purposes, a motor vehicle history check of your driving record will be completed. You will also need to read and acknowledge the Vehicle & Driver Safety Policy. Failure to obtain authorization may result in disciplinary action, up to and including termination.

SECTION 7: ENDING AN ASSIGNMENT

01 – Resignation

As a courtesy, it is requested that you provide notice two weeks prior to leaving an assignment.

02 – Ending an Assignment

When your assignment ends, please notify your Atrium representative at the Company. At that time, all Company/client material and/or equipment must be returned on or before your last day of work. Your Atrium representative will collect feedback from you regarding the assignment you finished, and gather details from you about the type of position you would like to be placed on next. It is Atrium's goal to re-employ every Associate, as soon as possible, after an assignment has ended. To achieve this, you must contact the Atrium office no later than 5 days after an assignment has concluded. Failure to adhere to this policy may be considered a voluntary quit and may interfere with your rights to collect Unemployment Insurance benefits.

03 – Unemployment

For information about your unemployment rights, visit the Benefits section of the eOffice at www.atrumeoffice.com.

04 – Paid Sick Leave (PST)

Paid sick leave balances, for those in applicable locations, are not paid out upon termination.

SECTION 8: PAYROLL SERVICES - ADDENDUM

01 – eTimesheet

For each assignment you work (unless otherwise instructed), you will log in to eOffice (www.atrumeoffice.com) to complete and submit an electronic timesheet (eTimesheet). For detailed instructions, please view the eOffice & eTimesheet Guide found in the eOffice.

Please submit your eTimesheet for approval after work on Friday. If you work on the weekend, you will need to submit your timesheet by the end of the day Sunday.

The deadline for your eTimesheet approval by your on-site supervisor is 12:00PM EST (noon) on Monday. eTimesheets not approved by the deadline will not be processed for that week's payroll.

Once your on-site supervisor reviews your eTimesheet, a status code will be communicated with you. The codes are as follows:

- **Unsubmitted** – No hours have been saved or submitted.
- **Hold** – Hours have been entered but not submitted for approval. You may still edit and make changes to the eTimesheet.
- **Submitted** – Hours have been submitted and are pending approval by your on-site supervisor. You may view, but no longer edit the timesheet.
- **Accepted** – Hours have been accepted by your on-site supervisor. You will receive an e-mail notifying you of the approval.
- **Rejected** – Hours have been rejected by your on-site supervisor. You will receive an email notifying you of the rejection and the status of your timesheet will automatically be reset to "Unsubmitted." Be prepared to immediately re-enter your hours with any necessary corrections.
- **Processed** – Status will change from "Accepted" to "Processed" when the payroll for the week has been completed.