



**ADVANCED RESOURCE SOLUTIONS**  
INNOVATIVE SOLUTIONS FOR PROJECT SUCCESS

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**Employee Handbook**  
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## INTRODUCTION

This Handbook is intended to help you get acquainted with ADVANCED RESOURCE SOLUTIONS. It explains and describes, in general terms, some of our employment guidelines. We hope it will serve as a useful reference document throughout your employment at ADVANCED RESOURCE SOLUTIONS. Please understand that a handbook is not intended to be a contract, express or implied, nor is it intended to otherwise create any legally enforceable obligations on the part of ADVANCED RESOURCE SOLUTIONS or its employees.

To obtain information regarding specific employment policies or procedures, whether or not they are referred to in this Handbook, contact Mark M. Davis. ADVANCED RESOURCE SOLUTIONS reserves full discretion to add to, modify or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. For this reason, we urge you to check with Mark M. Davis to obtain current information regarding the status of any particular policy, procedure, or practice. No individual has the authority to enter into any employment or other agreement that modifies company policy. Only Mark M. Davis may enter into an agreement for employment or make any agreement or representations contrary to this policy. Any such agreement must be in writing and signed by Mark M. Davis.

This Handbook is the property of ADVANCED RESOURCE SOLUTIONS and it is intended for your personal use and reference as an employee of ADVANCED RESOURCE SOLUTIONS. The circulation of this Handbook outside of ADVANCED RESOURCE SOLUTIONS requires the prior written approval of Mark M. Davis.

Please sign the Acknowledgment form at the back of this Handbook, tear it out, and return it to Mark M. Davis. This will provide ADVANCED RESOURCE SOLUTIONS with a record that you received and understand the Handbook.

## EMPLOYMENT AT WILL

This Handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain circumstances. **NOTHING IN THIS HANDBOOK CONSTITUTES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR WARRANTY OF BENEFITS.** ADVANCED RESOURCE SOLUTIONS reserves the right to add to, delete or amend Handbook provisions at any time without prior notice. Employment with ADVANCED RESOURCE SOLUTIONS is a voluntary employment-at-will relationship for no definite period. While we hope to have a long and mutually beneficial working relationship together, regardless of anything which may appear in this Handbook or any other ADVANCED RESOURCE SOLUTIONS publication, policy, statement or practice, you have the right to terminate your employment relationship for any reason at any time with or without cause or notice, and ADVANCED RESOURCE SOLUTIONS reserves the same right to terminate your employment at any time, with or without cause or notice.

No individual other than management at ADVANCED RESOURCE SOLUTIONS has the authority to make an agreement with employees for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into by ADVANCED RESOURCE SOLUTIONS shall not be enforceable unless it is in writing and signed by both a corporate officer of ADVANCED RESOURCE SOLUTIONS and the employee.

## EQUAL EMPLOYMENT OPPORTUNITY

ADVANCED RESOURCE SOLUTIONS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, child birth, or related medical condition), national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation, or any other basis protected by State or Federal laws. ADVANCED RESOURCE SOLUTIONS will comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. When necessary, ADVANCED RESOURCE SOLUTIONS also makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation for pregnancy, childbirth, or related medical conditions.

ADVANCED RESOURCE SOLUTIONS expressly prohibits any form of discriminatory conduct toward applicants, current or prospective customers or employees. This includes discriminatory speech or actions that are based on race, color, religion, sex (including pregnancy, child birth, or related medical condition), national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation, or any other basis protected by State or Federal laws. Employees have the right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Any form of discrimination or improper interference with the ability of ADVANCED RESOURCE SOLUTIONS employees to perform

their expected job duties shall not be tolerated. employees guilty of discrimination, in any form, will be subject to disciplinary measures up to and including discharge.

## **POLICY AGAINST HARASSMENT**

Advanced Resource Solutions is committed to providing a work environment free of unlawful harassment. Advanced Resource Solutions maintains a strict policy prohibiting sexual harassment and harassment based because of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, physical or mental disability, medical condition, marital status, veteran status, family care status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. All such harassment is unlawful. Advanced Resource Solutions believes that all such harassment is both morally wrong and offensive. Advanced Resource Solutions anti-harassment policy applies to all persons involved in the operations of Advanced Resource Solutions and prohibits unlawful harassment by any employee of Advanced Resource Solutions including manager and co-workers. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy will result in discipline, which may include discharge, depending on the seriousness of the violation. Unlawful harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations, jokes or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work, which conduct is directed at you because of your sex or race or any other protected basis;
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors; and/or
- Retaliation for having reported or threatened to report harassment of any kind.

You may have a claim of harassment even if you have not lost your job or some other economic benefit. The law prohibits any form of harassment, which impairs your working ability or emotional well being at work.

If you believe you are being harassed on the job because of your sex, race, ancestry, or any other protected basis, please use the procedure outlined in this policy to file a complaint and we will investigate.

We want you to understand that you have a right to redress for any unlawful harassment. In order to secure this right, please prepare a written complaint to your own or any other manager or supervisor or to the personnel department as soon as possible after any incident you feel is prohibited harassment. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Managers will refer all harassment complaints to Mark M. Davis. Advanced Resource Solutions will immediately undertake an effective, thorough and objective investigation of the harassment allegations. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to you as soon as practical. If Advanced Resource Solutions determines that unlawful harassment has occurred, we will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. Advanced Resource Solutions will not retaliate against you for filing a

complaint and will not knowingly permit retaliation by management employees or your co-workers for having filed a complaint.

Advanced Resource Solutions encourages you to report any incidents of harassment forbidden by this policy immediately so that the complaint can be resolved quickly and fairly. You should also be aware that the California Department of Fair Employment and Housing (“DFEH”) investigates and prosecutes complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining about unlawful harassment, you may file a complaint with the DFEH.

**Again, Advanced Resource Solutions encourages you to first report any incidents of harassment forbidden by this policy to the company so that we may address your concerns in-house, rather than involving outside agencies. We promise to conduct a complete investigation and resolve the matter.**

## DRUG AND ALCOHOL ABUSE

ADVANCED RESOURCE SOLUTIONS intends to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Employees under the influence of drugs and/or alcohol on the job pose serious health and safety risks, not only to the user but also to all who come in contact with the user. The improper use of controlled or uncontrolled substances is inconsistent with the behavior expected of employees, it subjects all employees to unacceptable safety risks, and it undermines ADVANCED RESOURCE SOLUTIONS’ ability to operate effectively and efficiently.

*In order to ensure a safe, efficient and drug-free workplace, the following policy has been adopted and will be strictly enforced at all times:*

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The sale, purchase, use, transfer or possession of intoxicants, alcohol, non-prescription narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on or off ADVANCED RESOURCE SOLUTIONS property during the course of work is strictly prohibited and may be cause for dismissal.

The sale, purchase, use, transfer or possession of equipment, products and/or materials which are used, intended for use or designed for use with non-prescribed controlled substances while on or off ADVANCED RESOURCE SOLUTIONS property during the course of work is strictly prohibited and may be cause for dismissal.

Reporting to work under the influence of, or working with a measurable quantity of intoxicants, alcohol, non-prescription narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in your system while on or off ADVANCED RESOURCE SOLUTIONS property is strictly prohibited and may be cause for dismissal. Reporting to work with, or working with an improper quantity of prescribed or over-the-counter narcotics or drugs in blood or urine, or use of prescribed or over-the-counter narcotics or drugs, while on or off ADVANCED RESOURCE SOLUTIONS property is strictly forbidden. ADVANCED RESOURCE SOLUTIONS will determine when such use prevents the employee from performing the duties of his or her job, or where such use poses a risk to the safety of the employee or other persons or property.

The use of prescribed medicines while in control of any equipment, machinery or vehicle owned or leased by ADVANCED RESOURCE SOLUTIONS, or used for ADVANCED RESOURCE SOLUTIONS purposes, will be allowed only under the supervision of an Advanced Resource Solutions authorized physician and if the physician has advised the employee that the drug or substance will not affect the employee's ability to safely perform his or her job or to operate any equipment, machinery or vehicle.

An employee taking a prescribed or over-the-counter narcotic or drug must advise his or her supervisor when the use of such drug may affect the employee's ability to perform assigned duties. Employees failing to follow this instruction may be subject to disciplinary action. The employee may be allowed to remain on the job, required to take a leave of absence or be subject to other appropriate action as determined by management.

*Employees may be required to undergo a blood test, urinalysis, "breath analyzer" test or other diagnostic test under any of the following circumstances:*

- When required or requested by the Customers of ADVANCED RESOURCE SOLUTIONS
- After the occurrence of any work-related accident while on or off ADVANCED RESOURCE SOLUTIONS property during the course of work.
- When a supervisor has reason to believe that an employee has reported to work or is working, while on or off ADVANCED RESOURCE SOLUTIONS property, under the influence of intoxicants, alcohol, drugs or narcotics in blood or urine.
- Employees in job classifications which have a direct impact on safety may be tested for drugs and alcohol on a random basis.
- As part of a routine testing program used exclusively when participation in an alcohol and drug rehabilitation program is required as a condition for continued employment.
- An employee who refuses to submit to a drug or alcohol screen within three (3) hours upon being instructed to do so will be considered as refusing to comply and will no longer be considered for employment or may be subject to dismissal.
- The Company will pay for any drug and alcohol screen requested by ADVANCED RESOURCE SOLUTIONS. If the employee wishes a second test performed on the sample, the job applicant or employee will pay for such secondary test.

Any employee convicted of a controlled substance-related violation (including a plea of nolo contendere) must inform ADVANCED RESOURCE SOLUTIONS within five (5) days of such conviction or plea. Failure to disclose this information will be grounds for discharge.

## SAFETY AND HEALTH

SAFETY is everyone's responsibility. It is the desire of ADVANCED RESOURCE SOLUTIONS to help provide a safe working environment for all employees. To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that **no job is so important and no order is so urgent that we cannot take time to perform our work safely.** If you observe any condition or work practice that may pose a risk of injury, report it immediately to your supervisor.

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions and reduce work-related accidents, and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

ADVANCED RESOURCE SOLUTIONS will not discriminate or retaliate against employees who report safety hazards and violations.

## WORK HOURS AND SCHEDULES

The regular workweek for full time employees will vary based on the needs of the Company and the community, and the requirements of the position.

Work site management will establish and distribute the work schedule for each employee position. This schedule will remain subject to change at any time.

## RECORDING HOURS WORKED

Employees are required on a daily basis to maintain a complete, accurate and current record of all time worked on an approved form. This will include all approved overtime. The form will be submitted to your supervisor for review and approval.

## OVERTIME COMPENSATION

Employees will be paid for overtime hours worked in accordance with applicable federal and state employment laws.

You must obtain authorization from your supervisor prior to working any overtime hours. You should record all approved overtime hours worked on the appropriate timekeeping or attendance form. This form is to be submitted to your supervisor for review and approval.



Payment for overtime will ordinarily be included in the paycheck for the period in which it was earned. Advance notice to work overtime will be given whenever possible. You should be aware that emergencies occasionally arise that do not permit advance notification.

Some employees may, from time to time, be designated on an on-call status. You are to maintain current telephone numbers with your supervisor so you can be notified of emergency situations. Hourly employees will be compensated for all hours worked in an emergency.

**NOTHING IN THIS SECTION IS INTENDED TO ALTER THE AT WILL STATUS OF YOUR EMPLOYMENT WITH ADVANCED RESOURCE SOLUTIONS EITHER YOU OR ADVANCED RESOURCE SOLUTIONS MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE. ADVANCED RESOURCE SOLUTIONS RESERVES ITS RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITHOUT RESORT TO ANY DISCIPLINARY RULES OR PROCEDURES.**

#### EQUIPMENT CARE AND USE

ADVANCED RESOURCE SOLUTIONS assumes the responsibility for normal wear and tear for all company owned equipment. Your responsibility includes the cost to repair or replace equipment that is damaged due to your misuse or mishandling. Company owned equipment may be used only to perform work for ADVANCED RESOURCE SOLUTIONS. Any other use of company equipment is unauthorized.

ADVANCED RESOURCE SOLUTIONS furnishes major tools, special tools and equipment needed for you to properly perform assigned tasks. You are to notify Advanced Resource Solutions officials of any defects immediately to ensure prompt arrangements are made to have the defects quickly corrected. Employees shall not alter or modify equipment without the written approval of ADVANCED RESOURCE SOLUTIONS management.

#### ATTENDANCE, TARDINESS AND PUNCTUALITY

You are expected to assume responsibility for your attendance and punctuality. You should maintain an attendance record that does not adversely affect your ability to perform your job in an effective and efficient manner. Attendance is essential to the maintenance of productivity standards and is especially critical to the success of ADVANCED RESOURCE SOLUTIONS

Attendance is one of the principal elements of the performance evaluation. You should notify the Company office by 6:00 a.m. on the day of absence. An employee who is absent for three (3) consecutive days without notifying his or her supervisor, or without a satisfactory reason as determined by his or her supervisor and management, will be considered as voluntarily terminating employment.

You must be punctual when reporting to your job assignment, taking lunch hours and leaving at the end of the workday.

## EMPLOYEE CONDUCT AND WORK RULES

ADVANCED RESOURCE SOLUTIONS requires employees to be of high moral character. Company employees must conduct themselves in a manner that demonstrates their high moral character, both on and off the job. The policy guidelines for employee conduct shown below covers some of the areas of unacceptable employee conduct. Management may add to the rules of conduct, as they feel necessary. Any additional rules of conduct will be issued in writing or posted on the Company bulletin board.

### Rules of Conduct for Employees on Duty:

Violation of any of the following rules of conduct will result in corrective action, ranging from a warning to immediate dismissal. Types of behavior and conduct considered inappropriate for employees include, but are not limited to, the following:

1. Sexual or other illegal harassment of other employees, customers, or visitors. This includes being discourteous to customers, prospective customers, visitors, and/or vendors.
2. Violation of the Company Drug and Alcohol Policy.
3. Gambling or fighting on Company premises.
4. Using inappropriate, foul or profane language on Company premises or at a Company related or Company sponsored activity or event.
5. Dishonesty, stealing, or pilferage of Company property or property belonging to other employees.
6. Loss of or damage to Company property, machinery, tools, buildings or funds, either deliberately or through gross negligence.
7. Misrepresentation in obtaining employee benefits or privileges or misuse of such benefits or privileges or falsifying Company records and includes misrepresentation of facts or falsification of records.
8. Sleeping on the job.
9. Insubordination or failure to follow instructions.
10. Failure to report an accident or injury sustained on the job, damage or defective work or any unsafe situation observed.
11. Possession of weapons or firearms on Company property.
12. Soliciting customers, visitors, or vendors for items unrelated to Company sponsored activities or programs.

13. Excessive absenteeism or tardiness.
14. Illegal conduct.
15. Conduct, illegal or otherwise, that is violent or indicates the potential for violence.

**NOTHING IN THIS SECTION IS INTENDED TO ALTER THE AT WILL STATUS OF YOUR EMPLOYMENT WITH ADVANCED RESOURCE SOLUTIONS EITHER YOU OR ADVANCED RESOURCE SOLUTIONS MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE. ADVANCED RESOURCE SOLUTIONS RESERVES ITS RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITHOUT RESORT TO ANY DISCIPLINARY RULES OR PROCEDURES.**

#### Rules of Conduct for Employees off Duty

Violation of any of the following rules of conduct will result in corrective action, ranging from a warning to immediate dismissal. Types of behavior and conduct considered inappropriate for employees include, but are not limited to, the following:

1. Sexual or other illegal harassment of employees, vendors or customers.
2. Illegal conduct that directly affects the Company's operations or reputation.
3. Conduct, illegal or otherwise, that is violent or indicates the potential for violence.

Occasionally, a customer may have a problem with the job or the services provided. Do not argue with the customer. Do not argue, curse or swear even if the customer becomes abusive. Call management for advice and assistance in the unlikely event the customer becomes abusive. If all else fails, allow management to contact the customer for follow-up.

**NOTHING IN THIS SECTION IS INTENDED TO ALTER THE AT WILL STATUS OF YOUR EMPLOYMENT WITH ADVANCED RESOURCE SOLUTIONS EITHER YOU OR HOWELL ELECTRIC, INC. MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE. ADVANCED RESOURCE SOLUTIONS RESERVES ITS RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITHOUT RESORT TO ANY DISCIPLINARY RULES OR PROCEDURES.**

#### DISCIPLINE AND CORRECTIVE ACTION

Violation of Company policies and rules may warrant disciplinary action. The Company has established a system of progressive discipline that includes verbal warnings, written warnings and suspension. The system is not formal and the Company may, in its sole discretion,

utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

## OUTSIDE EMPLOYMENT/MOONLIGHTING

Employees must agree to perform their job duties and conduct business in the best interest of ADVANCED RESOURCE SOLUTIONS. Employees may have other employment outside the normal working hours of the Company in a job function and organization that does not conflict with the ADVANCED RESOURCE SOLUTIONS mission, operations or image. This policy shall be coordinated with the Employee Conduct Rules for employees who are on and off duty. Under no circumstances may an employee work for a competitor, supplier, or customer or engage in self-employment in competition with ADVANCED RESOURCE SOLUTIONS.

## MEDICAL ISSUES

Physical examinations may be required for employees at the discretion of ADVANCED RESOURCE SOLUTIONS. Employee medical information or condition is private and confidential. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Medical information will be released only to individuals who are authorized access to employee medical files.

Employees with recurring illnesses may continue to work providing they can continue to perform the essential functions of the job. Additionally, employees with chronic or recurring illnesses must obtain a statement from their attending physician stating continued presence at work will pose no significant current risk of substantial harm to the employee, co-workers, customers or visitors. The Company reserves the right to require and pay for an examination by a medical doctor appointed by ADVANCED RESOURCE SOLUTIONS.

Employment physicals, when required, will be used to assess an employee's medical condition and ensure he or she can safely perform the essential functions of the position for which hired. A medical examination will be performed at ADVANCED RESOURCE SOLUTIONS expense by a health Professional appointed by the Company. Assignment to duties is contingent upon satisfactory completion of the physical examination.

Non-life threatening diseases. Employees who have a communicable disease and whose duties interact with customers, or the community at large should not perform their job duties. Management will determine if there is other work an employee can accomplish if he or she is ill. Employees will be encouraged to visit their own physicians if they are unable to work.

The Company recognizes that employees with life-threatening illnesses including but not limited to cancer, heart disease, lung disease and AIDS may be able to continue in their normal job duties. Employees able to perform the essential functions of their assigned job and meet performance standards will report to work provided they are not a significant medical risk to themselves, co-workers, others or to property.

AIDS. ADVANCED RESOURCE SOLUTIONS will allow employees who are HIV positive or have AIDS who are medically fit to work to continue employment by providing reasonable work accommodation for them, when necessary, while accommodating the need for the safety of co-workers, visitors, customers and potential customers. Employees will not be asked about their health unless there exists a business justification for doing so. These employees will be encouraged to seek assistance from community groups for medical treatment and counseling services.

## EMPLOYEE ACCIDENT REPORTING

SAFETY is everyone's responsibility. It is the desire of ADVANCED RESOURCE SOLUTIONS to help provide a safe working environment for all employees. To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

After the occurrence of any work-related accident while on or off ADVANCED RESOURCE SOLUTIONS property during the course of work, employees shall notify supervision of work related injuries. Employee and supervision shall report incidents to ARS within 1 hour of occurrence or within a 12 hour period, based on the particular incident.

Supervision will provide on-site assistance with provisions to transport said employee to care facility for closer evaluation and treatment. The transportation may be via ambulance if the injuries sustained require.

All employees sustaining an injury are required to undergo a blood test, urinalysis, "breath analyzer" test or other diagnostic test based on the type of injury sustained.

A description from the foreman of what happened; whether there was witness; time of occurrence; caused by faulty equipment; was safety gear required and used?; did employee use proper safety techniques; how was injury handled at company.

We utilize an Employer's Report of Industrial Injury form to report worksite accidents. However, we are not opposed to having a worksite report generated on our client's form. A worksite accident report shall be generated which identifies:

1. Employee information
2. Accident information
  - a. Date of injury
  - b. Time of event
  - c. Time employee began work
  - d. Date employer was notified of injury

- e. Last day of work after injury
  - f. Did injury occur on employer premise
  - g. Address of incident
  - h. What was injury or illness
  - i. Part of body injured
  - j. Fatality
  - k. Employee treated in emergency room
  - l. Physician, if known
  - m. Hospital
  - n. Validity of claim, if claim doubted
3. Cause of Accident
- a. What happened
  - b. What object or substance harmed employee
  - c. What was employee doing just before incident occurred
  - d. If another person not in company employee caused accident, name and address

## COMPANY PROPERTY: CONFIDENTIAL AND PROPRIETARY INFORMATION

The security of Company property is of vital importance to the Company. Company property includes not only tangible property, like desks and computers, but also intangible property such as information. All employees share responsibility to ensure that proper security is maintained at all times.

### I. Proprietary and Confidential Information

Proprietary information includes all information relating in any manner to the business of the Company and its affiliates, consultants, customers, clients, and business associates produced or obtained by Company employees during the course of their work. This Handbook, for example, contains proprietary information. All proprietary information that is not known generally to the public or the industry, or is known only through improper means, is confidential information. Customer lists, customer files, personnel files, computer records, financial and marketing data, compensation information, process descriptions, research plans, formulas, electronic codes, computer programs, and trade secrets are examples of confidential information.

Given the nature of the Company's business, protecting proprietary and confidential information is of vital concern to the Company. This information is one of the most important assets of the company. It enhances the Company's opportunities for future growth, and indirectly adds to the security of all employees.

Employees must not use or disclose any proprietary or confidential information that they produce or obtain during employment the Company, except to the extent such use or disclosure is required by their jobs. This obligation remains even after an employee's employment relationship with the Company ends.

If an employee is in a position that gives him or her access to sensitive information, the employee may be required to sign a written nondisclosure agreement.

## II. Obligations on Termination

On termination of employment, whether voluntary or involuntary, all Company documents, computer records, and other tangible Company property in the employee's possession or control must be returned to the Company.

## III. Security

Employees are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have legitimate reason to see or use such information. Employees are not to remove Company property without authorization. In addition, employees are expected to comply with Company policies regarding the authorized and secure use of the Company's computer technology, as described in the Company's Security Regulations and in the Technology Use and Privacy guideline of this Handbook. Failure to adhere to Company policies regarding proprietary and confidential information will be considered grounds for discipline, up to and including dismissal.

# INSPECTIONS ON COMPANY PREMISES

## I. Purpose of this Policy

The Company believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the Company's business. The Company also intends to protect against the unauthorized (use and) removal of Company property. In addition, the Company intends to assure its access at all times to Company premises and Company property, equipment, information, records, documents, and files. Accordingly, the Company has established this Policy concerning inspections and searches on Company premises. This Policy applies to all employees of the Company.

## II. Definitions

For purposes of this Policy:

- (1) "Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances (as defined in the Company's Drug-Free Workplace Policy); drug-related paraphernalia; alcoholic beverages; Company property, and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in his or her possession.
- (2) "Company property" includes all documents, records, software, electronic codes, data, and files relating to the Company's business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the Company.

- (3) "Company premises" includes all premises and locations owned or leased by the Company or under the control of the Company, including parking lots, lockers, and storage areas.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (5) "Possession" means that an employee has the substance or Company property on his or her person or otherwise under his or her control.

### III. Inspections and Searches

#### A. Access to Company Property

1. In order to assure access at all times to Company property, and because employees properly in possession of Company property or information related to Company business may not always be available to produce the property or information when needed in the ordinary course of the Company's business, the Company reserves the right to conduct a routine inspection or search at any time for Company property on Company premises. In addition, the Company reserves the right to access at all times information and communications stored in Company computer files, on Company disk-drives, and in employee voicemail boxes and electronic-mail systems.
2. Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, or similar places where employees may store Company property or company-related information, whether or not the places are locked or protected by access codes and/or passwords.
3. Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the Company.

#### B. Inspections and Searches for Prohibited Materials

1. Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever the Company has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this Policy.
2. Inspections or searches for prohibited materials may be conducted by an independent security service or by Company personnel.
3. Inspections or searches for prohibited materials may be conducted on a random basis at locations where employees enter or exit Company premises, without regard to whether there is reasonable suspicion that any employee may be in possession of prohibited materials in violation of this Policy.
4. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, or similar places where employees may place personal possessions or information, whether or not the places are



locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the Employee while on Company premises.

5. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.
6. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. However, the Company will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the Company of information that may clear them of suspicion. In addition, the Company reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

#### IV. Disciplinary Action

Employees who are found to be in possession of prohibited materials, or employees who are found to have used Company property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of the Company's reason for conducting the search or inspection.

#### V. Confidentiality

Managers and supervisors will make their best effort to restrict communications concerning a violation or possible violation of this Policy to persons who have an important work-related reason to know.

### SOLICITATION, DISTRIBUTION, AND BULLETIN BOARDS

Employees may engage in solicitation on Company premises only during non-working time. Non-working time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-Company written materials only during non-working time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Company property at any time.

The Company maintains a bulletin board at its facility and occasionally posts bulletins to employees at its jobsites. Postings on these boards are limited to Company-related material including statutory and legal notices, safety and disciplinary rules. Company policies, memos of

general interest relating to the Company, local operating rules, and other items. All postings require the prior approval of Management. No postings will be permitted for any other purpose.

## LOYALTY

Employees shall not engage directly or indirectly in any outside relationship or activity that defers or would adversely affect their primary responsibilities, interests, duties, or loyalty in furthering ADVANCED RESOURCE SOLUTIONS' mission and image. Solicitation of Advanced Resource Solutions customers is grounds for dismissal. Under no circumstances may an employee work for a competitor, supplier or customer of ADVANCED RESOURCE SOLUTIONS, or engage in self-employment in competition with ADVANCED RESOURCE SOLUTIONS

## TERMINATION PROCESS

Management may terminate paid employees for any reason, with or without notice. Employees will cooperate fully with ADVANCED RESOURCE SOLUTIONS in all matters relating to the satisfactory conclusion of their employment and will assist in the orderly transfer of their pending work to other employees of the Company.

Employees, who terminate their employment with the ADVANCED RESOURCE SOLUTIONS, will return all Company uniforms, keys, tools or other property on their final working day. The employee, in normal and usual termination cases, will continue performing his or her regular job duties through the final working day. Equipment will be in good operating condition and in the same condition and state of repair as when delivered to the employee, subject only to reasonable wear and tear. Company officials may require some items to be returned prior to the final day should they feel it is necessary.

Employees who are terminated for cause will return all Advanced Resource Solutions' property immediately on request of ADVANCED RESOURCE SOLUTIONS officials. The employee being terminated is responsible for all lost or damaged property. All money owed ADVANCED RESOURCE SOLUTIONS will be deducted from the final paycheck of the terminating employee to the extent the law allows.

Deductions from the final paycheck will be made as required by federal, state and local statutes and regulations. Deductions from final pay may be made for lost, stolen or damaged Company property for which the employee is responsible, as permitted by law. All money owed ADVANCED RESOURCE SOLUTIONS will be deducted from the final paycheck of the terminating employee to the extent the law allows.

Deductions will also be made for the following reasons as permitted by State and Federal law.

- Failure to return ADVANCED RESOURCE SOLUTIONS uniforms, keys, tools or other property on the final day of employment.
- Debts owed to ADVANCED RESOURCE SOLUTIONS by the employee for cash advances, payroll advances and other like items.

- Payment to ADVANCED RESOURCE SOLUTIONS for lost uniforms, keys or damaged tools, equipment or vehicles.

ADVANCED RESOURCE SOLUTIONS will review all cases where an individual does not return all ADVANCED RESOURCE SOLUTIONS property. Prosecution for theft of property may be initiated under certain conditions. If accrued, all accrued PTO will be relinquished upon termination for cause or otherwise.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT/RECEIPT

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my employment with the Company.

I further understand that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "specific procedure" prior to termination or other disciplinary action. I also understand that the Company has the right to amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the President of Company, that no other employee or representative of the Company has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of the Acknowledgment will be unenforceable unless in writing and signed by me the President of the Company. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice of the Company now or in the future, the terms of this Acknowledgment shall control.

I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

**Finally, I understand and agree that my relationship with Company is "at will," which means that my employment is for no definite period and may be terminated by me or by the Company at any time and for any reason, with or without cause or advance notice. I also understand that the Company may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.**

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE