



Employee Handbook for
Employees on Work Assignment

TABLE OF CONTENTS

I.	Message from the Director	4	
II.	Introduction and Disclaimer	5	
III.	BridgeWorks Profile	6	
	History		6
	Mission		6
	Vision		7
IV.	Orientation & Onboarding	7	
	Contact Information		7
	Online Orientation		7
	Time & Attendance		7
	Dress & Appearance		8
V.	Health & Safety	8	
	Worker's Compensation Insurance		9
	Safety Violation Reporting		9
	Safe Work Practices		9
	Injuries on the Job		11
	Agency Vehicle		11
VI.	Compensation & Benefits	12	
	Pay		12
	Overtime		12
	Insurance Benefits		12
	Unemployment Insurance		13
VII.	Leave	13	
	Paid Time Off		13
	Unpaid Time Off		13
	Family Medical Leave Act (FMLA)		13
VIII.	Policies	19	
	Standards of Conduct		19
	Privacy		22
	Records		23
	Workplace Searches		23
	Equal Opportunity Employment		24
	Reasonable Accommodations Statement		25
	Cell Phones		26
	Phone Calls		26
	No Photography and No Recording		27
	Substance Abuse/Drug-Free and Alcohol-Free Workplace Policy		27
	Tobacco Free Environment/Food in Work Areas		29
	Employment by BridgeWorks Customer/Client		30
	Placement		30
	Assignment Abandonment		30
	Company Equipment Return		30
	Loss Prevention		30
	Open Door Policy		31
	Social Networking Communications		31

IX. Termination & Discipline	32	
Termination		32
Discipline		33
Resignation		33
X. Agreement	34	
Acknowledgement of Receipt		34

IMPORTANT NOTICE AND DISCLAIMER

*****PLEASE READ THE DISCLAIMER AND THE EMPLOYEE HANDBOOK CAREFULLY. THE HANDBOOK CONTAINS SIGNIFICANT CHANGES.*****

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS AN OVERVIEW AND GUIDE TO SOME OF THE CURRENT PERSONNEL POLICIES OF BridgeWorks (THE "COMPANY") IN EFFECT AS OF THE DATE OF THIS HANDBOOK. THIS HANDBOOK SUPERSEDES AND REPLACES ALL PRIOR POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME THE AGENCY MAY, IN ITS SOLE DISCRETION, CHANGE, DELETE, OR ADD TO THE PROVISIONS OF THIS HANDBOOK WITHOUT PRIOR NOTICE.

THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN YOU AND THE AGENCY. NOTHING IN THIS HANDBOOK BINDS THE AGENCY TO ANY SPECIFIC PROCEDURES, POLICIES, WORKING CONDITIONS, BENEFITS, PRIVILEGES OF EMPLOYMENT, OR DEFINITE PERIOD OF EMPLOYMENT. NOTHING IN THIS HANDBOOK GIVES EMPLOYEES A CONTRACTUAL RIGHT TO INSURANCE COVERAGE, VACATION PAY, OR OTHER BENEFITS OR POLICIES THAT MAY BE DISCUSSED IN THIS HANDBOOK, ANY OR ALL OF WHICH CAN BE UNILATERALLY AMENDED OR ABOLISHED BY THE AGENCY AT ANY TIME IN ITS SOLE DISCRETION.

IN THE EVENT THAT ANY MANDATORY LANGUAGE APPEARS IN THIS HANDBOOK, THE TERMS OF THIS DISCLAIMER SHALL GOVERN OVER ANY SUCH APPARENTLY MANDATORY LANGUAGE, SO THAT NO CONTRACT IS CREATED. BECAUSE IT IS OUR POLICY AND A REQUIREMENT OF FEDERAL LAW, WE RECITE IN THIS HANDBOOK OUR OPPOSITION TO ANY DISCRIMINATION OR HARASSMENT AND OUR COMMITMENT TO UPHOLD OTHER LAWS AND REGULATIONS. THIS RECITATION OF LAW, HOWEVER, DOES NOT CREATE A SEPARATE CONTRACTUAL OBLIGATION.

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***This Handbook supersedes all prior handbooks, Handbooks, policies and guides.
Effective March 2021.***

Employee Name: _____

Date:

Employee Signature: _____

Page 1 (Employee Copy)

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Employee Signature: _____

Page 2 (Employer Copy)

I. Message from the Director

Welcome to BridgeWorks, we’re happy and excited you have chosen to use BridgeWorks to be part of your life journey. We are dedicated to helping you achieve your employment goals wherever you find yourself in life—whether through an entry level position, part time or full, skill-dependent work, or transitioning into management.

BridgeWorks exists to better our community by bringing employers and employees into mutually beneficial and healthy relationships, helping companies meet their staffing needs and moving individuals toward growth and stability.

In this handbook, you’ll find some of the essential information for your time as a Bridgeworks employee, including:

Contact Information

BridgeWorks Policies

Benefits Information

Compensation Information

We developed this Employee Handbook to get you acquainted with BridgeWorks, what we do, why we do it and how you fit into the big picture.

Not only will this Employee Handbook get you familiar with BridgeWorks, it’s also meant to be a useful tool for the future. The goal of this book is to contain all the relevant information you need to know now and in the months ahead.

Thank you for joining us on this journey. Welcome to the team.

Bradley Holland
Director of Miracle Hill Enterprises

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II. Introduction and Disclaimer

The contents of this Policy Document are presented to temporary employees placed on work assignment with a client of BridgeWorks, referred to throughout this document as “employee” or “staffing participant.” The policies contained herein do not apply to any other type of employee at BridgeWorks. Employee and employment references in this document refer to the periods of time when you perform actual work and earn wages and not to periods of time between assignments.

No permanent employment or employment for any term is intended or implied from the statements in this document.

The information set forth in this Handbook provides a general overview of and guidance about policies and practices for employees of BridgeWorks (“the Company”). It is designed to provide information about the policies affecting your employment to which you are required to comply. We expect all employees to read this Handbook carefully and comply with its provisions, as it is a valuable tool for understanding your job and the Company.

Although we have summarized Company personnel policies and benefits in this Handbook, we could not anticipate every situation or answer every question you may have about your employment. If you have any questions about the Company’s policies and practices, you should ask a Manager. The Company is committed to compliance with all federal, state, and local laws. To the extent these policies are inconsistent with any such law, the Company will comply with the law. Further, nothing in this Handbook or in any other document or policy maintained by the Company is intended to or will be enforced in any manner that otherwise limits the right of the Company’s non-managerial employees to engage in protected concerted activities pursuant to Section 7 of the National Labor Relations Act.

The Company reserves the right at any time to change or modify its policies, procedures and benefits as described herein. No statements set forth are intended to create or constitute contractual commitments or obligations of the Company to any individual or group of employees.

Not all benefits included in this Handbook are provided to part-time and temporary employees. Additionally, as some of the benefits described in this Handbook are covered in detail within the benefit plan documents, those plan documents control the eligibility, terms and conditions, and receipt of such benefits.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of

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treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Company adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than the [Director and/or CEO](#) may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be signed in writing.

This Handbook and the information contained in it are the property of the Company and may not be disclosed to competitors or used for any business or commercial purposes. The policies described in this Handbook are not applicable in every case and may not be complete in every detail. For more detailed information about policies, procedures and benefits described herein, please contact a Manager.

AT-WILL EMPLOYMENT

ALL EMPLOYEES ARE “AT-WILL,” MEANING THAT EITHER THE EMPLOYEE OR BridgeWorks CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE AT-WILL NATURE OF EMPLOYMENT MAY NOT BE ALTERED OR MODIFIED IN ANY MANNER WITHOUT PRIOR WRITTEN APPROVAL FROM BRIDGEWORKS’ CEO. ALL EMPLOYEES ARE REQUIRED TO SIGN THE IMPORTANT NOTICE - DISCLAIMER ACKNOWLEDGING RECEIPT OF THE EMPLOYEE HANDBOOK AND THE AT-WILL NATURE OF EMPLOYEES’ EMPLOYMENT FOUND ON THE FIRST PAGE OF THIS EMPLOYEE HANDBOOK AT THE TIME OF HIRE OR UPON ISSUANCE.

III. BridgeWorks Profile

History

BridgeWorks was started in 2018 as a Miracle Hill Enterprise. Bridgeworks was started to help serve the employment needs of local businesses and individuals seeking employment. BridgeWorks also strives to provide an avenue toward gainful employment for the men and women Miracle Hill serves and other programs or shelters in the Upstate.

BridgeWorks was created as a “for profit” that support Miracle Hill Ministries with any profits. BridgeWorks has grown to serve other areas as well but remains committed to serving clients and employees with excellence.

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Mission

BridgeWorks exists to better our community by bringing employers and employees into mutually beneficial and healthy relationships, helping companies meet their staffing needs and moving individuals toward growth and stability.

Vision

As a for-profit enterprise of Miracle Hill Ministries, we are guided by a Christian framework of work in the world. We strive to honor Christ in our dealings and relationships with everyone we encounter by being kind, respectful, and above reproach. It is our vision that all members of our community have access to adequate and sustaining work. We desire to point job seekers toward wholeness, stability, and healthy relationships by ensuring they can provide for themselves and their families. We endeavor to assist graduates of Miracle Hill's Adult Ministries, those from similar programs that help the homeless or those overcoming addiction, as well as other job-seeking individuals in the Upstate. We strive to support the needs of partner businesses by providing employees for their endeavors, thus improving their own sustainability. We also strive to meaningfully support the life-giving ministries of Miracle Hill with the profits of BridgeWorks.

IV. Orientation & Onboarding

Contact Information

Phone Number: 864-335-7058

Address: 492 South Pleasantburg Drive, Greenville SC 29607

BridgeWorks Business Hours:

Monday through Friday 8:00 AM - 4:00 PM

Walk-ins are welcome 9:00 - 11:00 AM and 1:00 - 3:00 PM

Online Orientation

BridgeWorks uses an online platform to complete application and pre-employment paperwork. Please follow the online process to complete:

- Employee Verification
- Federal and state tax forms
- Direct deposit form
- Policy document acknowledgements

Time & Attendance

Regular, on-time attendance is mandatory and essential to efficient operations. Good attendance is important to the business operations and success of the Company. Employees have an obligation to the Company to be at work and on-time according to their schedule. Excessive absenteeism and tardiness is not tolerated and may result in termination. Regular attendance is a condition of employment. Employees must notify their

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assignment Manager and Recruiter at BridgeWorks of any deviation to their schedule in advance.

Employees who fail to maintain an acceptable attendance record may be subject to disciplinary action, up to and including termination. Absenteeism and tardiness can place a burden on other employees required to perform a co-worker's responsibilities. Unexcused absences or tardiness may affect the evaluation of an employee's performance and could result in termination.

Situations requiring time away from work, such as doctor's appointments or other matters, should be scheduled, when possible, during non-working hours.

Assigned companies have the right to terminate temporary assignments at any time.

It is the employee's responsibility to know their schedule, to be on time, and ready to work each time they are scheduled. Being late or absent may lead to disciplinary actions up to and including termination. It is vital that if an employee is going to miss part or all of any scheduled time that they notify both the company that they are assigned to and their recruiter right away. All absences should have a valid reason. If transportation is a known issue then preparation in advance is required and is not a valid reason.

Certain companies will require their own timekeeping requirements. Other companies may require timekeeping by BridgeWorks Time & Attendance application. Your recruiter will let you know which system to use. Please ensure proper timekeeping to ensure accurate pay in a timely manner.

Dress & Appearance

Suitable attire and hygiene are important in promoting a positive company image. BridgeWorks expects staffing participants to be well-groomed and dressed appropriately for assignment.

Any employee who does not meet the dress and hygiene requirements may be sent home to change or may undergo further disciplinary action. Employees will not be paid for this time.

This policy is not intended to interfere with any employee's disability or religious beliefs or other rights. If for any reason an employee requires an accommodation, they should contact the BridgeWorks Recruiter.

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V. Health & Safety

BridgeWorks conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in health and safety policies and procedures.

BridgeWorks, its customers/clients and employees share in the responsibility of maintaining a safe work environment. BridgeWorks employees are required to follow all applicable workplace health and safety laws, regulations, policies and procedures, apply safe work practices at all times and in all locations, and wear required personal protective equipment, as posted and/or instructed by the placement assignment organization. Failure to follow all safety procedures and policies may result in disciplinary action up to and including termination.

Employees should ensure that they are familiar with the policies and procedures in place at the BridgeWorks Office and at any assigned workplace. Employees should follow all posted & written policies.

Worker's Compensation Insurance

Worker's Compensation insurance provides benefits for work related injuries. All employees are covered and the entire cost of this insurance is paid by BridgeWorks. It is important that all employees work safely and follow all rules and regulations. BridgeWorks will enforce all safety rules and employees who violate them may be subject to disciplinary action, up to and including termination. Employees must report injuries immediately so that they can receive fast and effective treatment. Should any employee sustain a work-related injury, our Worker's Compensation insurance may provide medical coverage and income replacement for the period of the employee's disability, subject to eligibility requirements and as required by law.

Any on-the-job accident, injury or hazard should be reported promptly to the Supervisor, regardless of how minor it appears. Failure to report an accident or injury within the required timeframe may result in loss of benefits eligible under workers compensation and may also result in the claim being denied. If medical attention is necessary, the employee will be directed to the designated Company physician for treatment. Failure to use the designated physician may result in the employee being personally responsible for costs of treatment. It is the policy of BridgeWorks to perform a drug test after work place accidents and injuries for all BridgeWorks employees.

Safety Violation Reporting

Employees are required to notify the BridgeWorks office immediately if:

- a) Assigned an unsafe task or a task for which he/she has not been given necessary training.

- b) Unsafe work conditions are observed at the workplace
- c) You are asked to perform work which was not part of your initial job duties and/or description, such as:
 - a. Operating heavy machinery
 - b. Lifting over 50 lbs without assistance
 - c. Performing tasks at heights greater than 8 feet
 - d. Operating motorized equipment
 - e. Working in confined spaces
 - f. Assigned a duty where you are asked to wear a respirator

Safe Work Practices

Employees must abide by the following BridgeWorks safe workplace practices:

- a) Horseplay is prohibited
- b) Employees without first aid training are not to move or treat an injured person unless the person is in immediate peril
- c) Appropriate footwear and apparel must be worn on the job
- d) In workplaces with a hazard of falling objects, hard hats must be worn
- e) Employees should not perform any task for which they have not received training and they are aware of the risks associated with the task
- f) Employees assigned PPE (personal protective equipment) must have it available for on the job use, maintain it in good condition, and wear PPE as required
- g) Employees who are in doubt about performing a task safely must contact their work supervisor for instruction and/or training.
- h) Employees should familiarize themselves with appropriate hazardous materials and the location of the Materials Safety Data Sheets (MSDS)
- i) Employees may not remove or bypass safety devices
- j) Employees should learn where fire extinguishers and first aid kits are located
- k) Employees may not operate any motor vehicle or other mechanized conveyance or equipment unless specifically authorized to do so by BridgeWorks and having received required training
- l) Employees must use vehicle safety belts and any other applicable safety devices

Injuries on the Job

In the case of injury, the Employee should:

- a) In the case of life-threatening emergencies, call 911 in the case of a life-threatening emergency. Follow all medical professional advice.
- b) For non-life-threatening emergencies, the company of placement and recruiting managers have a list of designated medical facilities which are acceptable for Worker's Compensation Coverage. If an employee utilizes a non-designated medical provider, he/she may be liable for all related charges.
- c) At the first moment of safety, notify their BridgeWorks recruiter immediately (phone or in person). Obtain the name of the designated medical facility.
- d) Notify their BridgeWorks Recruiter immediately if the physician indicates the employee cannot return to their assigned job and obtain a copy of all medical treatment and discharge orders to provide a copy to BridgeWorks.
- e) Contact their BridgeWorks recruiter after each medical appointment to report on progress
- f) Provide a medical release form to BridgeWorks prior to returning to work

BridgeWorks does provide Workers Comprehensive Insurance for each job. BridgeWorks will help navigate the insurance process but it is imperative that all accidents are reported ASAP but no later than 24 hours to insure timely coverage. There are designated doctors that assist with providing care using this insurance. Please make sure to navigate with your recruiter at BridgeWorks to ensure proper coverage of bills. Any bills incurred while not following the appropriate steps of both the insurance agent and BridgeWorks may and/or will result in denial of claims and release BridgeWorks from all liability in the matter.

Agency Vehicle

BridgeWorks expects all vehicle drivers to operate the vehicle safely and responsibly. Employees must obey federal and state laws relating to the use of vehicles. BridgeWorks has a zero-tolerance policy and has the right to withdraw vehicle use at any time. Any change in status with driving record or license including but not limited to violations, accidents, suspensions, revocations must be reported to your recruiter immediately and may affect your ability to continue drive.

Employees are to comply with all driving requirements for the company they are assigned to and comply with all safety guides. Failure to do so may result in termination. [Employees must use hands free devices for phone calls while](#)

performing Company business while driving. No other cell phone use is permitted. See also, Cell Phone Policy.

VI. Compensation & Benefits

Pay

Employees are paid on a weekly basis. Each Friday, employees are paid for the previous week of work. It is important to confirm time cards are correct before the end of each work week to ensure correct pay on the following Friday. Any concerns with pay should be addressed with your recruiter at BridgeWorks and not the company of placement.

BridgeWorks uses direct deposit for pay. In the event an employee does not have a checking account, BridgeWorks will issue a pay card to the employee.

Due to the timing and set up process, paper checks may be issued for the first couple of weeks until direct deposit is verified and activated.

Overtime

Employees who are considered non-exempt are entitled to overtime pay at the rate of one-and-one-half times their regular pay for hours worked in excess of 40 hours per work week. They will not be paid overtime for hours in excess of eight (8) per day, or for work on Saturdays, Sundays, vacation, holidays, bonus days, leave, bereavement leave, jury duty, etc., if the 40-hours worked requirement has not been met.

Decisions regarding allocation of overtime are made at the discretion of the assigned company. These decisions are made as equitably as possible among employees qualified to do the work required within their own job classifications. Overtime is considered a condition of employment and refusal to accept it may result in disciplinary action, up to and including termination.

No employee shall work overtime without direct authorization from his/her immediate Supervisor at their assigned company. All overtime must be previously approved by a Supervisor prior to incurring the overtime.

Overtime is only based on actual hours worked. Paid time off, such as vacation, holidays, bonus days, leave, bereavement leave, jury duty, etc. is not considered in the calculation of overtime.

Insurance Benefits

BridgeWorks is excited to offer two insurance plans to help meet the needs of staffing participants. There are MEC and MEC+ plans. These plans both offer

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medical coverage. There are no dental or vision plans at this time. Both plans are offered to the employee, their spouse and their dependents.

Staffing participants are eligible after 30 days, and insurance will start on the 1st day of the following month. Employees are responsible to pay premiums through deductions in their pay. Staff will begin deductions the month prior to activation of insurance in order to pay premiums before the activation of the insurance. If deductions are not started on the first week of the month for the following month, deductions may be increased to ensure the full premium is met before the first day of the month insurance is activated or delayed until the following month.

If a staffing participant leaves employment while enrolled in insurance, the insurance will terminate at the end of the month of the last day worked. Please ask your recruiter for more information

Unemployment Insurance

Unemployment compensation insurance is a state government sponsored temporary financial benefit to employees whose jobs are lost at no fault of their own. The benefit amount is established according to past work and earnings. Each state has its own set of rules which outline eligibility criteria and benefit amount, and BridgeWorks complies with the state laws. Eligibility is determined by each state's unemployment agency. Funds to cover the costs of unemployment insurance benefits are paid by employers such as BridgeWorks.

When filing unemployment insurance, please remember to be accurate & honest. BridgeWorks will respond to each filing as it's reported from the State with information and documents to verify accuracy of claims.

VII. Leave

Paid Time Off

BridgeWorks does not provide any paid time off unless mandated by government or regulatory guidelines such as ACA or other laws.

Certain companies that partner with BridgeWorks may provide paid time off at their discretion. Employees of BridgeWorks may be able to participate in these benefits based on the assigned company's eligibility requirements.

[Staffing participants may request time off due to illness. Time taken off for illness will always be unpaid. Employees absent for more than three days due to illness are required to provide a written doctor's note to their manager. See time and attendance policy for more information.](#)

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Unpaid Time Off

BridgeWorks will comply with all State and National Laws in providing time off for mandated times such as voting or jury duty. It is not the policy of BridgeWorks to provide pay to employees for these times unless required by law. Please contact your Recruiter in a timely manner to request necessary time.

Family Medical Leave Act (FMLA)

Under the Federal Family and Medical Leave Act of 1993, as amended (FMLA), employees may be eligible for a period of job-protected unpaid leave if they meet the criteria set forth in the FMLA. This policy contains a brief overview of the statutory criteria as well as Bridgeworks' own policies regarding FMLA Leave.

General Eligibility

To qualify for FMLA Leave, an employee must have worked at BridgeWorks for at least 12 months, must have worked at least 1,250 hours during the past 12 months, and must work at a location where BridgeWorks employs at least 50 employees within 75 miles. The Company will attempt to notify the employee of eligibility within five (5) days of being notified of a Request for FMLA.

Types and Duration of FMLA Leave

FMLA leaves generally come in three varieties: Basic FMLA Leave, Active Duty Leave, and Military Caregiver Leave.

Basic FMLA Leave

Employees may be eligible for up to 12 weeks of unpaid leave in a rolling backward 12-month period for the following reasons:

1. Incapacity due to pregnancy, prenatal medical care or childbirth;
2. The birth of a child and to care for such child or placement for adoption or foster care of a child;
3. To care for an immediate family member (spouse, child under 18 years old or 18 and over that is incapable of self-care, or parent) with a serious health condition; or
4. Due to a serious health condition which renders the employee unable to work.

Definition

A "serious health condition" referenced in numbers (2) and (3) of the Basic FMLA Leave and Active Duty Leave section above means an illness, injury, impairment, or physical or mental condition that involves:

1. In-patient care (i.e., an overnight stay) in a hospital or other medical care facility;
2. A period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment (doctors visit or prescribed treatment) two (2) or more times by a health care provider, the first being within seven (7) days of the onset of the condition and the second generally being within 30 days of the onset;
3. Any period of incapacity due to pregnancy, or for prenatal care;
4. Any period of incapacity or treatment due to a chronic serious health condition requiring treatment of at least twice a year;
5. A period of incapacity or treatment due to a permanent condition. The associate (or family member) must be under the continuing supervision of a health care provider; or
6. Any period of absence to receive multiple treatments, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3)

consecutive calendar days in the absence of medical intervention or treatment.

FMLA, Active Duty Leave

Employees may also be eligible for up to 12 weeks of unpaid leave in a rolling backward 12 month period because of any qualifying exigency (a case or situation that demands prompt action or remedy) arising out of the fact that the employee's spouse, son (of any age), daughter (of any age) or parent, defined as a covered military member, is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation.

Definition

A "qualifying exigency" of the Basic FMLA Leave and Active Duty Leave section above refers to the following circumstances:

1. When the notification of a call or order to active duty is seven (7) days or less from deployment;
2. Official military or military-sponsored events;
3. To arrange childcare and attend school activities for a child of a covered military member;
4. To make or update financial or legal affairs to address the absence of a covered military member;
5. To attend counseling provided by someone other than a health care provider for oneself;
6. To spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
7. Military-sponsored post-deployment activities or to address issues arising from the death of a covered military member while on active duty;
8. Additional activities: for other events where the Company and the associate agree on the type, time and duration of the leave.

Military Caregiver Leave

An employee also may take Military Caregiver Leave to care for a spouse, son or daughter (of any age), parent or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. A covered service member has a serious illness or injury for purposes of this paragraph if he or she is medically unfit to perform the duties of his/her office, grade, rank or rating.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month

period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA in the Basic FMLA Leave and Active Duty Leave section above, the combined leave will not exceed 26 weeks during that 12-month period.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA Leave and both work at BridgeWorks, are eligible for either a combined 12 weeks of unpaid leave as discussed in the Basic FMLA Leave and Active Duty Leave section above or a combined 26 weeks of unpaid leave as discussed in the Military Caregiver Leave section above.

Notice of Need for FMLA Leave

If the leave is foreseeable (*e.g.* birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days advance notice. If the need for leave is not foreseeable or circumstances prevent providing the thirty (30) day advance notice, then the employee should provide as much notice as practical (generally, either the same or next business day). Employees must provide sufficient information for BridgeWorks to reasonably determine whether the FMLA may apply to the leave request.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent/Reduced Schedule FMLA Leave

Intermittent leave, as opposed to leave taken all at once, or reduced schedule leave, may be available for Basic FMLA Leave when medically necessary due to an employee's own serious health condition or the serious health condition of an employee's immediate family member. Intermittent or reduced schedule leave may also be available for Military Caregiver Leave. Intermittent or reduced schedule leave for Basic FMLA Leave related to the birth or placement of a child for adoption or foster care may be taken only with approval from the immediate Supervisor. Employees must make reasonable effort to schedule medical treatment so to minimize disruptions to business operations. Further, if the need for leave is foreseeable based on planned medical treatment, BridgeWorks reserves the right to transfer affected employees temporarily to an alternate position with equivalent pay

and benefits for which they are qualified, if the transfer better accommodates the requested leave.

Employees taking intermittent leave must follow call-in procedures, absent unusual circumstances.

Documentation Supporting FMLA Leave

The employee's reason for the leave must be covered under FMLA. A request for reasonable documentation of family relationship verifying the legitimacy of FMLA Leave may also be required.

Employees will have fifteen (15) days in which to return a completed Certification form following receipt of the form from BridgeWorks. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of BridgeWorks related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of BridgeWorks, may be required. The opinion of the third health care provider, which BridgeWorks and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service Member form as well as any necessary supporting documentation. BridgeWorks may also require an employee to report periodically on his/her status and intention to return to work.

Recertification

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, BridgeWorks may, in its sole discretion, require recertification of the serious health condition. BridgeWorks may also request recertification every year in which FMLA Leave is taken for any serious health condition that lasts longer than one (1) year. In these situations, the employee will have fifteen (15) days in which to provide, at the employee's expense, a completed Recertification form.

Job Restoration, FMLA

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Upon the employee's return from FMLA Leave, subject to some exceptions, the employee will generally be restored to their original position, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. With limited exceptions, an employee's use of FMLA Leave generally should not result in the loss of any employment benefit earned or accrued before using FMLA Leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA Leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA Leave.

However, there is generally no guarantee of reinstatement beyond 12 weeks for Basic FMLA Leave or Active Duty Leave or 26 weeks for Active Duty Leave. If an employee is unable to return to work at the conclusion of his/her eligible FMLA Leave in a timely fashion, he or she generally will be terminated consistent with BridgeWorks' absenteeism policies.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Benefits During FMLA Leave

Employees will not be deprived of any employment benefit accrued prior to taking FMLA Leave. However, BridgeWorks is under no obligation to allow an employee to accrue seniority or other employment benefits during FMLA Leave. The FMLA does not entitle employees to any rights or benefits other than those to which the employee would have been entitled had the employee not taken the leave.

During the approved FMLA Leave, employees' coverage under BridgeWorks health insurance will continue, but employees will be required to continue to pay their portion of any applicable premiums on a monthly basis, as if they had not taken leave and failure to do so may result in loss of coverage pursuant to law.

Where appropriate, arrangements will need to be made for employees taking FMLA Leave to pay their share of health insurance premiums consistent with plan documents. An employer's obligation to maintain health benefits under FMLA stops if and when an employee informs the employer of any intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. The employer's obligation also stops if the employee's premium payment is more than 30 days late and the employer has provided the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

If an employee fails to return to work for at least thirty (30) days after expiration of the leave, BridgeWorks reserves its right to recover premiums paid, if any, to maintain employee coverage during the leave period as allowed by applicable law.

Please consult the applicable plan documents if there are additional questions concerning the continuation of health insurance during a period of FMLA leave.

Benefits other than group health insurance will not be continued during FMLA but will be reinstated upon return from leave.

Interaction with State Military Leave Laws

Certain states require employers to provide greater or different job-protected leave to family members of persons in the military. When applicable, BridgeWorks complies with all such military family leave laws. When leave provided under one of these laws is covered under the federal FMLA, it also will count toward an employee's federal FMLA entitlement and as FMLA Leave under this policy. These military family leave laws vary by state, and employees should contact their Supervisor with related questions.

Medical Communications

Employees may be required to have a medical examination before they return to work from leave involving the employees own serious health condition whenever a genuine issue exists as to whether the employee can perform the essential functions of the job. Medical examinations required by BridgeWorks will be paid for by BridgeWorks. The results of the examination become the property of BridgeWorks.

Employees who become ill on the job or suffer any work-related injury, no matter how minor and any other employee who observes such illness or injury are required to report the incident immediately to their Supervisor or other member of management.

Giving false information about an alleged injury or illness on oneself or another person may result in disciplinary action, up to and including termination without notice.

VIII. Policies

Standards of Conduct

BridgeWorks strives to create enjoyable work experiences with our partner employers that invite and create a community of mutual respect and care. BridgeWorks expects that employees uphold a high standard of conduct in

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the workplace and community. Because BridgeWorks' employees work in various companies and placed in the community, employees should always be conscious of how their speech and behavior reflect to others. Having a professional appearance, speech, and interactions is always the standard.

All policies for Conduct below are applicable to BridgeWorks employees while on work assignment. "BridgeWorks" or "company" can be used interchangeably with an employee's assigned company through BridgeWorks.

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its management and all employees. Therefore, employees must never use their positions with BridgeWorks, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individual, corporations or business entities.

Employees are expected to conduct themselves in a manner that promotes the health and safety of all employees. Employees should protect personal and Company property and contribute to the operation of BridgeWorks.

BridgeWorks adheres to the highest legal and ethical standards applicable in our business. BridgeWorks' business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of BridgeWorks shall conduct their personal affairs such that their duties and responsibilities to BridgeWorks are not jeopardized and/or legal questions do not arise with respect to their association or work with BridgeWorks.

The policies described in this Employee Handbook are designed to promote a productive, safe, and pleasant workplace. Engaging in prohibited conduct, on or off Company property, may result in disciplinary action, up to and including termination without prior notice or prior discipline. Because the circumstances of each situation are different, BridgeWorks may handle each disciplinary situation differently without setting a precedent for future cases.

Employees are expected to conduct themselves in a manner that will reflect favorably on the image of BridgeWorks as well as the character and competence of its employees. Employees must be honest and not misleading with management, customers, other employees, and vendors. Promises not kept and inferences can tarnish both the individual's and BridgeWorks' image. This includes all written and oral documentation and communication.

Company property is for business use only.

Employees who have access to confidential and proprietary information, owned by BridgeWorks or its customers, shall not disclose any such

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information, directly or indirectly, or use it in any way or for any purpose except as required in the course of their employment with BridgeWorks or as otherwise required by law. Confidential information includes all non-public information that might be of use to competitors, or harmful to BridgeWorks or its customers, if disclosed. It also includes information that suppliers and customers have entrusted to BridgeWorks and its employees.

The obligation to preserve confidentiality of proprietary information acquired in the course of employment with BridgeWorks does not end upon the termination of such employment. This obligation continues indefinitely until BridgeWorks authorizes disclosure of proprietary information thereof or otherwise enters the public domain without breach by anyone of nondisclosure.

Although it is not possible to list all the forms of conduct that are considered unacceptable in the workplace, the following are examples of such prohibited conduct which would lead to immediate disciplinary action, up to and including termination. It must be remembered that as circumstances change, rules of conduct may also change in the discretion of BridgeWorks. Improper conduct of any type, on or off Company premises, may result in discipline, up to and including immediate termination in the sole discretion of BridgeWorks, with or without notice, even though not specifically mentioned in this Handbook. In addition, this listing of improper conduct does nothing to alter the at-will status employment relationship discussed previously. See the cover page of this Handbook. This list is not intended to be all-inclusive.

The following is prohibited at BridgeWorks and all assigned workplaces:

- Possessing, selling, or being under the influence of alcoholic beverages, unlawful drugs or controlled substances, misused prescription or over-the-counter medications, or any combination of the above is prohibited. Reporting to work under the influence is prohibited.
- Improper care or unauthorized use of The Company property, information or materials.
- Falsifying any Company records, medical records or giving false or misleading information to or on The Company's records, including over-reporting or under-reporting on timekeeping records and expense reimbursement forms, is prohibited. Recording the time of another employee is prohibited.
- Wasting time, loitering, lack of application on job, or leaving job without proper reason or permission. *This provision will not prevent employees from leaving or missing work as protest for the terms and conditions of their employment or otherwise expressing their NLRA Section 7 rights.*
- Horseplay, playing pranks, or otherwise causing a disturbance.
- Failure to abide by policies, procedures, guidelines or rules.
- Abusing, damaging, or neglecting machinery or equipment.
- Violating safety or security rules, or established policies and practices.
- Failing to immediately report any injury, no matter how minor, sustained on The Company's property or in connection with work is prohibited.
- Theft or unauthorized removal or possession of the The Company's property, customer property, or employee property is prohibited.
- Refusal to accept job responsibilities or comply with other reasonable requests by the Supervisor.
- Defacing, harming, damaging, misusing or wasting the The Company's property or the property of other employees or customers.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Any form of gambling during working time or on The Company's premises.
- Employees must be considerate of others. Obscene or offensive language, such as ethnic slurs, sexist comments, discriminatory comments, insults or vulgarities is not tolerated.
- Failure to report to work or not calling. *This provision will not prevent employees from leaving or missing work as protest for the terms and conditions of their employment or otherwise expressing their NLRA Section 7 rights.*
- Being absent from work or reporting to work late an excessive number of times. *This provision will not prevent employees from leaving or missing work as protest for the terms and conditions of their employment or otherwise expressing their NLRA Section 7 rights.*
- Leaving the facility during working hours without notifying the immediate Supervisor is prohibited. *This provision will not prevent an employee from*

leaving or missing work as protest for the terms and conditions of their employment or otherwise expressing their NLRA Section 7 rights.

- Possessing dangerous or unauthorized materials, such as firearms, explosives, or other weapons, even if property licensed, on The Company's' property.
- Sleeping on the job.
- Violating policies in this Employee Handbook, other policies and procedures as distributed or otherwise, and other known practices of The Company.
- Violation of any federal, state, or local law or regulation, which could lead to The Company being charged with a violation of federal, state, or local law or regulation.
- Sexual or other unlawful harassment and/or creating an unlawful, hostile work environment.
- Coercing, intimidating, threatening or harassing any individual is prohibited.
- Soliciting or distributing in violation of the The Company policy.
- Working overtime without prior approval.
- Falsely stating or making claims of injury.
- Unsatisfactory work performance or conduct.
- Fighting or threatening violence in the workplace is prohibited.
- Performing work of substandard quality or quantity is prohibited.
- Workplace misconduct such as sexual harassment, violence, drug or alcohol violations, or violations of state or federal laws that occur off Company premises.
- Disclosing trade secrets or confidential BridgeWorks' information without proper authorization is prohibited.
- Misusing The Company communications systems, including e-mail, computers, Internet access and telephones, is prohibited.
- Violation of Code of Conduct/Code of Ethics.

At BridgeWorks sole discretion, any violation of BridgeWorks' policies, as well as any other conduct considered by BridgeWorks to be inappropriate or unsatisfactory, may subject the employee to disciplinary action, up to and including termination without prior notice or discipline. Termination can be at any time and for any reason not prohibited by law.

Nothing in BridgeWorks's conduct policy should be read to restrict or inhibit the employee's rights' under any applicable state or federal law including the NLRA Section 7 right to discuss employees' terms and conditions of employment or otherwise act for their mutual benefit.

Privacy

BridgeWorks may share certain personnel/human resource information regarding employees with non-affiliated third parties, including but not limited to third party administrators, when they are acting on our behalf, or

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acting jointly with us for the purpose of processing payroll, Workers' Compensation claims, unemployment benefits, insurance benefits, or any other matter associated to your work assignments. Such data may include name, address, Social Security number, employee ID number, job description, and related information. We may also share such data with our clients in connection with providing services to them. In addition, such data may be shared with other parties as permitted or required by law such as credit bureaus, government entities, in responding to subpoenas and other legal processes, and those with whom you have requested us to share information.

Records

Each employee is responsible for keeping current the information contained in his or her personnel file. Personal data, such as home address, telephone number, legal name change, number of dependents, insurance beneficiaries, tax withholding information, direct deposit, emergency contacts, training certificates, and driving record (if the position requires driving as part of the responsibilities on the job) should be both accurate and up to date. Human Resources should be informed of changes as soon as reasonably possible.

Personnel files are the property of the Company and will be treated as confidential Company information and remain so after termination. This information will only be available to Company personnel, other than the employee, on an as-needed basis or as required by law. Upon request, an active employee may schedule an appointment to periodically review his or her personnel file with Human Resources. Review of the personnel file must be held on Company premises in the presence of a Company official and copying of any item within a personnel file is not permitted. Employees will be permitted to review records related to qualification for employment, compensation and disciplinary action. Employees are not permitted access to any letter of reference maintained by the Company. If an employee disagrees with the accuracy of any statement in the records and no correction can be agreed upon, the employee may submit an explanatory statement, which will be attached to the records.

The Company will retain all employee personnel records for three (3) years after separation from employment, or as required by law, whichever is greater.

When employees are hired, they complete various forms and documents. Employees sign a statement on the employment application testifying that all of the information furnished is true. The statement also warns that falsification of employment records is considered a serious offense and may lead to termination at any point of employee's career with the Company. If at some later date it is determined that an employment record has been falsified, the employee may be subject to immediate disciplinary action, up to and including termination.

Appropriate discipline may also be dispensed for falsification of any reports pertaining to absence from work; claims made about injuries while on the job or on Company premises, claims made for benefits provided by the Company or government agencies as well as falsification of Company communications, production, payroll records, or any Company reports.

The Company has a commitment to the privacy of personal information kept in its personnel records. Confidential and Medical files are kept separately from the personnel files.

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Workplace Searches

It is the policy of BridgeWorks, when deemed necessary by management, for authorized persons to search and inspect both company property and personal items, including vehicles, brought onto company property. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

The search should be conducted in the following manner:

1. The employee involved will be taken to a private location and informed that BridgeWorks would like to conduct a search and inspection of his or her personal possessions (including his or her vehicle), in accordance with company policy. BridgeWorks representative conducting this meeting will ask the employee if he or she will cooperate with the search.
2. An employee who refuses to cooperate with a search request from an authorized BridgeWorks representative should:
 - Not be detained in any way or for any reason, but will be informed that any sort of refusal to cooperate will be grounds for disciplinary action up to and including termination.
 - Be immediately relieved of duty and placed on unpaid suspension pending investigation.

Equal Opportunity Employment

BridgeWorks is an equal opportunity employer, and it is the continuing policy of BridgeWorks to offer equal employment opportunities in all aspects of employment (including but not limited to hiring, promotion, discharge, pay, training, classification, referral, benefits, and protection from workplace harassment) to all individuals without regard to race, color, religion, sex (including pregnancy), age, gender, sexual orientation, marital status, national origin, disability, veteran status, active military status, genetic information, status as a domestic violence victim, or any other characteristic protected by applicable law.

All applicants for employment and employees of BridgeWorks may exercise their rights under this policy or Federal, State, or local laws at any time.

BridgeWorks recruits, processes and assigns all applicants on the basis of their qualifications for the particular job for which they have applied, without regard to any factor unrelated to their ability to fulfill the job requirements. BridgeWorks may only accept customer requests which meet the above standards.

Protection from Unlawful Harassment, Including Sexual Harassment

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BridgeWorks is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that prohibits unlawful discriminatory practices, including harassment. Therefore, BridgeWorks expects that all relationships among employees will be business-like and free of explicit bias, prejudice, and harassment.

It is the policy of BridgeWorks to prohibit unlawful discrimination and harassment, including sexual harassment. "Harassment" generally refers to persistent and unwelcome conduct or actions based on a legally protected characteristic or activity. This policy covers harassment in any form, including: verbal, physical, or visual harassment.

Harassment on the basis of any protected characteristic includes verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of any characteristic protected by law and:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance, or
- c) otherwise adversely affects an individual's employment opportunities.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

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

BridgeWorks encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of BridgeWorks to promptly and thoroughly investigate such reports. BridgeWorks prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

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Employees who violate this policy are subject to disciplinary action up to and including termination of employment. Employees who have been subjected to harassment are urged to notify BridgeWorks immediately. False accusations may result in the same disciplinary action applicable to one guilty of harassment.

Reasonable Accommodations Statement

We are committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job, in addition to any other protections the ADA provides.

BridgeWorks intends to base all employment decisions on the merits of the situation, not the disability of any individual. We are also committed to not discriminating against any qualified workers because they are related to or associated with a person with a disability. All employment decisions, including reasonable accommodations, shall be based on the situation at hand and will focus on the functional limitations documented by a medical provider, essential functions of the position, and the hardship to BridgeWorks.

BridgeWorks strives to engage in an interactive process with qualified persons with disabilities to determine reasonable accommodations which would allow them to work with BridgeWorks. All employment decisions, including reasonable accommodations, shall be based on the situation at hand and will focus on the essential functions of the job and hardship to BridgeWorks. Any employee who believes he or she has a disability that requires reasonable accommodation should submit his/her request in writing to his/her manager or Human Resources.

BridgeWorks also complies with, and will respond to requests for reasonable accommodations under, the South Carolina Pregnancy Accommodations Act.

Cell Phones

Cell phone usage must not become a distraction or interfere with the performance of the employee or fellow co-workers. Failure to adhere to safety regulations regarding cell phone use may result in disciplinary action, up to and including termination.

The use of a cell phone while driving presents a hazard to the driver or to others. Employees may not use handheld cell phones for business purposes while driving, or for personal purposes while driving during Company time or for Company purposes. Employees must use hands free devices while performing Company business while driving. This policy is intended to reduce the potential for accidents or injury where the driver may be distracted by phone use.

Employees must also comply with all applicable federal, state, local or foreign laws or ordinances regarding the use of cell phones while driving. Employees may not use cell phones while driving if prohibited by such laws. If an assigned company has a more restrictive cell phone policy, it must be followed at all times.

Violation of this policy may subject an employee to disciplinary action.

Phone Calls

Phone calls should be limited. Use of personal calls, text messaging, etc., should be limited to non-work time in non-work areas where possible. Employees should have cell phones on vibrate/silent to avoid disruption to business operations. Important messages received by the Company will be forwarded to employees as quickly as possible. In the event of any emergency, an employee will be connected with the calling party. Family and friends should be asked to call only on emergency matters. Personal calls from Company phones should be kept at a minimum.

—No Photography and No Recording

The Company strictly prohibits the use of camera-enabled devices to capture images or video. Employees may not record conversations with coworkers or managers, phone calls, video conference calls or Company meetings (in person or virtual) with any recording device without prior approval. These prohibitions are needed to ensure the protection of property, protection of proprietary and confidential information, protection of customer information, and to maintain the integrity of the Company's operations.

Substance Abuse/Drug-Free and Alcohol-Free Workplace Policy

The Company is committed to providing a safe and healthy workplace and to establishing policies that promote high standards of employee health and safety. The Company prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances. The Company also prohibits the unauthorized use of alcoholic beverages on Company premises. Further, it is a violation for anyone to engage in work for the Company or report to work in any impaired or intoxicated condition or under the influence of, alcohol, drugs, or other illegal substances. All employees are required to report to work fit for duty.

This policy covers all Company employees at all times and places when in the process of doing work for the Company, including the following: our own premises, the parking lots and other public or semi-public spaces near the Company's facilities; all places where the employee's presence or performance is necessary to perform the work required by the Company; and any vehicle owned, rented or leased by the Company, and any vehicle, regardless of ownership, when used during the scope of an employee's duties. For purposes of this policy only, these places are referred to collectively as "Company Property."

No part of this policy or any of the procedures hereunder, is intended to adversely affect the Company's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment. Employees may be immediately terminated at any time in the sole discretion of the Company and the follow-up testing, counseling and other provisions of this policy are not limitations on that right.

The Company prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises, during work time or while performing work on behalf of the Company.

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- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Company or its customers, or while on Company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

On occasion, there may be Company sponsored events that are off-duty and/or after hours, both on and off Company premises. During these times, employees are reminded that they are responsible for their own conduct at all times and inappropriate behaviors may subject them to disciplinary action, up to and including termination.

Off-Duty Conduct - Off-duty possession, use, sale or purchase of illegal drugs may reflect unfavorably on the Company and affect an employee's job performance and is prohibited.

It is the responsibility of each employee who observes or has knowledge or reason to believe that another employee is in a condition that impairs or may impair the ability of the employee to perform his or her job duties, or who presents or may present a hazard to the safety and welfare of the employee or others, or is otherwise in violation of this policy, to promptly report that fact to their Supervisor and Human Resources.

The Company may conduct drug testing under one or another of the following circumstances:

- **Pre-employment Testing:** Applicants for full-time employment who fail a drug or alcohol test are not eligible for employment at the Company.
- **Random Testing:** Employees may be selected at random for drug testing at any interval or as deemed appropriate by the Company using a method selected by the Company. Existing employees who fail a drug or alcohol test maybe subject to discipline, up to and including termination. Refusal to submit to drug testing may result in discipline, up to and including termination.
- **For Cause Testing:** The Company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following

circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, observed inappropriate or questionable behavior or excessive and unexplained absenteeism or tardiness. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including termination. Refusal to submit may result in discipline, up to and including termination.

- **Post-Accident Testing:** Any employee involved in a recordable on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way. Employees involved in a motor vehicle accident while on worktime may be required to submit to a The Company paid test for drugs or alcohol. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including discharge. Refusal to submit may result in discipline, up to and including termination.

A positive test for purposes of drug and alcohol testing is the cutoff levels adopted by the United States Department of Health and Human Services in its Guidelines for Federal Workplace Drug Testing Programs. If a cutoff level has not been established for a particular drug, the Company applies standards adopted by the National Institute on Drug Abuse or as otherwise recommended by the testing laboratory.

Any employee who violates this policy may be subject to discipline, up to and including termination. Employees who violate this policy may be reported to the proper law enforcement authorities. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination from employment.

No part of this policy, or any of the procedures hereunder, is intended to adversely affect the Company's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment. Employees may be immediately terminated at any time at the sole discretion of the Company and the follow-up testing, counseling and other provisions of this policy are not limitations on that right.

Employees must report any conviction under a criminal drug statute for violations occurring on or off Company property. A report of a conviction must be made within five (5) days after the conviction. Conviction for the

manufacture, distribution, or sale of drugs may result in immediate discharge. An employee may be suspended indefinitely without pay upon being criminally charged and pending resolution of the matter.

The Company has a “Zero-Tolerance” for violation of this Substance Abuse / Drug-Free Workplace Policy. Anyone testing positive for drugs or found to be in violation of this policy in any way may be immediately terminated without warning. If for any reason a negative test result is not received from the drug testing laboratory within 48 hours of giving the sample, the employee donor is suspended from work until such test results are made known either as a confirmed negative or positive test.

Employees who suffer from substance abuse problems, whether involving drugs or alcohol, are encouraged to seek advice from Human Resources before the problem leads to disciplinary action.

Tobacco Free Environment/Food in Work Areas

In keeping with the Company’s intent to provide a safe and healthy work environment, tobacco use is prohibited except in the designated tobacco use area outside and on non-work designated break time. Electronic cigarettes are also prohibited in the workplace. Food is not permitted in the work areas. Nothing herein is intended to interfere with statutes protecting individuals who smoke off premises during non-working hours.

Employment by BridgeWorks Customer/Client

BridgeWorks is the employer. Employees may not seek or accept employment by any BridgeWorks customer/client unless special terms are agreed upon by BridgeWorks and the customer/client. These terms may consist either of remaining on the BridgeWorks payroll for a specified period, or the customer paying a settlement fee to BridgeWorks.

Placement

BridgeWorks seeks to place all staff participants in the best job with the best fit possible. BridgeWorks works with each partner company to determine what the qualification and needs are for the available positions. If an applicant is not a great fit with one position, BridgeWorks encourages them to apply for other positions available. The recruiter will help navigate these options.

If an employee finds themselves in a position that seems to not be a good fit, they should immediately contact their recruiter to discuss possible options. BridgeWorks may assist the participant in resolving whatever the issue is with their placement by working with BridgeWorks. If the concerns are beyond being able to work through, BridgeWorks may be able to assist with alternative placement on a case by case basis. This is option is limited by

jobs opportunities, qualifications, and the employees fit for the alternative placement.

Assignment Abandonment

It is the employee's responsibility to notify BridgeWorks if he/she is unable to start or complete an assignment he/she has accepted. If an employee walks off an assignment before the end of the workday, or does not return to an assignment without prior notice to BridgeWorks, he/she will be deemed to have abandoned the assignment and will be subject to disciplinary action including immediate termination of employment.

Company Equipment Return

Any property issued to an employee, such as Employee Handbook, information, files, manuals, uniforms, keys, documents, equipment, protective equipment, phones, or other property provided must be returned at the time of separation. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from the final paycheck to the maximum extent permitted by law, and the employee's signature receipt of this handbook authorizes such deduction. All property should be returned to the assigned company or BridgeWorks directly.

Loss Prevention

BridgeWorks expects all employees to maintain high integrity in each area of work assignment. No employee should ever take any item that does not belong to them. Any item given to them with the intent of permanent possession should accompany a written notice from a supervisor to provide receipt of the item(s). All employees are expected to notify a supervisor and their recruiter if they witness anyone removing items from the workplace that do not belong to them.

All employees should have high integrity with hours worked. All breaks, meals, in and out times should be accurately reported and kept in accordance with BridgeWorks and work assignment clients.

Open Door Policy

BridgeWorks strongly encourages and supports open communication among employees and BridgeWorks representatives. Employees should feel free to make suggestions, ask questions, raise issues and air concerns to their BridgeWorks hiring manager.

An employee who has a concern or complaint should:

- 1) Speak with his/her BridgeWorks hiring manager and fully discuss the issue or concern. If not resolved, proceed to 2.

38 **THIS DOCUMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT.**

- 2) Speak with the next level Manager.
- 3) If not resolved, speak with the Director.

Social Networking Communications

BridgeWorks trusts and expects all employees to exercise personal responsibility whenever participating in social media or other online activities. To assist you in making responsible decisions, the following guidelines have been established for appropriate use of social media.

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 BridgeWorks, as well as any other form of electronic communication.

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

Know and Follow Rules

Carefully read these guidelines, BridgeWorks' Code of Ethics Policy and Non-Harassment/Non-Discrimination Policy, 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, vendors or people who work on behalf of BridgeWorks. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door and Grievance Policy 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, employees or vendors, 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. Never post any information or rumors that you know to be false about BridgeWorks, fellow employees, customers, vendors, or people working on behalf of BridgeWorks or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of BridgeWorks regarding any private or confidential information. Confidential information may include information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Media Contacts

Employees should not speak to the media on BridgeWorks' behalf without contacting Human Resources. All media inquiries should be directed to the Executive Director. In the event the Executive Director is unavailable, the President of the Board of Directors or the Special Events/Development Manager will be contacted.

IX. Termination & Discipline

Termination

As noted in the At Will Employment Policy, either BridgeWorks or the employee may terminate employment with or without cause, subject to the terms of any written and properly authorized employment agreement. BridgeWorks also reserves the right to take disciplinary actions, including termination of employment, for a variety of reasons that might include unsatisfactory job performances, absenteeism, tardiness, failure to follow the policies in this Handbook, safety violations or other circumstances deemed appropriate by BridgeWorks. BridgeWorks has the right to proceed directly to termination, without resort to prior disciplinary steps or warnings when BridgeWorks determines in its sole discretion that such action is warranted based on the facts and circumstances known to BridgeWorks.

Discipline

Types of discipline utilized by BridgeWorks may include a documented corrective session, a written warning, probation, and/or termination. Nothing

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in this policy prohibits non-disciplinary verbal counseling sessions. However, counseling is not necessary before being given a warning. BridgeWorks is not required to follow any of the provided disciplinary actions and given the severity of the offense, the employee may be terminated immediately at BridgeWorks' sole discretion. Because the circumstances of each situation are different, BridgeWorks may handle each disciplinary situation differently without setting a precedent for future cases. Termination can be at any time and for any reason not prohibited by law.

Resignation

Any time an employee resigns from an assignment, BridgeWorks requests a two week (minimum) written notification to their recruiter ASAP. Email is preferred, but paper is accepted. Please list the last date available to work with reason for resignation if able. Providing written notice allows an employee to remain in good standing with BridgeWorks and is important to BridgeWorks' continued trust with partner companies.

X. Agreement

Acknowledgement of Receipt

By signing and submitting this page, you are confirming that:

- You have read the entire employee handbook and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the handbook.
- You agree to abide by its principles.
- You agree to report any violations of the handbook and to cooperate in any investigations of violations of the handbook.

By signing below or signing in a digital format, I acknowledge that I have read the preceding statements regarding BridgeWorks policies. I understand and agree to abide by the terms of such policies. If I violate these policies, I understand that BridgeWorks will take disciplinary action, up to and including termination. If I believe that I have been the victim of employment discrimination or harassment, I will notify BridgeWorks immediately.

Other Agreements

There are other agreements which may be acknowledged on BridgeWorks Human Resources digital platform.

Employee Full Name: _____ Date: ____/____/____

Employee Signature: _____

42 **THIS DOCUMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT.**