

**RENNER BROWN STAFFING, INC.**

**EMPLOYEE HANDBOOK**

## INTRODUCTION

### ¶10 - Welcome New Employee

On behalf of your colleagues, I welcome you to RennerBrown Staffing, Inc. (“**RennerBrown**”) and wish you every success here.

We believe that each one of us contributes directly to (RennerBrown’s) growth and success, and we hope you will take pride in being a member of our team.

This handbook generally describes what we expect of you, and it outlines the policies, programs and benefits available to eligible employees. You should familiarize yourself with the contents as soon as possible, for it will answer many questions about employment with RennerBrown.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,  
RennerBrown Staffing, Inc.

By: \_\_\_\_\_  
Robert Turek,           President  
Glenn Guensch,       Secretary

### RennerBrown Mission Statement

The ambition of RennerBrown is to provide the resources and opportunities necessary to attract, train, and retain our associates to ensure they fulfill our quality commitment to our clients. Valuing quality above quantity will continue to make RennerBrown the premium choice for resources and opportunities: “Our people deliver quality to our clients”.



¶20 - Disclaimer

THIS HANDBOOK IS INTENDED TO INFORM EMPLOYEES OF THE COMPANY'S PERSONNEL POLICIES. IT IS NOT AN EMPLOYMENT CONTRACT EXPRESS OR IMPLIED, OR A GUARANTEE OF EMPLOYMENT. EMPLOYMENT WITH RENNERBROWN IS AT WILL, EITHER YOU OR RENNERBROWN CAN END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON OR FOR NO REASON, AND WITH OR WITHOUT PRIOR NOTICE.

IN ORDER TO RETAIN NECESSARY FLEXIBILITY IN THE ADMINISTRATION OF POLICIES AND PROCEDURES, RENNERBROWN RESERVES THE RIGHT TO CHANGE, REVISE, OR ELIMINATE ANY OF THE POLICIES AND/OR BENEFITS DESCRIBED IN THIS HANDBOOK. THE ONLY RECOGNIZED DEVIATIONS FROM THE STATED POLICIES ARE THOSE AUTHORIZED IN WRITING BY THE MEMBERS OF RENNERBROWN'S BOARD.

## ¶30 - Introductory Statement

This handbook is designed to acquaint you with RennerBrown and provide you with information about working conditions, employee benefits and some of the policies, which may effect your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by RennerBrown to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As RennerBrown continues to grow, the need may arise to change policies described in the handbook. RennerBrown therefore reserves the right to revise, supplement or rescind any policies, employee benefits, or portion of the handbook from time to time in its sole discretion.

The contents of this manual are not to be interpreted as promises by RennerBrown or conditions of employment. They are guidelines that apply to all employees, not an employment contract. Certain employees do have written contracts or agreements of employment. These contracts govern their employment relationship (salary, length of employment, etc.) and unless specifically provided otherwise in their employment contract, the policies in this handbook apply to these employees as well.

RennerBrown has the authority to change wages and all other working conditions without consent or agreement. All employment practices, whether written or oral, that existed prior to the issuance of this handbook are superseded. Any policies stated in this handbook that conflict with state or local laws shall be superseded by the applicable state or local law.

## Section 1 - EMPLOYMENT & RECORDS

### ¶101 - Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at RennerBrown will be based on merit, qualifications and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicants or employee's race, color, religion/creed, sex, national origin, age, disability, citizenship, marital status, military service, sexual orientation, or any other characteristic protected by law.

This policy governs all aspects of employment, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

## ¶102 - Sexual (and other) Harassment

A fundamental policy of RennerBrown is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters, which do not relate to the Company's business. In particular, an atmosphere of tension or intimidation created by non-work related conduct, including ethnic, racial, sexual or religious remarks or animosity, unwelcome sexual advances or requests for sexual favors or other such conduct does not belong in our workplace and is not tolerated by the Company.

Harassment of employees or of applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or unwelcome touching of any kind), visual harassment (posters, cartoons, drawings), and innuendo.

Sexual harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

You cannot be forced to submit to or participate in such conduct as a basis for any employment decision and the Company will do its best to keep itself free of any conduct which creates an intimidating, hostile or offensive work environment for our employees.

### What To Do If You Feel Our Policy Has Been Violated

In the event that any sort of ethnic, racial, religious, or sexual harassment, or similarly abusive verbal or physical conduct interferes with any individual's work performance or creates an intimidating, hostile or offensive work environment, we urge you to contact your immediate supervisor, Glenn Guensch, Secretary, Robert Turek, President, John Roegiers, Vice President of Administration and Finance, or Robin Varga, Human Resources Manager.

All charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation.

If the Company determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A non-employee who subjects an employee to harassment in the workplace will be informed of our Company's policy and appropriate action will be taken. In all cases, the Company will make follow-up inquiries to ensure that the harassment has not resumed.

The Company understands that these matters can be extremely sensitive, and so far as possible, will keep all employee complaints and all communications, such as interviews and witness statements in strict confidence.

The Company will not tolerate retaliation against any employee who complains of sexual harassment or provides information in connection with any such complaint.

## ¶103- Immigration Law Compliance

RennerBrown is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with RennerBrown within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact either Glenn Guensch, Secretary, Robert Turek, President, John Roegiers, Vice President of Administration and Finance, or Robin Varga, Human Resources Manager. Employees may raise questions about immigration law compliance without fear of reprisal.

#### ¶104 - Employment Categories

It is the intent of RennerBrown to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and RennerBrown.

As determined by the Fair Labor Standards Act and applicable state wage and hour laws each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are covered by the Federal and State laws and are therefore entitled to overtime pay for hours worked in excess of 40 hours in a given work week under the specific provisions of federal and state laws. EXEMPT employees perform duties which exclude them from coverage under the minimum wage and overtime provisions of the Federal and State laws.

In addition to the above categories, each employee will belong to one other employment category:

Professional Staff employees are all those employees who place and support contract professionals in their work at a client.

Contract Professionals are those employees who are or who are about to be engaged at a client site to support client initiatives.

#### ¶105 - Access to Personnel Files

RennerBrown maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, obtained from employees hired after August, 2001, resume, records of training, documentation of performance appraisals, documentation of salary increases and other employment records.

Personnel files are the property of RennerBrown, and access to the information they contain is restricted. Generally, only supervisors and management personnel of RennerBrown who have a legitimate reason to review information in a file are allowed to do so.

At RennerBrown's discretion and with reasonable advance notice, employees may review their own personnel files in RennerBrown's offices and in the presence of an individual appointed by RennerBrown to maintain the files. No material may be removed from the file or duplicated by an employee.

## ¶106 - Confidentiality of Medical Information

Medical information on individual employees is treated confidentially, as required by law. RennerBrown will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

## ¶107 - Employment Reference Checks

To ensure that individuals who join RennerBrown are well qualified and have a strong potential to be productive and successful, RennerBrown may check the employment references of all applicants.

All requests for reference checks should be forwarded to the Training and Development Manager who will confirm only dates of employment and position(s) held. The Training and Development Manager will respond in writing only to those reference check inquiries that are submitted in writing.

#### ¶108 - Personnel Data Changes

It is the responsibility of each employee to promptly notify RennerBrown of any changes in personnel data. Personal mailing addresses, telephone numbers, e-mail addresses, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## ¶109 - Employment Applications

RennerBrown relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in RennerBrown's exclusion of the individual from further consideration for employment. Any falsified data discovered after employment has begun may result in termination of employment.

## ¶110 - Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Performance evaluations for Professional Staff (i.e. recruiters) are scheduled not less than once per year.

Performance evaluations for Contract Professionals will be conducted for those who have worked at least 1000 hours within any 12-month period.

## ¶111 - Employment Termination

RennerBrown will generally schedule exit interviews for Contract Professionals who accept an offer of employment from a Client at the end of their assignment, and for Professional staff at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to RennerBrown, or return of RennerBrown owned property. Suggestions, complaints and questions can also be voiced.

Since employment with RennerBrown is based on mutual consent, both the employee and RennerBrown have the right to terminate employment at will, with or without cause, at any time. Unless the employee is notified otherwise or as otherwise provided by law, all employee benefits cease immediately on termination of employment. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## Section 2 - EMPLOYEE BENEFIT PROGRAMS

### ¶201 - Employee Benefits

Professional Staff and Contract Professionals are provided a wide range of benefits. A number of the programs (such as workers' compensation insurance, Social Security, state disability and unemployment insurance) cover all employees in the manner prescribed by law. Details of many of these programs can be found elsewhere in the employee handbook and in the plan documents. In addition, the company offers health insurance. Details of insurance benefits will be provided to you separately from this handbook.

Some benefit programs require contributions from the employee, but many are fully paid by RennerBrown. Benefits are subject to change at any time upon notice to all employees.

## ¶202 – Paid Time Off Benefits

Paid time off (PTO) benefits are provided to all Staff Employees, as well as Contract Professionals, for rest, relaxation, and personal pursuits. Policies have been determined for both Professional Staff and Contract Professionals. All requests for utilization of PTO must first be approved by RennerBrown's client and by RennerBrown's respective Client Service Manager.

### Professional Staff:

All staff employees will be granted Paid Time Off, on an accrual basis. Accruals will commence upon date of hire and will cease if 120 hours are accrued. After 120 hours are accrued, time off must be taken to continue weekly accrual. This is done to encourage employees to take time off. Total PTO Hours translate to the following chart:

**0-5 Years of Service: 26 days**

**5-10 Years of Service: 32.5 days**

**10+ Years of Service: 39 days**

These days are to be used as Vacation, Holidays, Personal days, or Sick days, at your and the Company's discretion. Not included in the bank of days is bereavement time, jury duty, or authorized leaves of absence. Employees can borrow against their PTO, but by no more than 40 hours. All accrued PTO will be paid out upon termination.

### Contract Professionals:

All Contract Employees will be granted Paid Sick Time based on state and local laws.

## ¶203 - Workers' Compensation Insurance

RennerBrown provides a comprehensive, workers' compensation insurance program at no cost to employees. This program applies only to job-related physical injury as well as certain diseases. It does not, however, cover natural illnesses that are not caused or aggravated by physical injury. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately, who should inform John Roegiers, Vice President of Administration and Finance, or Robin Varga, Human Resources Manager, immediately. No matter how minor an on-the-job-injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

#### ¶204 – Civic Duties: Jury Duty and Witness Duty

RennerBrown encourages employees to fulfill their civic responsibilities by serving jury duty when required and by appearing as a witness when subpoenaed to do so. Any fees received from the court may be retained by the employee. Civic duty pay will be calculated on the employees' regular rate of pay. All Professional Staff and Contract Professionals qualify for paid civic duty leave. Paid time off benefits will continue to accrue during paid jury duty leave. Each Professional Staff and Contract Professional shall be entitled to 1 week of paid civic duty leave.

Employees must show the jury duty summons, or the witness subpoena, to their supervisor as soon as possible so that the manager may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

RennerBrown may ask the employee to seek a postponement of jury duty if, in RennerBrown's judgment, the employee's absence would create serious operational difficulties.

¶ 205 – Training & Development:

RennerBrown seeks to provide a climate that stimulates the personal and professional development of its staff and is dedicated to providing the staff development, education, and programs necessary to achieve this goal.

RennerBrown's priority is to provide the training required to keep our consultants at the leading edge of technology. Because we are focused on this priority, we have created a library of training materials that are available to each of our employees.

In order to take advantage of such training, please contact Robin Varga, Human Resources Manager.

RennerBrown encourages our employees to refer individuals to work for our dynamic organization. In order to encourage this practice, RennerBrown has initiated a “Referral Bonus Policy”. Please note the following forms:

**EMPLOYEE REFERRAL PROGRAM GUIDELINES**  
**Referral Policy**

<b>Tier</b>	<b>Job Titles</b>	<b>Qualifying Period</b>	<b>Referral Bonus</b>
One	<ul style="list-style-type: none"> <li>• Helpdesk (phone support)</li> <li>• Entry Level Technician</li> </ul>	4 weeks (20 working days)	\$250
Two	<ul style="list-style-type: none"> <li>• Desktop Support</li> <li>• NT Support</li> <li>• Hardware Break/Fix</li> <li>• Rollout/Migration</li> <li>• Install, Move, Add, Change (IMAC)</li> </ul>	8 weeks (40 working days)	\$500
Three	<ul style="list-style-type: none"> <li>• LAN Administrator</li> <li>• Server Technician</li> <li>• Security Technician</li> <li>• Telecom/Cabling/Infrastructure</li> <li>• WAN Engineer</li> </ul>	12 weeks (60 working days)	\$1,000
Mgmt	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• High Level Positions</li> </ul>	16 weeks (80 working days)	Based on job duties and salary

**Guidelines:**

1. All RennerBrown employees are eligible to participate.
2. If more than one employee refers the same candidate, the first referral received by your recruiter will be honored.
3. Awards will not be made for re-hires.
4. A new Employee Referral Recommendation Form must be submitted.
5. Referral fees are paid only to those who once were, or are actively employed by RennerBrown. Should the “referrer” be employed with RennerBrown in the future, he or she will be eligible for the bonus at such time as he or she is employed.

**Procedures:**

1. When referring an individual, the employee MUST:
  - a. Complete an Employee Referral Recommendation Form
  - b. Forward the completed form to the appropriate Recruiter

2. The RennerBrown employee will be informed whether or not the referral has been “hired.”
3. Award payments will be included in the employee’s regular paycheck and will be subject to all applicable taxes.

**EMPLOYMENT REFERRAL FORM**

**SUBMITTED BY:**

EMPLOYEE Name:

\_\_\_\_\_

Level Referred for (1,2,3):

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Recruiter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 3 - PAYROLL

### ¶301 -Paydays

In the event that a regularly scheduled payday falls on a bank holiday, employees will receive pay on the first day of work after the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to RennerBrown. Employees will receive an itemized statement of wages when RennerBrown makes direct deposits.

¶ 302 - Severance Pay

RennerBrown does not routinely grant severance pay to employees whose employment is terminated by RennerBrown. However, RennerBrown reserves the right to make exceptions to this policy in its sole and absolute discretion.

### ¶303 - Administrative Pay Corrections

RennerBrown takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department of RennerBrown so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck.

## ¶304 - Pay Deductions

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

RennerBrown offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Payroll Department can assist in having your questions answered.

## Section 4 - WORK CONDITIONS AND HOURS

### ¶401 - Smoking

In keeping with RennerBrown's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas and during specified smoking periods. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, customers and visitors.

Please direct any and all complaints regarding this policy to the Training and Development Manager.

## ¶402 - Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. In some circumstances employees may be required to work a reasonable amount of overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid at a rate of 1.5 times the employee's regular rate to all nonexempt Contract Professionals or Professional Staff in accordance with federal and state wage and hour requirements. Unless local laws state otherwise, overtime pay at RennerBrown is based on actual hours worked in excess of 40 hours in one week. PTO or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Exempt employees are not entitled to overtime pay. Please see ¶ 104 of this handbook for definition and classification of Exempt/Non-Exempt and Professional Staff/Contract Professional.

#### ¶403 - Emergency Closings

At times, emergencies, such as severe weather, fires, power failures or natural disasters, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

For non-exempt employees, when operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid unless written notification to the contrary is provided by the company to the employee. Those non-exempt employees who work during periods when a work facility is closed will be compensated with their normal pay unless written notification to the contrary is provided by the company to the employee, or, when required by law, overtime.

## ¶404 - Travel and Entertainment Policy

### POLICY OBJECTIVE

It is the policy of RennerBrown Incorporated to reimburse employees for actual, reasonable and proper expenditures incurred in fulfilling their responsibilities to the Company. The interpretation of this policy is the responsibility of the Vice President of Finance. The intent is to outline the procedures, responsibilities and general requirements associated with the incurring, reporting, approval and reimbursement of travel and entertainment expenses to ensure that all such transactions are handled on a reasonable and consistent basis. Requirements are based upon Internal Revenue Service regulations. All monetary amounts are listed in U.S. dollars.

To obtain more information on RennerBrown's travel procedures and programs please call Accounts Payable at 732-225-5292.

### RESPONSIBILITIES

Managers are responsible for ensuring that employees reporting to them who incur traveling, living, or entertaining expenses on behalf of the Company are properly instructed with respect to Company Policy regarding expense guidelines and the standards of propriety, necessity, and reasonableness to be followed.

The responsibility for control of traveling, living, and entertaining expenses is vested in the managers who approve expense reports. Reimbursement of reported expenses is, however, subject to audit by Accounts payable to ensure compliance with RennerBrown's T&E Policy and IRS regulations. This policy is directed toward those circumstances and conditions, which can be anticipated. When sound judgment dictates that a deviation from these guidelines is warranted, then such judgment should be followed. Brief explanation and specific manager

approval must accompany expense reports containing items that might appear unusual or questionable to an objective reviewer.

Expense reports containing unsupported or irregular expenses or which are otherwise improperly completed will be returned to the approving manager for resolution. Questioned expenditures will be deducted from the employee's reimbursement, pending approval, and the employee will be so notified. Appropriate corrective action, which may include refusal of reimbursement, shall be taken with respect to any employee who requests reimbursement for expenditures that are not reasonable or deemed necessary in accordance with this policy. Appropriate disciplinary action, which may include discharge, shall be taken with respect to any employee who: uses funds advanced to her/him for improper or illegal purposes; makes a falsifying or misleading entry on her/his expense account; or, in expending funds in connection with Company business, engages in conduct that is detrimental to the Company's character or may be injurious to its reputation.

### **EXPENSE REPORTING REQUIREMENTS AND DOCUMENTATION**

**Each of the following details must be noted on the expense report:**

- Date, name, city, and state of establishment where expense was incurred.
- Amount and description of expense.
- Business relationship (names with titles, or other sufficient designation) of persons present
- 
- Business purpose for the expense or the business benefit derived or expected to be derived.
- 
- Nature and time of business discussion or activity.
- 

These details are **required by the IRS** in order for RennerBrown's business travel and entertainment expenses to be tax deductible. Therefore, **all of the above items must be clearly identified.**

## **EXPENSE REPORTS**

Employees on approved business assignments are expected to exercise good judgment to ensure the expenditures incurred are reasonable, necessary, and in the best interests of the Company. Approval of the employee's manager is required for reimbursement of expenses. Timely submission (i.e., up to two weeks after expenses incurred) of accurate expense reports is expected. The cost center to be charged should be clearly noted on the expense report. Reimbursement checks will normally be processed within two weeks after T&E receipt.

## **RECEIPTS**

Original, detailed receipts are required for all expenses in excess of \$10.00 per day. As a general rule, the minimum information required on a receipt is the date, place, what the expense was for and the amount of the expense. Additional information may be required under the provisions of this policy. Pull-off tabs from the bottom of a restaurant bill are acceptable receipts only when no other form of receipt is available and the charge does not exceed \$15.

## **BUSINESS MEETINGS, CONFERENCES AND SEMINARS**

Business meeting, conference, and seminar expenses should be reasonable and reimbursement will be made only when such expense and attendees' presence (a) can be justified as necessary for the conduct of Company business and (b) they are approved by a manager.

## **EMPLOYEE/CUSTOMER ENTERTAINMENT AND GIFTS**

Employee recognition awards/bonuses in excess of \$100 must first be approved by Human Resources and then forwarded to Payroll.

The cost of gifts, parties, entertainment or recreational activities concerned primarily with personal association and relationships of employees generally shall not be reimbursed or otherwise paid by the Company. If it is determined to be in order for the Company to pay for meals and/or entertainment where no customers are present, prior approval of the department manager is required. Reimbursement requests must conform to the previously defined expense reporting requirements and must come from the most senior employee present.

Particular care and good judgment shall be exercised in incurring expenses for the entertainment of customers for business purposes. Entertainment extended on behalf of the Company should be at all times be reasonable and proper and have the purpose of establishing or preserving harmonious and constructive business discussions with another person or group who could conceivably contribute to the development or operation of the Company's business. IRS regulations require that the principal character of the entertainment be the active conduct of the Company's business. Reimbursement requests must conform to the defined expense reporting requirements and must come from the most senior employee present.

It is the firm Company policy that no special favors of economic significance are to be granted by any RennerBrown employee to any customer or paid directly by an employee from his/her own funds. This policy is not meant to forbid entertainment or meal expenses incurred within the normal selling environment, during a visit to RennerBrown facilities, or during an out-of-town convention of mutual interest. The Policy does allow payment of transportation and/or accommodation expense on behalf of any customer or potential customer at the appropriate manager's discretion. It also allows the provision of gifts of incidental value, using the IRS limit for the allowable deduction of gifts to **\$25** for each recipient per year as an expense guideline. Expenses for customer and business associates are reimbursable only to the

extent they are deemed reasonable. Reported expenses in excess of a reasonable amount or in exception to this policy must be explained on the expense report and specifically approved by the employee's manager.

### **CASH ADVANCES**

Temporary cash advances may be obtained for specific anticipated Company travel expenses when occurrence of such expenses is infrequent in nature. The employee must submit an approved check request to Accounts Payable and allow at least three working days to process. Only one temporary cash advance may be outstanding at any point in time. Guidelines for temporary advances are \$100/night for hotel, \$55/day for meals, \$55/day for miscellaneous expenses (i.e., taxi) totaling \$210 per day for domestic travel. These guidelines can be doubled for international travel. Advances will not be issued more than five business days prior to the trip.

### **CREDIT CARDS**

No credit card may be opened in the name of RennerBrown Staffing, Inc. without specific authorization of the Vice President of Finance. Company sponsored credit cards for travel, entertainment and telephone expenses are issued to employees who expect to travel on business five or more times per year. Use of these cards for all travel and entertainment expenses is required; use of any other card is strongly discouraged and membership fees will not be reimbursed. Abuses of the privilege of Company-sponsored cards may result in membership revocation. Credit cards should not be used to cover other employee's expenses (i.e., hotel). Employees issued credit cards are responsible for all charges incurred and for remitting payment on a timely basis. When balances reach 60 days past due charge privileges will be suspended until the balance is resolved. Immediate resolution will be required for balances that reach 90

days past due; at this point, card membership will be permanently canceled. Employees will be responsible for any personal or late charges incurred. Overdue balances may be resolved by withholding reimbursement of subsequent expense reports or payroll deductions, at Finance's discretion. Accounts Payable will give written notice to the employee and her/his manager no less than two weeks prior to the paycheck deduction being made.

When a Company-sponsored credit card is lost or stolen, the employee must immediately inform both the credit card company and Accounts Payable. If the Company is negligent in reporting the loss within a reasonable time, any wrongful charges billed may be the employee's responsibility.

### **PERSONAL GUESTS**

When for personal reasons an employee elects to have a guest accompany her/him on a business trip, the amount of the expenses claimed might not exceed the cost she/he would have incurred traveling alone. Per IRS regulations, any expense incurred by a family member accompanying an employee on a business trip can not be considered a legitimate business expense and therefore will be treated as additional income to the employee or not reimbursed.

### **TRANSPORTATION**

Generally, the least expensive available method of public or commercial transportation should be used, taking into consideration the travel time, the personal convenience of the employee, and the purpose of the trip.

### **AIR TRAVEL/ELECTRONIC TICKET**

Electronic ticketing is a service to RennerBrown travelers. Reservations are made through the RennerBrown Travel Office and are charged to the RennerBrown Air Central Billing

account and not to each employee's corporate credit card. Employees do not receive a paper ticket. Once a reservation is made and a ticket issued, passengers will go to the airline gate, show proper identification and will be given a boarding pass.

A passenger receipt is obtained from the gate. The receipt **must** be attached to the relevant expense report and noted in the "Direct Bill to RennerBrown" area of the expense report.

### **AIR/RAIL TRAVEL CENTRAL BILLING**

When submitting expenses for travel that are direct billed, the traveler **must** submit the passenger receipt and note ticket information in the "Direct Bill to RennerBrown" area on the report.

**It is strongly suggested** that no more than two (2) executive officers or eight (8) employees travel on the same flight.

**All airline tickets must be purchased through the Corporate Travel Office**, unless an emergency required a ticket purchase at the airline counter. Dates and points of origin and destination must be noted on the expense report. Original passenger coupons and the travel itinerary must be attached to the expense report. Unused airline tickets for which reservations have been canceled must be returned directly to the Travel Office to obtain credit. Partially used and exchanged tickets should be noted as such when submitting Expense Reports.

It is assumed employees will avail themselves of special discount rates provided by the airlines or the Company whenever possible. Direct flights with stopovers, alternative airports, and non-refundable fares should be considered for cost-savings opportunities. The Travel agents are required to offer the lowest applicable airfare on flights arriving up to two

hours prior to the required arrival time or two hours after the specified departure time. Refusal of the lowest fare will be documented and may require manager approval.

All air travel accommodations must be coach, excursion or tourist class. Business class may be considered for flights longer than eight hours of continuous flight time.

The Company believes frequent flyer benefits should be retained by the employee. However, frequent flyer memberships should not interfere with the Company's ability to minimize the cost of business travel. Specific airlines cannot be selected in order to earn frequent flyer mileage unless there is a minimal cost differential. Frequent flyer upgrades are not reimbursable.

### **AUTOMOBILE RENTALS**

Rental vehicles normally should not be used unless the cost is less than that of other available transportation, or if public transportation, limousine, or taxis are not available. Car rental charges must be reported on the expense report with the rental agreement and proof of payment attached.

A compact or intermediate class auto should be reserved, unless a different class may be rented at an equal or lower rate. Note on the expense report if a larger car is required due to the number of passengers or the transporting of equipment. The more economical weekly rate should be requested if that duration is required, or if the weekly rate is less than the duration billed at the daily rate. Employees traveling together should car pool to minimize the number of vehicles rented. If the traveler retains the car for personal reasons, the total rental cost must be prorated between business and personal use and noted as such on the expense report.

## **PERSONAL AUTOMOBILES**

Employees will be reimbursed for auto expenses incurred from business use of personal cars. Reimbursement will be for the shortest usually traveled route at the applicable IRS reimbursement rate, plus toll charges. Miles traveled and departure and destination points must be reported to claim reimbursement. Names of other Company employees traveling as passengers should be noted. Receipts for parking charges must be attached. Commuting costs between home and office are not reimbursable.

Mileage incurred is reimbursable beginning from the first “point of business”. For example, if the normal commute from home to the office is 20 miles and a stop is made at a place of business that is 5 miles from home, the remaining 15 miles to the next “point of business” are considered business transportation. The reverse applies should a stop be made on the way home from the office. When an employee’s home is in her/his office, reimbursable mileage accumulates from the employee’s home.

The total cost to the Company for a trip taken in a personal car shall not exceed the total cost that would have been incurred had normal public or commercial transportation been used, unless the use of the employee’s car was to the proven advantage of the Company. Employees using their own automobile as a matter of personal convenience while traveling on Company business will be reimbursed on the basis of the cost of round trip via public transportation normally used between the two business points or personal automobile mileage at the regular reimbursement rate, whichever is lower.

## **PUBLIC TRANSPORTATION**

The most economical and feasible form of transportation, including hotel courtesy shuttles, buses, subways, etc., should be used at all times. Taxi or limousine service may be less

costly than the use of a personal auto once mileage and parking fees are considered. Taxi fares should be detailed by individual trip. Fares shared with another employee should be noted as such on the expense report.

### **LODGING**

Employees are expected to stay in good business hotels but should avoid staying in luxury, deluxe or resort-type lodgings. The Corporate Travel Office should be used to make these reservations to ensure the lowest available rate is obtained, while meeting location and quality requirements. Reimbursement for lodging will be made on an actual basis for reasonable accommodations within the guidelines to employees who are conducting business away from their headquarters' location. Personal frequent guest program membership should not interfere with the Company's ability to minimize the cost of business travel. The traveler should ensure that the lowest available corporate or negotiated room rate is obtained and remember to cancel guaranteed reservations to avoid "no show" charges.

Reimbursable expenses incurred at a hotel must be broken out of the expense report by expense category (i.e., lodging, meals, phone, etc.). The original hotel folio and proof of payment (credit card slip) must be attached to the expense report for reimbursement. Written justification and approval by the employee's manager for accommodations not in compliance with this policy must be noted on the expense report.

### **MEALS**

Employees will not be reimbursed for weekday meals unless the expense qualifies as a business-related expense or is incurred while on an out-of-town assignment. Reimbursement will be limited to the actual expenditure; receipts must be submitted with the expense report. Where the expenditure exceeds a reasonable cost the Company reserves the right

to reimburse a limited amount. Explanations and specific manager approval are required for unusual costs. Group meals must be paid and accounted for by the most senior employee present. It is understood that the cost of meals varies, depending upon the geographic location as well as other factors. In general, however, \$55/day should be used as a guideline (\$10 breakfast, \$15 lunch, \$30 dinner). The normal gratuity should be 15%.

### **TELEPHONE**

Expenses for business calls will be reimbursed. The employee must attach the original telephone bill with personal calls deducted and the business related charges itemized, noting name and business affiliation of the individual contacted, to the expense report when claiming over \$5 for telephone calls. Reimbursement for car, cellular and home office phone expenses will be limited to a combined monthly maximum of \$200, unless otherwise approved. Due to the expensive nature of these, along with air phone calls, employees should exercise appropriate discretion regarding the use of these services.

### **UNALLOWABLE EXPENSES**

Expenses considered to be of a personal nature are not reimbursable. Below is a partial list of items:

- Shows and sporting events, unless for entertainment on behalf of the Company.
- Unauthorized club or other membership dues, subscriptions, or fees.
- Maintenance or repair of personal property while away from headquarters.
- Child or pet care expenses.
- Travel bags or suitcase carriers.
- Travel insurance or insurance on personal property.
- In-flight or hotel movies.

- Loss or personal property, cash advance money, personal funds or tickets.
- Laundry and valet expenses for trips shorter than five days in duration.
- Beautician, toiletries, clothing, magazines, newspapers, snacks, etc.
- Use of hotel health club facilities.
- Fines for traffic violations, including parking fines.

#### GENERALLY ALLOWABLE EXPENSES

- Expenses that generally will be reimbursed include the following:
- Airfare or train fare in coach or economy class or the lowest available fare.
- Fares for shuttle or airport bus service, where available; costs of public transportation or other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Car rental fees, only for compact or mid-sized cars.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, subject to \$55/day limits.
- Business meals with a client or other business associates are only a deductible expense if meaningful business discussion takes place.
- Entertainment expenses must not be excessive or lavish and must be reasonable and necessary to the conduct of business.
- Charges for telephone calls, fax, and similar services required for business purposes.

#### ¶405 - Drug and Alcohol Policy

To help insure a safe, healthy, and productive work environment for our employees and others, to protect RennerBrown property and to insure efficient operations, RennerBrown has adopted a policy of maintaining a workplace free of drugs and alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled substances, or having alcohol or controlled substances in your system without medical authorization during your work hours or on RennerBrown premises will result in disciplinary action up to and including immediate termination.

To assure compliance with RennerBrown drug and alcohol policy, RennerBrown reserves the right to require and conduct drug/alcohol testing to the extent permissible by law.

## ¶406 - Privacy in the Workplace

The workplace is the company's home. Employees are invited into the workplace and encouraged to make themselves at home. However, employees should keep in mind the fact that they are invited guests. That means that at all times the host (the company) retains control of the premises and reserves the right to monitor what goes on there. This is necessary to insure the company's privacy and protect its business secrets among other things.

Voice mail and e-mail are provided for business communications on- behalf of the company. Despite the fact that personal passwords are provided to employees to access their voice mail and e-mail, the company reserves the right to monitor all telephone and e-mail communications.

In addition, all desks, filing cabinets and lockers provided for an employee's use should be considered company property and employees should not expect these facilities to be private.

In this regard the Company reserves the right with or without notice to inspect these and other items of Company property. To the extent that personal items are stored or maintained on Company premises or in Company files, desks, computerized data bases, lockers and the like, they may be subject to inspection without the consent of the employee with or without notice. Employees should be mindful of this policy before bringing personal items into the workplace.

## Section 5 - LEAVES OF ABSENCE

### ¶501 - Family and Medical Leave

Family and medical leave (referred to here as "leave") is available for those employees who have worked for RennerBrown for 12 months and for 1,000 hours during the immediately preceding 12 months. Employees may take leave for the birth, adoption or foster care placement of a child, the employee's own serious health condition, or the serious health condition of their child, spouse or parent. A serious health condition means an illness, injury, impairment or physical or mental condition which requires in-patient care in a hospital, hospice or residential medical care facility or continuing medical treatment or continuing supervision by a health care provider.

To be eligible for this leave the employee must provide a written request to the John Roegiers, Vice President of Administration and Finance, not less than 30 days in advance except if such notice is not practicable because of an emergency. Employees requesting leave for their own or their family's serious medical condition must provide a health care provider's certification. This certification, is to provide (1) the date on which the serious condition commenced; (2) the probable duration of the condition; and (3) the medical facts regarding the condition. To the extent that medical treatment can be planned, employees must make a reasonable effort to provide as much advance notice as possible and schedule the treatment so as not to unduly disrupt the operations of the Company

Eligible employees are entitled to 12 weeks of unpaid leave in any 12-month period. In the case of the serious health condition of employees or their family members, the leave may be taken, when medically necessary, either intermittently or on a reduced work schedule whereby specific days in each week are taken off. Leave for birth, adoption or placement of a child must commence within one year after the birth, adoption or placement.

All employees first must use Paid Time Off during the leave. After the exhaustion of these days, employees will not be paid for days on leave.

Medical benefits will be continued during leave. However, employees who make contributory payments for their medical insurance coverage are required to continue to make their monthly contributions. Any employee who is on leave and who has not had a paycheck from which to have his or her medical contribution deducted must mail or personally deliver a check for the monthly contribution to the Vice President of Administration and Finance by the 5th day of each month. If this payment is not received, the Company may terminate your health coverage.

The Company may deny the leave to the seven highest paid employees or the highest paid 5% of its employees if the leave will present substantial economic injury to the Company's operations.

At the end of the leave period, you will be restored to your pre-leave position or to an equivalent position of like seniority, status, benefits, pay, and other terms and conditions of employment. However, if you would have lost your position due to workforce reductions and/or layoffs during the leave period, you will not be entitled to reinstatement to your former or an equivalent position.

An employee's absence from work due to disability caused by pregnancy, childbirth or related medical conditions is treated in the same manner as any other disability.

All employees returning to work following a leave due to their own serious medical condition must be able and qualified to perform the essential functions of his or her job. An employee must present to the Vice President of Administration and Finance upon his or her return from a leave due to their own serious medical condition a physician's written release

certifying that the employee is able to perform the essential functions of the position. If an employee fails to report to work promptly at the end of a leave period, it will be considered a sign that the employee has abandoned his or her position. The employee may be terminated immediately.

Employees do not accrue any leave entitlement such as Paid Time Off during their leaves.

Each employee's absence from work impacts upon all other employee's job responsibilities. In order to maintain smooth business operations, any employee absent from work must telephone the Vice President of Administration at least weekly to apprise RennerBrown of your status and expected return date. This notification will assist your co-workers as well as the Company. Because this leave is to be taken only where personal circumstances necessitate time to be spent at home or with family, employees are prohibited from performing services on a full time basis for any person for whom the employee did not provide those services prior to the commencement of the leave.

## ¶502 - Military Leave

A military leave of absence will be granted to Professional Staff and Contract Professionals (“employees” for the purposes of this Section 502) to attend scheduled drills or training, or if called to temporary active duty with the U.S. armed services.

Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence in excess of two weeks per year will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits equal to those then paid to employees will be provided by RennerBrown for the full term of the military leave of absence.

Paid Time Off benefits will not accrue during a military leave of absence.

Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

Upon completion of military service every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if applicable.

## 503 - Sabbaticals

Normally, the company does not encourage or grant sabbatical leave.

## Section 6 - EMPLOYEE CONDUCT & DISPUTES

### ¶601 - Employee Conduct & Work Rules

To assure orderly operations and provide the best possible work environment, RennerBrown expects employees to follow rules of professional conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following examples of unacceptable behavior are for illustrative purposes only and are not intended to limit the Company's ability to discipline or discharge for any reason deemed appropriate by the company whether for cause or not cause, or in any way alter the at will status of your employment.

- Theft or inappropriate removal or possession of property;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace; or elsewhere
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespect. conduct;
- Violation of safety or health rules;
- Sexual or other unlawful harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unsatisfactory performance.

Unacceptable behavior may result in disciplinary action up to and including termination. Employment with RennerBrown is at will, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## ¶602 - Personal Appearance: Business Casual Policy

In today's corporate environment, Business casual has become the norm rather than the exception

As employees of RennerBrown, it is important to maintain a positive, professional image while conducting business. A vital component in maintaining this image is our daily appearance. It is understood that most of our clients have adopted a Business Casual Policy. We would like to review the meaning of "Business Casual" with all employees:

The following is a list of attire that is NOT appropriate:

- |                              |                                 |
|------------------------------|---------------------------------|
| *Sweat Pants                 | *Athletic Shoes                 |
| *Short (any length)          | *Short or Provocative Skirts    |
| *Spandex/Stretch Pants       | *Tube Tops                      |
| *T-shirts/un-collared shirts | *Flip Flops or athletic sandals |
| *Hats or Caps                | *Jeans – denim or colored       |

Please be reminded that all attire should be clean and neatly pressed. Casual Dress is Business Casual, or "Country Club Casual." We trust you exercise sound judgment when deciding which attire is appropriate. Please remember that you are a representative of RennerBrown, and your daily image is important.

## ¶603 - Return of Property

Employees are responsible for items issued to them by RennerBrown or in their possession or control, such as the following:

- Magnetic door entry cards
- Credit cards
- Equipment
- Identification badges
- Keys
- Manuals
- Written materials
- Database information
- Customer lists
- Information on computer disk, etc.

All RennerBrown property must be returned by employees on or before their last day of work. RennerBrown may also take all action deemed appropriate to recover or protect its property.

#### ¶604 - Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with RennerBrown. Although advance notice is not required, RennerBrown requests at least two weeks written notice of resignation from nonexempt employees and four weeks notice from exempt employees.

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

¶ 605 – Solicitation/Distribution<sup>1</sup>

Solicitation by an employee of another employee is prohibited, while either the person doing the solicitation or the one being solicited is on working time.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of this facility is prohibited at all times.

Employees are not permitted access to the Company buildings during off-duty hours.

Solicitation, distribution of literature, or trespassing by non-employees on Company premises is prohibited.

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<sup>1</sup> In addition, Contract Professionals are required to comply with appropriate Solicitation/Distribution rules and policies of the client.

## ¶606 - Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit either the outside firm, the employee or both. An actual or potential conflict of interest occurs when an employee is, in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of RennerBrown business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that he or she discloses to Glenn Guensch, Secretary, or Robert Turek, President of RennerBrown as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which RennerBrown does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving RennerBrown. Employees may not receive any income or material gain from individuals outside RennerBrown for materials produced or services rendered while performing their job.

The materials, products, designs, plans, ideas and data of RennerBrown are the property of RennerBrown and should never be given to an outside firm or individual except through pre-approved channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible legal action.

As an employee of RennerBrown, it is expressly understood that you not only are obligated to abide by all policies and procedures of RennerBrown, but also that of the Client to which you are assigned. You agree to conduct yourself in a professional manner at all times while on site at the Client, or at any of their facilities.

## 607 - Outside Employment

Professional Staff and Contract Professionals (“Employees”) may hold outside jobs as long as they meet the performance standards of their jobs with RennerBrown. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to RennerBrown's scheduling demands, regardless of any existing outside work requirements. Employees must notify RennerBrown of any such outside jobs.

If RennerBrown determines that an employee's outside work interferes with performance or the ability to meet the requirements of RennerBrown as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with RennerBrown.

Outside employment that constitutes a conflict of interest is prohibited. A conflict of interest arises when an employee takes employment with a competitor of RennerBrown's or with a company considered by a Client of RennerBrown's to pose a conflict of interest.

It is your duty to inform your supervisor, Robin Varga the Training and Development Manager, John Roegiers, Vice President of Administration and Finance, Glen Guensch, Secretary, or Robert Turek, President, of any situation that could pose a conflict of interest.

## ¶608 - Nondisclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of RennerBrown. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Financial information
- Marketing strategies
- Pending projects and proposals

All employees may be required to sign a nondisclosure agreement as a condition of employment. However, regardless of whether a formal agreement is signed by the employee, any employee who discloses trade secrets or confidential business information of RennerBrown or the employee's former employers, to anyone other than a person known to be authorized to receive it will be subject to disciplinary and legal action, even if he or she does not actually benefit from the disclosed information.

The rules governing the Company's proprietary information apply even after your employment ends - through retirement, resignation, termination or otherwise. Each employee has a continuing obligation to safeguard all proprietary information even after he or she leaves the Company. When an employee does leave, he or she must return all documents and records, particularly those containing any type of proprietary information. If you still have questions about what constitutes proprietary information or the conditions upon which it can be released, please contact your Supervisor. If you have questions or comments on appropriate security measures to safeguard proprietary information, please contact your Supervisor.

## 609 - Complaint-Handling Procedure

Under normal conditions, if you have a job-related dispute problem question or complaint you should discuss it with your supervisor. The simplest quickest and most satisfactory solution will often be reached at this level.

If the discussion with your supervisor does not answer your question or resolve the matter to your satisfaction, you may then present your complaint orally or in writing, to the next higher level of management. If the matter is still not resolved satisfactorily, you may present your complaint in writing to the Human Relations Department who will investigate the matter and discuss it with senior management and provide you with a final resolution.

When the issue personally involves the supervisor or manager with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to the next person in authority without fear of reprisal. At any time you may seek the advice and guidance of our Associate Relations Manager.

**ACKNOWLEDGMENT OF RECEIPT OF RENNERBROWN  
STAFFING, INC. PERSONNEL POLICY HANDBOOK**

I hereby acknowledge that I have received a copy of my Handbook describing RennerBrown policies and my benefits as an employee of the Company. I have read and understand the Company policies contained herein and am fully aware of my obligations to fully comply with the responsibilities that are imposed upon me as a condition of employment. Additionally, I understand that the Company may revise these policies and benefits and that it is my responsibility to incorporate all revisions into this Handbook when issued to me by the Company.

THIS HANDBOOK IS INTENDED TO INFORM EMPLOYEES OF THE COMPANY'S PERSONNEL POLICIES. IT IS NOT AN EMPLOYMENT CONTRACT EXPRESS OR IMPLIED, OR A GUARANTEE OF EMPLOYMENT. EMPLOYMENT WITH RENNERBROWN IS AT WILL, EITHER YOU OR RENNERBROWN CAN END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON OR FOR NO REASON, AND WITH OR WITHOUT PRIOR NOTICE.

IN ORDER TO RETAIN NECESSARY FLEXIBILIITY IN THE ADMINISTRATION OF POLICIES AND PROCEDURES, RENNERBROWN RESERVES THE RIGHT TO CHANGE, REVISE OR ELIMINATE ANY OF THE POLICIES AND/OR BENEFITS DESCRIBED IN THIS HANDBOOK. THE ONLY RECOGNIZED DEVIATIONS FROM THE STATED POLICIES ARE THOSE AUTHORIZED IN WRITING BY THE MEMBERS OF RENNERBROWN BOARD.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

NAME (Please Print)

PLEASE SIGN AND RETURN IMMEDIATELY TO RECRUITER OR PERSONNEL MANAGER.

