



## CONSULTANT HANDBOOK

A Summary of Important Policies,  
Programs and Benefits Provided by  
Corps Team Services to Consultants

## **Consultant Handbook**

**In this Handbook, which supersedes all prior handbooks, we tell you about Corps Team, our policies, procedures and the benefits available to you as a part of our team. This Handbook summarizes some of the things we expect from you as an employee and what you can expect from us. It is intended only as a helpful guide. This Handbook is not, nor should it be considered to be, an agreement, bargain or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. At the Company's sole discretion, it may make changes and improvements in its policies and benefits at any time. Employment with Corps Team is at-will and either you or Corps Team may terminate employment at any time, with or without cause or reason. No representative of the Company is authorized to provide you, on an individual or collective basis, with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by your Corps Team Representative.**

**This Handbook applies to all consultants, who are also referred to in this Handbook as "you" and "employees." Consultants are employees of Corps Team Services, LLC and/or Mom Corps Professional Services, LLC and or its affiliated companies, joint ventures, subsidiaries, and the successors and assigns of these entities who work outside the offices of Corps Team under the direction of Corps Team's clients ("Corps Team" or "the Company"). Consultants are eligible for benefits as outlined in the following pages, subject to certain other requirements which may be described in individual policies. For the purposes of insurance and certain other benefits, eligibility requirements may be different. If so, plan documents or applicable law will control eligibility. If you have any questions concerning your status or the benefits for which you qualify, please ask your Corps Team Representative.**

**In addition, there are state-specific addenda to this Handbook, which address matters specific to the states in which you live and work, subject to the eligibility requirements of applicable law. Please make sure to review your state addenda.**

**If you have any questions, comments or suggestions regarding this Handbook, ask your Corps Team Representative.**

## **Welcome to Corps Team!**

In 2005, we were pioneers- creating the first national staffing organization, Mom Corps®, focused exclusively on experienced professionals seeking non-traditional careers.

Today, we are a leader in strategic workforce solutions for highly skilled, hard-to-find talent. Through our three specialized divisions (Mom Corps, Corps Search, and Corps Advisory), we are able to help firms achieve higher returns on their talent investments.

We are pleased you have accepted an assignment with us and hope you will take pride in being a member of our team. We know that your productivity and view of Corps Team comes from the satisfaction, compensation and fair treatment that you receive. We take our commitment to meet your legitimate needs very seriously. This Handbook outlines some of the ways we try to meet those needs by summarizing our basic policies, procedures, and benefits, as well as the responsibilities you will have working here. Consequently, please keep this Handbook as a ready reference throughout your employment.

### **A Note from Allison O'Kelly, CEO**

Just as I always strived to be successful professionally, I held the same standards for myself as a parent. Even working part-time, I still lacked much of the flexibility I needed in order to feel accomplished in both my career and at home. I recognized many other professionals like myself juggling the twin demands of career and family, and I felt compelled to make a difference in the way that corporate America recruits, hires, and views today's workforce. This is how Mom Corps® was born!

Now many years later, we have expanded our reach and our brands (Corps Search and Corps Advisory were born!) and have successfully placed professional women and men in roles nationwide as a full service search and staffing company. Much of this success is the result of our valued consultants! We thank you for your support and for sharing in our vision!

Congratulations on your assignment!

Allison O'Kelly  
CEO, Corps Team

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## **COMMITMENT TO CORPS TEAM CONSULTANTS**

### **Contract Disclaimer**

The employment relationship between Corps Team and each of its employees is employment at-will. Just as an employee is free to end his or her employment with Corps Team at any time for any reason, Corps Team in its sole discretion may terminate an employee's employment at any time for any reason, without prior notice or warning. No supervisor, manager, employee or other representative of Corps Team, other than Allison O'Kelly, Corps Team CEO, has authority to make any promise or commitment contrary to the foregoing, or to enter into any agreement with an employee for employment for a specified duration. Any such agreement entered into by the CEO of Corps Team must be in writing.

### **Our Equal Employment Opportunity Policy**

We strive to maintain an employee relations climate which promotes maximum personal development and achievement. We are an equal opportunity employer and do not discriminate on the basis of age, race, color, creed, religion, national origin, ancestry, citizenship status, sex, veteran status, disability, genetic information or any other characteristic prohibited by applicable federal, state or local law. Corps Team is dedicated to ensuring the fulfillment of this policy with respect to hiring, selection for training, promotion, transfer, layoff, termination, leaves of absence, rates of pay or any other term or condition of employment. Consistent with the law, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation.

We expect everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Corps Team Representative. If the matter involves your Corps Team Representative or if you believe that a previously reported matter was not handled to your satisfaction by your Corps Team Representative or if you believe that your Corps Team Representative will not handle the matter to your satisfaction, you must immediately report the matter to **HRDepartment@corpsteam.com**. We will not allow any form of retaliation against individuals who raise issues of equal employment opportunity in good faith. To ensure our workplace is free of artificial barriers, violation of this policy will lead to disciplinary action, up to and including discharge.

### **Disability Accommodations**

To assist our employees with qualifying disabilities including, but not limited to, those employees who become disabled after suffering on-the-job injuries, we will endeavor to make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to another assignment for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to Corps Team or clients, we would

be unable to make the particular accommodation. Similarly, where placing an individual in an assignment, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular assignment.

If you need to request a reasonable accommodation because of a disability, please follow the procedure set forth in our "Conflict Resolution Policy and Procedure" section. We will discuss the matter with you, investigate your request and attempt, to the extent possible, and reasonably accommodate you. It is your responsibility to inform management of the need for an accommodation due to disability, and to promptly respond to Corps Team inquiries regarding your request for a reasonable accommodation.

## **Anti-Harassment Policy**

We are committed to providing a work environment that is free from all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, you must report it immediately to your Corps Team Representative. A Harassment Complaint Form is provided at the back of this Handbook for your convenience. If your Corps Team Representative is unavailable or you believe it would be inappropriate to contact that person, you must immediately contact [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com). You can raise concerns and make reports without fear of reprisal or retaliation. Corps Team will not tolerate retaliation against individuals who make good-faith reports or claims of unlawful harassment.

All allegations of harassment or discrimination, including but not limited to any conduct that may violate the Company's Equal Employment Opportunity Policy or the Company's Anti-Harassment and Non-Discrimination Policy, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Anyone found to be engaging in any type of unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

Any Corps Team Representative or other member of management who becomes aware of possible sexual or other unlawful harassment must immediately advise Corps Team's HR Department so it can be investigated in a timely manner. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.

All Corps team employees are covered by this policy and are prohibited from engaging in any form of harassment or misconduct.

Corps Team prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

### **Immigration Law Compliance**

Corps Team is committed to employing only United States citizens and aliens who are lawfully authorized to work in the United States. It 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, which may be checked through the Federal E-Verify System. Former employees who are rehired may also be required to complete the form upon your rehire.

Employees with questions about immigration compliance are encouraged to contact [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com). Employees may raise good-faith questions or complaints about immigration law compliance without fear of reprisal.

### **Pro-Employee Policy: A Key to our Success**

We are committed to high standards of individual treatment and respect for all employees. We know that each employee has particular interests and needs. We believe in open and direct communications which permit consideration of employee problems and suggestions in an atmosphere of mutual trust.

You are an important member of our team. How well we succeed depends on how well we work together. You can be sure that we will seek continually to maintain respect and concern for all employees, to encourage teamwork and open communication and to preserve the kind of relationship in which we can all take pride.



## **Pro-Client Policy: A Key to our Success**

Client satisfaction is extremely important to us. Our clients are critical to our business, and every Corps Team employee depends on the strength of our client relationships. Our clients deserve quality service and courteous, attentive treatment.

## **While you are on Assignment**

While you are on assignment with one of Corps Team's clients, the contents of this Handbook are applicable. In addition, our clients may provide you with their policies, procedures and job requirements. All Corps Team consultants are expected to follow the client's guidelines as well. If for any reason, you believe that a conflict exists between our requirements/policies as outlined in this Handbook, and the requirements/policies of a particular assignment, please utilize our conflict resolution procedure as outlined in the following pages to resolve the conflict.

## **SUBSTANCE ABUSE POLICY**

Corps Team is committed to providing a safe, healthy, and productive work environment for all employees and clients. We are concerned about the effects of illegal or unauthorized use of drugs, and the abuse of alcohol, upon the health and safety of its employees. Such drug or alcohol use may pose serious safety and health risks not only to the user, but to those who work with the user, Corps Team, clients and to the general public as well. In addition, the decreased productivity and dependability of these individuals because of drug and alcohol abuse places an increased burden on other employees and can adversely impact our ability to effectively perform required duties.

In the interest of promoting a safer, healthier, and more productive environment, Corps Team services has adopted the policy that all employees must be drug and alcohol free in the workplace. That is, employees must be free from detectable amounts of controlled substances, other mind altering substances, or their metabolites without regard to apparent impairment. Violations of this policy may result in discipline up to and including termination.

**Corps Team has adopted the following policy regarding the use, possession or sale of drugs or alcohol as well as testing and “Reasonable Suspicion” testing procedures.**

### Alcohol

The possession of, or consumption of, or being under the influence of, alcohol by an employee during work hours, while performing Corps Team business, or otherwise while on Corps Team or client premises is prohibited.

### Refusal to Consent to Testing

Refusing to sign Corps Team's Release and Consent Form for Substance Abuse Testing when required, or refusal to submit to drug or alcohol testing in accordance with the Company's policies will be grounds for discipline up to and including immediate termination. Any employee who tampers with, falsifies, substitutes, or alters a urine sample or breathe test, or who attempts to do so shall be subject to discipline up to and including termination.

### Testing

To the extent permitted by applicable state law, Corps Team may test for drugs and/or alcohol in the following circumstances:

- During the pre-employment period;
- Prior to assignment with certain clients that require drug and alcohol tests;
- When there is reasonable suspicion of prohibited drug and alcohol use;
- After an incident that results in injury to the employee or fellow employee or that causes property damage when there is reasonable suspicion of prohibited drug or alcohol use or;
- As a follow up to treatment and/or as a part of a last chance agreement with an employee.

An employee may be removed from the workforce pending the test results. Corps Team will adhere to all applicable local and state laws in the administration of testing pursuant to this policy.

## Illegal Drugs & Controlled Substances

The unlawful or unauthorized use, abuse, possession, distribution, sale, purchase, or transfer of illegal drugs or controlled substances, or being under the influence of any illegal drug by any employee during work hours, while performing Corps Team business, or otherwise while on Corps Team or client premises is prohibited.

Employees also are prohibited from reporting to work or working while they are using or under the influence of any drugs or controlled substances which may impact an employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent you are subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

## Searches for Drugs or Alcohol

It is the intent of Corps Team to maintain a positive and productive work environment. Based on this intent, should circumstances associated with "Reasonable Suspicion" exist, Corps Team reserves the right, consistent with applicable law, to conduct searches or inspections of employees, their work stations and their personal effects if warranted. Entering Corps Team's client premises constitutes an employee's consent to searches or inspections. Consent to such searches and inspections are a condition of initial employment. As permitted by law, consent to a particular search at the time of the search is a condition of continuing employment, and refusal of consent is insubordination.

Searches or inspections may be conducted at the discretion of Corps Team from time to time without prior announcement.

## Reasonable Suspicion

When Corps Team or its client has reasonable suspicion to believe that an employee has been drinking or taking drugs, Corps Team may take appropriate action, up to and including termination of employment.

## Policy Violations & Substance Abuse Issues

Violation of this policy will result in disciplinary action, up to and including termination.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

All information concerning drug and/or alcohol testing referrals and testing results, and/or treatment and rehabilitation of the employee will be kept confidential to the greatest extent possible.

## HOW WE COMMUNICATE

### **Conflict Resolution Policy and Procedure**

Problems, misunderstandings and frustrations may arise in the workplace. It is Corps Team's intent to be responsive to its employees and any concerns. Therefore, an employee who is confronted with a problem while on assignment may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this policy is to provide a quick, effective and consistently applied method for consultants to present their concerns and to have those concerns resolved internally.

#### **Procedure**

##### ***Step 1: Discussion with Corps Team Representative***

- a. Initially, employees should bring their concerns or complaints to their Corps Team Representative either in writing or by contacting them directly.
- b. The Corps Team Representative should respond to the complaint within 3 business days of receiving the complaint, either in writing or over the phone.

##### ***Step 2: Written complaint***

- a. If the discussion with the Corps Team Representative does not resolve the problem to the satisfaction of the employee, or if the Corps Team Representative does not respond to the complaint, the employee may submit a written complaint to the Corps Team Human Resources Department. (HRDepartment@corpsteam.com)

##### ***Step 3: Resolution***

- a. The Corps Team Human Resources representative will schedule a meeting or call with the employee to resolve the situation to the satisfaction of the employee.

#### **Additional Guidance**

All complaints must be made in good faith.

Corps Team reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate.

No Corps Team employee will be subject to retaliation for filing a complaint under this policy.

## **SCHEDULES, COMPENSATION & BENEFITS PACKAGE**

### **Assignment Schedule**

Employee schedules vary depending upon position and location. Corps Team makes every effort to accommodate clients' schedules while keeping in mind the flexibility you desire. Lunch and break time will be set by the client, subject to any requirements pursuant to applicable law.

### **Accommodation to Express Breast Milk**

Corps Team will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required and in accordance with applicable law. Corps Team will work with its clients to ensure that employees are accommodated in this fashion. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable law.

Corps Team will make reasonable efforts to provide and to ensure its clients provide, employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. Corps Team may not be able to provide additional break time if doing so would seriously disrupt Corps Team's or its client's operations. Please speak to your Corps Team Representative if you have questions regarding this policy.

### **Overtime**

Corps Team or its clients may periodically schedule overtime or weekend work to meet business needs. We will attempt to give employees advance notice, if possible. We expect that all employees who are scheduled to work overtime or who are called to work on special projects will be at work unless specifically excused by their Corps Team Representative. Failure to report for scheduled overtime work may result in discipline, up to and including immediate termination. Should your Corps Team assignment require working a holiday and you agree to work, pay will be straight time unless those hours result in your total hours for the week exceeding 40. In that case you will receive overtime pay for any hours over 40 in the pay week.

**All employees must have overtime hours approved in advance by Corps Team Representative and the client.**

We only pay overtime to non-exempt employees. For purposes of calculating overtime, only actual hours of work will be considered.

### **Timekeeping Procedures**

Unless otherwise notified, Corps Team company policy requires each employee to login and record hours worked for Corps Team's clients through the use of **our automated time entry system**. Accurately recording hours worked is required to ensure each consultant will be paid for all hours worked. Corps Team company policy requires that all consultants follow the established procedures in keeping an accurate record of your hours worked.

Any changes or corrections to your time card or time record must be approved by you and the client. Timesheets must be reviewed by the client. If there is a disagreement over hours worked, please speak with your Corps Team Representative

### Non-exempt Consultants

Dedicated Staffing Consultants classified as non-exempt must maintain a record of the total hours worked each day. Your time card must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each week, you must submit your completed time card to your supervisor for verification and approval. Do not submit your time card unless it is accurate. If your time card is not accurate, notify your supervisor immediately.

Consultants may not work any hours that are not previously authorized by Corps Team. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Consultants are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any consultant who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Falsifying a time card, or altering another consultant's time card, violates Corps Team Company Policy and is grounds for immediate termination. It is also a serious violation of Company policy for any consultant or manager to instruct another consultant to incorrectly report or falsely report hours worked or alter another consultant's time card to under- or over-report hours worked. If any manager or consultant instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another consultant's time records to inaccurately or falsely report that consultant's hours worked, you should report it immediately to your Corps Team Representative.

### Your Pay

Your pay will take the form of a weekly company-issued paycheck or a direct deposit of your pay (subject to receipt of appropriate authorization to do so). Our pay period is Sunday 12:00 a.m. – Saturday 11:59 p.m. We require that you submit your hours worked via our automated time entry system no later than 12:00pm Eastern Standard Time on Saturday for that week. In specific situations, our client may also request that your time be entered in their system and/or other process of which you will be notified. If you enter your time by the deadline and are on direct deposit, you can expect your money in your account on payday, the Friday following the end of the pay period. If you are not on direct deposit, your check will be mailed via U.S. Mail on the Friday pay date. If you miss the deadline, your check will not be processed until the end of the following pay period, unless otherwise required by applicable law. Corps Team provides direct deposit services as a means for consultants to receive their pay in a secure and timely manner. Therefore, if a consultant chooses to receive manual payroll checks rather than direct deposit, the candidate may be responsible for fees associated with re-issuing a check that has been lost in the mail, to the maximum extent permitted by applicable law. Consultants are required to submit their direct deposit information in ADP by noon on Monday the week of their start date to ensure the second week's payroll is direct deposit.

For pay periods which are impacted by holidays observed by Corps Team and/or clients, we will advise you in advance of amended payroll schedules.

It is our policy and practice to accurately compensate consultants and to do so in compliance with all applicable state and federal laws. To ensure you are paid accurately and no improper deductions are made, you should promptly review your pay stubs/records to identify and report

any errors to Corps Team. Employee payroll stubs itemize deductions made from gross earnings. By law, Corps Team is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions include any court-ordered garnishments. Payroll stubs also itemize any voluntary deductions such as an employee's portion of health insurance premiums, to the extent applicable. Payroll stubs will also differentiate between regular pay received and overtime pay received, to the extent applicable. If you believe that your pay is inaccurate for any reason, immediately notify your Corps Team Representative. Corps Team will promptly review the matter and take appropriate action, including, if necessary, correcting errors, reimbursing any shortfall in pay, and taking steps to ensure such errors do not happen again.

### **Safe Harbor Policy for Exempt Consultants**

If you are classified as an exempt salaried consultant, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt consultant. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. Exempt employees may still be asked to maintain a record of the total hours worked each day.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan. In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

However, subject to state law, it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your Corps Team Representative.

Every report of improper deductions will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

### **Health and Dental Benefits**

Eligible employees will be given the opportunity to enroll in any health or dental insurance plans subject to any applicable waiting period and in accordance with the terms and conditions of the applicable plans. If they are offered, these plans will be described in separate plan documents provided by the insurance carrier(s).

### **Workers' Compensation & Statutory Short-Term Disability Benefits**

All employees are covered under Corps Team's Worker's Compensation Policy. If you should suffer a work-related injury or disease, you will be eligible to receive benefits through Corps Team's Worker's Compensation Policy, which is paid for by Corps Team. **You must** immediately report any on-the-job accident to the supervisor at your assignment and to your Corps Team Representative, no matter how slight. Where medical care is required for on-the-job injuries, employees must initially go to one of the designated medical facilities. You must file your claim forms promptly in order for your claim to be processed and Company records to be prepared properly. Failure to follow Company procedures may affect your ability to receive Workers' Compensation benefits.

Employees also may be entitled to receive statutory short-term disability payments for non-occupational injuries or illnesses depending upon their work location.

Workers' compensation and statutory short-term disability are solely monetary benefits and not leaves of absence.



## **TIME AWAY FROM THE WORK ASSIGNMENT**

### **Jury Duty Leave**

Jury duty is a privilege of citizenship, and all of us are expected to serve when necessary. All employees will be allowed time off to perform such civic service as required by applicable law. If you are called to jury duty, let your Corps Team Representative know immediately so that we can plan your assignment with as little disruption to our clients as possible. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. We will need documentation from the court, and expect you to report to work whenever you are not required in court. Corps Team will comply with applicable state laws concerning jury duty. Employees on jury duty leave will be paid for time spent on jury duty service in accordance with applicable state law. However, exempt employees will be paid their full salary for any week in which they perform authorized work for the Company.

### **Military Leave**

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Please ask management for further information about your eligibility for Military Leave.

### **Family and Medical Leave (“FMLA”)**

#### **Eligibility Requirements**

Employees are eligible for FMLA if:

- At least 50 or more employees are employed within a 75-mile radius of the employee’s work site;
- The employee has been employed for at least one year; and
- The employee has worked at least 1250 hours within the previous 12 months.

#### **Basic Leave Entitlement**

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to eligible employees for certain family and medical reasons. The 12-month period is determined on a “rolling” 12 month period dating back from the time the

employee requests leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent (but not in-law) who has a serious health condition; and/or
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job.

### Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered service members also includes a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### Job Benefits and Protection

If applicable, during FMLA leave, Corps Team must maintain health coverage under any "group health plan" on the same terms as if the employee had continued to work. If paid time off is substituted for unpaid leave, Corps Team will deduct the employee's portion of any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with their Corps Team Representative\_ prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee's premium is more than thirty (30) days late, the applicable coverage may cease without further notice.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Upon returning from FMLA, employees are required to work 30 days from the date of return to ensure continued benefit coverage. If the employee fails to work the 30 days following, benefits will be cancelled retroactively to the last day worked.

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Corps Team' or its clients' operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### Substitution of Paid Leave for Unpaid Leave

Employees must use accrued paid time off, if applicable, while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Receipt of disability benefits or Workers' Compensation benefits does not extend the maximum amount of leave time to which an employee is eligible under the FMLA.

#### Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Corps Team' normal call-in procedures.

Employees must provide sufficient information for Corps Team to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Corps Team if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide medical certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for a covered employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that Corps Team has violated either of these obligations, please report your concerns to [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com).

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

## Personal Leave

If you are ineligible for any other Corps Team leave of absence and/or have exhausted all other leave entitlements, Corps Team, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the requested start of the leave, except in cases of emergency. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. This leave may be requested for medical reasons. If so, Corps Team may require submission of medical certifications at various times during the leave.

Normally, a leave of absence will be granted for a period of up to two (2) weeks. Under unusual circumstances a personal leave may be extended if you submit a written request for an extension to management prior to the expiration of your leave and the request is granted. These time limitations do not apply to leaves taken for medical reasons.

Employees must use accrued paid time off, if applicable, while on unpaid personal leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any personal leave granted. Receipt of disability benefits or Workers' Compensation benefits does not extend the length of any personal leave granted.

We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to Corps Team in a timely manner, to the extent permitted and in accordance with the applicable plans.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the expiration of your leave.

Upon completion of your personal leave of absence, Corps Team will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed, unless required by law.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by Corps Team, will be considered a voluntary resignation of your employment.

## YOU AND YOUR JOB

### **Basic Work Rules**

Corps Team has certain policies and rules to govern the conduct and performance of our employees even while our employees are on assignment with our clients. Our most important rule is to use “good sense” at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

All of the basic work rules apply while representing Corps Team as a candidate and employee.

### **Absenteeism or Tardiness**

Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled work day unless prior approval has been given by your Corps Team representative.

All Consultants are required to personally notify the Corps Team representative if you anticipate being late to work or absent for any reason. Please notify your Corps Team representative and worksite supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations arise in which prior notice cannot be given. In those circumstances, you are expected to notify your Corps Team Representative and worksite supervisor as soon as possible. Failure to notify you Corps Team Representative and worksite supervisor may result in discipline up to and including immediate termination. Consultants are required to call every day that you are absent unless you are specifically instructed otherwise.

If absence is due to illness, Corps Team may require you to provide appropriate medical documentation.

**All absences and tardiness must be reported. Any unreported absences may be considered a voluntary resignation of your employment with Corps Team. Failure to report absences or tardiness may result in discipline up to and including immediate termination.**

### **Emergency Closing**

Occasionally, a client may have to shut down the workplace because of bad weather, a natural disaster, an interruption in power or water utilities, or some other event which makes it difficult or impossible to operate. Depending on the nature of the emergency, such a closing may be for an hour or two, for a day, or for several days.

When you are aware of bad weather conditions, or another event that could require an emergency closing, please immediately call your Corps Team Representative and your worksite supervisor.

## **Personnel Data Changes**

You are responsible for promptly notifying Corps Team of any changes to your personnel data. Information such as personal mailing addresses, telephone numbers, 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. Your direct supervisor should have your direct and most up-to-date cell and home telephone numbers at all times. If any personnel data changes during the course of your employment, notify HRDepartment@corpsteam.com. An employee who provides or maintains false personal information (including information regarding dependents) will be subject to disciplinary action up to and including termination.

## **Personal Appearance Policy**

Dress, grooming, and how we present ourselves to clients contribute to the morale of all employees and affect the image Corps Team presents to the marketplace. Corps Team maintains professional image standards consistent with the culture and reputation of the Company. It is the Company's policy to reflect a working environment that denotes professionalism, style and the highest of standards in the professional services. All employees should use discretion in wearing attire that is appropriate for client locations and the office. Candidates working at client locations must comply with or exceed the client's personal appearance policy.

## **Office Appearance**

We expect employees to maintain assigned work areas in a neat, professional, and acceptable manner.

## **Company Premises**

You are allowed on a client's premises only during your scheduled work hours, unless otherwise authorized by the client. You are prohibited from going into work areas other than your assigned area except on the client's business.

## **Damage to Property**

Our clients have made a tremendous investment in their facilities and equipment to better serve their customers and to make your job easier. Deliberate, reckless, or careless damage to Corps Team's property or to our clients' property will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

## **Misuse of Property**

Employees may not misuse or use without authorization any equipment, vehicle, or other property of clients, vendors, other employees or co-workers, or Corps Team.

## **Electronic Communications Policy**

The Company's voice mail, e-mail, internet and other computer or telecommunication systems are for business use. Communications transmitted through these systems should have a business purpose. Any personal use must not interfere with performance or operations and must not violate any Company policy or applicable law. For purposes of this policy, "the Company" includes both Corps Team and its clients. The Company and authorized individuals may access

electronic communications systems and review communications within its systems, without advance notice to users of the system, whenever the Company deems it appropriate to do so. The reasons for which we may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Company's operations continue appropriately during a consultant's absence; violation of policy and any other purpose deemed appropriate by the Company.

Corps Team strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Company prohibits the use of computers and the email system in ways that are disruptive, inappropriate, harassing, threatening, or offensive to others. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. You are also prohibited from downloading any non-work related materials, programs, or entertainment (videos, music, games, etc.). You may only download computer programs related to the work of the Company with the express written permission of Company management and assistance of IT.

You should notify [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com) upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

The Company may store, delete, or print created electronic communications for any purpose.

No one may access, or attempt to obtain access to, another individual's electronic communications without appropriate authorization.

### **Mobile Phones and Personal Devices**

Use of mobile phones and any other personal device is prohibited during work hours while on assignment.

### **Social Media Policy**

In general, Corps Team views websites, blogs and other information published on mediums accessible by the public by its employees positively, and it respects the right of employees to use them as a medium of self-expression. For purposes of this policy, "the Company" includes both Corps Team and its clients. If you choose to identify yourself as a Company employee or to discuss matters related to our business, please bear in mind that although the information you publish will generally be viewed as a medium of personal expression, some readers may nonetheless view you as a "spokesperson" for, or representative of, Corps Team. Additionally, your use of social media can pose risks to the Company's confidential and proprietary information, reputation and brands, can expose you and the Company to discrimination and harassment claims, and can jeopardize the Company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance and to ensure that the Company's IT resources and communications systems are used appropriately as explained below, Corps Team expects its employees to adhere



to the following guidelines and rules regarding use of social media. In particular, the following policies should be kept in mind:

1. Company equipment, including computers and electronic systems, are limited to business use only and you should not use social media or online activities in a way that violates the Company's IT or computer usage policies.
2. You must at all times abide by all of the Company's non-disclosure and confidentiality policies, and not use social media or online activities to circumvent the Company's confidentiality policies regarding Company confidential, proprietary, or trade secret information, or violate Company's privacy policies concerning confidential employee information (for example, publishing or referencing confidential employee information or accessing private, password-protected sites of co-workers without permission; or publishing the names of employees, clients (company name or specific client names), projects, rates, client locations, etc. that can identify the specific work that the Company has done, is doing, or is proposing to do).
3. Only officially designated individuals have the authority to speak or write on the Company's behalf. Therefore, you must make it clear to your readers that the views expressed by you are yours alone and do not necessarily represent the views of the Company.
4. If you blog or otherwise publish information about our services, you must clearly and conspicuously disclose your relationship with the Company to your readers.
5. You may not use social media or online activities to violate any other laws or ethical standards (for example, using social media in a false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial "buzz" around our business, products or company valuation; or providing references or recommendations for co-workers or customers on social or professional networking sites, as such references or recommendations can be attributed to the Company and create legal liability (such as interference with prospective business contracts and allegations of wrongful termination) for employees and/or the Company].
6. You must always comply with all other company policies, including the Anti-Harassment and Non-Discrimination Policy. The Company will not tolerate statements about its employees or applicants that are defamatory, obscene, threatening, or harassing in nature.

Employees who violate any of the above policies may be subject to discipline, up to and including termination of employment, and the Company may request, in its sole and absolute discretion, that you temporarily confine your website, web log or other commentary to topics unrelated to the Company if it believes this is necessary or advisable to ensure compliance with laws or regulations. Further, if appropriate, the Company will pursue all available legal remedies to ensure adherence with all applicable laws and regulations.

Apart from personal use of social media in accordance with this policy, the Company encourages employees to participate responsibly in these media as a means of generating interest in the Company's products/services and creating business opportunities so long as all of the Company's rules and guidelines regarding social media usage, particularly in a business context, are adhered to.

**THIS POLICY IS NOT INTENDED TO INTERFERE WITH AN EMPLOYEE'S LEGALLY PROTECTED RIGHTS OR TO PROHIBIT COMMUNICATIONS PROTECTED BY THE NATIONAL LABOR RELATIONS ACT.**

### **Solicitation**

In an effort to ensure a productive and harmonious work environment, persons not employed by the Company are prohibited from soliciting or distributing literature in the workplace at any time for any purpose.

The Company recognizes that employees may have interests in events and organizations outside the workplace. However, you may not solicit or distribute literature concerning these activities during working time (working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

This policy also prohibits solicitation via the Company's electronic mail and other telephonic communications systems. In addition, the posting of written solicitations on Company bulletin boards is prohibited. Bulletin boards are reserved for official Company communications on items such as:

- Equal Employment Opportunity Policy
- Postings Required by law
- Employer announcements to employees
- Internal memoranda
- Job openings
- Company announcements
- Payday notices
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

### **Breach of Confidence or Security**

Because of the nature of our clients' work, we cannot tolerate any breaches of security measures or confidential business relationships.

### **Confidentiality**

You may work with, and may have access to, information that you must keep confidential. Such information includes customer and client data, product specifications, production techniques, financial data, sales and marketing activity and plans, trade secrets and proprietary information. Such information shall only be used in the performance of your job duties, and you must keep such information confidential. This means you will not disclose such information to co-workers who have no need to know or to any persons outside the workplace. Breach of this policy may result in immediate termination.

If you inadvertently gain access to confidential information through Corps Team's or its clients' computers, you will immediately exit from the document or program.

This policy does not limit the common law and statutory rights of Corps Team or its clients.

## **Discourtesy or Disrespect**

We expect all employees to be courteous, polite, and friendly to our clients and vendors. No one should use profanity or show disrespect to a client.

## **Fraud, Dishonesty or False Statements**

No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, or time card.

## **Reporting Arrests and/or Traffic Accidents**

If you have been arrested or involved in a traffic accident involving a Company vehicle, or which results in damage to Company property, you must immediately report the incident, and any circumstances surrounding it, to [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com). Failure to comply with this policy may result in disciplinary action, up to and including termination.

## **Notice of Resignation**

In the event you choose to resign from your assignment, we ask that you give us at least a two (2) week notice. Resigning without notice is considered a violation of company policy.

## **Poor Performance**

We expect all employees to make every effort to learn their assignment and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

## **Work Load**

While on assignment, take initiative to work efficiently. No personal business of any type is to be conducted while on assignment.

## **Expense Reimbursements**

Employees will be reimbursed for all client approved expenses.

## **International Travel**

If you are asked to travel internationally while on assignment you must notify your Corps Team Representative.

## **Offers of Employment by Client**

Any offer(s) of employment from a Corps Team' client must be immediately reported to your Corps Team Representative.

## **A Few Closing Words**

This Handbook is intended to give you a broad summary of things to know about Corps Team. The information in this Handbook is general in nature, is not all-inclusive, and should not be

construed as a contract, express or implied. You are an at-will employee, which means you and Corps Team each have the right to end the employment relationship for any reason at any time, with or without cause or notice. Should questions arise, your Corps Team Representative should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this Handbook, we may always modify or vary from the matters set forth in this Handbook at our discretion.

**Again, welcome to Corps Team!**

## ARBITRATION AGREEMENT

The Company has a mandatory arbitration program and incorporated arbitration agreement (“Arbitration Program”) for resolving all covered disputes between the Company and its employees. Arbitration is an alternative forum to the courts for resolving disputes, and it provides important benefits to both employees and the Company. This program complements the Company’s existing policies aimed at promoting a workplace free from unethical, illegal and/or unsafe behavior. When covered issues/disputes are not resolved to an employee’s satisfaction under other existing policies and other Human Resources practices, the employee may seek resolution under the Arbitration Program which makes arbitration the **exclusive** forum (and not the courts) for resolving such disputes. The Arbitration Program provides many advantages:

- Any and all remedies available to you through traditional litigation are also available through arbitration
- The arbitrator is a neutral third party who is mutually agreed upon by you and the Company
- Arbitration is designed to be more efficient, less costly and faster than traditional litigation in court
- The Company will pay 100% of the arbitration firm’s fees, the arbitrator’s fees, and the filing fees associated with initiating arbitration
- You can appeal the final decision of the arbitrator to a panel of three arbitrators
- You can pursue a claim through arbitration with or without an attorney

The Arbitration Program’s most important component is its Arbitration Agreement. It is your obligation to read and understand the Arbitration Agreement and your related rights and obligations thereunder. A copy has been provided to you. If you need a copy at any time, you may obtain a copy from Human Resources.

## RECEIPT OF CONSULTANT HANDBOOK

I have this day received my copy of the Consultant Handbook. I have read and understand it. I recognize that all members of Corps Team are dedicated to ensuring that the policies are administered fairly and uniformly. However, I also understand that this handbook is not a contract of employment between Corps Team and any of its employees. I understand that I am an at-will employee. Corps Team and I each have the right to end our employment relationship for any reason at any time, with or without cause or notice. I understand that only my Corps Team Representative is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by my Corps Team Representative. Moreover, changing circumstances may require modifications to this handbook or the benefits it summarizes. Corps Team reserves the right to modify, delete or improve any of the benefits or policies at any time without notice. A copy of this handbook is always available on our online portal at [www.portal.adp.com](http://www.portal.adp.com). Depending on the state you work in there may be a state specific Addendum. It is also available on our online portal.

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Consultant Signature

Date

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Printed Name

## RECEIPT OF ANTI-HARASSMENT POLICY

**I have this day received, read and understood Corps Team Anti-Harassment Policy, which states:**

We are committed to providing a work environment that is free from all forms of conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, you must report it immediately to your Corps Team Representative. A Harassment Complaint Form is provided at the back of this Handbook for your convenience. If your Corps Team Representative is unavailable or you believe it would be inappropriate to contact that person, you must immediately contact [HRDepartment@corpsteam.com](mailto:HRDepartment@corpsteam.com). You can raise concerns and make reports without fear of reprisal or retaliation. Corps Team will not tolerate retaliation against individuals who make good-faith reports or claims of unlawful harassment.

All allegations of harassment or discrimination, including but not limited to any conduct that may violate the Company's Equal Employment Opportunity Policy or the Company's Anti-Harassment and Non-Discrimination Policy, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Anyone found to be engaging in any type of unlawful harassment

or discrimination will be subject to disciplinary action, up to and including termination of employment.

Any Corps Team Representative or other member of management who becomes aware of possible sexual or other unlawful harassment must immediately advise Corps Team's HR Department so it can be investigated in a timely manner. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.

All Corps Team employees are covered by this policy and are prohibited from engaging in any form of harassment or misconduct.

Corps Team prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

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Consultant Signature

Date

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Printed Name