

hire priority

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EMPLOYEE HANDBOOK

Property of Hire Priority, Inc.



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Welcome New Employee!

On behalf of your colleagues, I welcome you to Hire Priority and wish you every success here.

We believe that each employee contributes directly to Hire Priority growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Hire Priority.

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

Sincerely,

James G. Lenhardt

James G. Lenhardt, CPC, CTS
President & CEO

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Hire Priority and provide you with information about working conditions, employee benefits, and some of the policies affecting 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 Hire Priority 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 Hire Priority continues to grow, the need may arise and Hire Priority reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Hire Priority to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.



VALUES & VISION

We believe our purpose, as a company, is to experience the joy of changing people's lives for the better.

Core Values:

- **Providing Radical Service -**
We are dedicated to a profound, transparent and heartfelt experience that advances the genuine well-being of our customers, community and those we encounter.
- **Persevering -**
In the face of obstacles, we are faithful, resourceful and resilient to the objective. We never give up.
- **Being Bold -**
We innovate, seek lasting impressions and chase unique experiences with a positive attitude and an optimistic outlook on life.
- **Always Learning -**
Our insatiable curiosity for knowledge and new possibilities are employed to educate and improve our communities and ourselves.

We shall be number one or number two in every market niche that we service and be as well-respected as the staffing & recruiting giant, Robert Half International. We will reach \$50 Million in sales by 2025.



CLIENT & CANDIDATE RELATIONS STATEMENT

Clients and candidates are among our organization's most valuable assets. Every employee represents Hire Priority to our clients, candidates and the public. The way we do our jobs presents an image of our entire organization. Clients and candidates judge all of us by how they are treated with each employee interaction. Therefore, one of our first business priorities is to assist any client, candidate or potential prospect. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to clients and candidates.

Our personal contact with the public, our manners on the telephone, and the communications we send to clients and candidates are a reflection, not only of ourselves, but also of the professionalism of Hire Priority. Positive relations not only enhance the public's perception or image of Hire Priority, but also pay off in greater client and candidate loyalty and increased sales and profit.





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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Hire Priority, and I understand that I should consult the Sales Manager or the President regarding any questions not answered in the handbook. I have entered into my employment relationship with Hire Priority voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Hire Priority can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Hire Priority's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Hire Priority has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



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TEAM COMMITMENT FORM

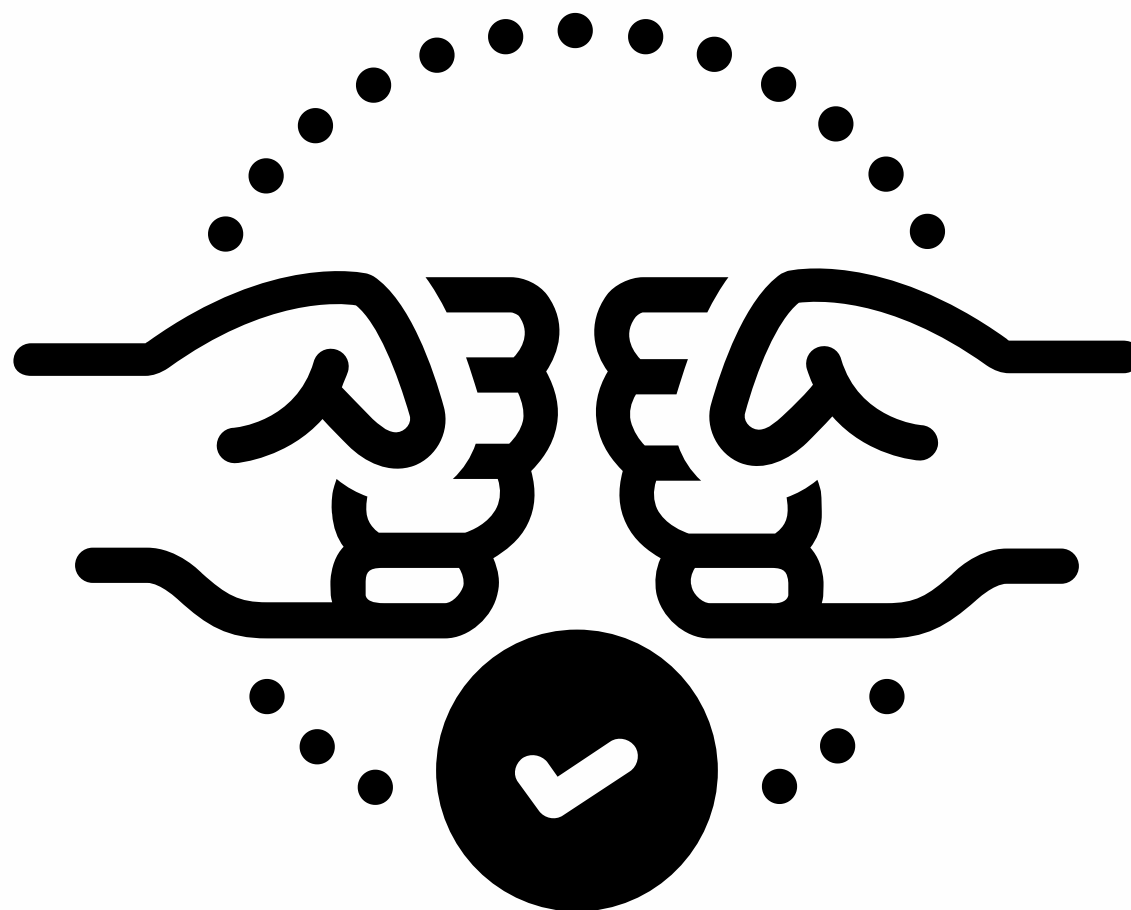
As a team player at Hire Priority, Inc., I agree to:

- Create, promote and maintain an organized, professional and positive environment that is conducive to success.
- Contribute my support, respect, experience, loyalty, patience and devotion to Hire Priority, Inc., and my co-workers to develop a team striving for maximum productivity.
- Aspire to be the consummate professional. Accept my challenges with courage and humility. Evaluate and utilize my skills on a daily basis.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____





EMPLOYMENT, CONFIDENTIALITY AND NON-COMPETE AGREEMENT - AUSTIN

Hire Priority, Inc. ("Company") is hiring me today. I understand that my employment with Company is at-will and may be terminated at any time by me or Company with or without cause. It is a condition to my being hired by Company today that I must enter into this Agreement.

Definitions

"Client" means and includes all Company clients and customers, and all of their respective officers, employees, representatives, agents, subsidiaries, affiliates, successors and assigns.

"Candidate" means and includes each person who furnishes a resumes and/or information to Company seeking employment or referral by Company to a Client for possible employment by the Client.

Confidentiality

1. During the term of this Agreement Company will disclose to me confidential and proprietary information including without limitation information about its Clients and Candidates, Client lists, contact names, pricing information, marketing information, sources of information, employment histories, Candidate qualifications and personal information, Company and Client policies, procedures, techniques and practices, as well as other information that is the subject of written confidentiality agreements between Company and Clients. All of this information is "Confidential Information".

2. I agree that as long as I am employed by Company and continuing after my employment ends I will never use, for my benefit or the benefit of others, or disclose or divulge to others any Confidential Information, or any other data of Company or Clients in violation of this agreement.

3. During my employment, all work I perform for Company or its Clients or Candidates is, will be and will remain the sole and exclusive property of Company and/or its Clients and Candidates. I will treat all my work as confidential and will not disclose it to any third party or use it for my benefit or for any third party, without the express written consent of Company.

4. From time to time, Company will make me aware of confidentiality agreements that the Company enters into with its Clients and Candidates. I will abide by these.

Non-Competition

I agree that this non-competition covenant is necessary to protect the business goodwill, business interests and proprietary rights of Employer. I have discussed, reviewed and had the opportunity of legal counsel to consider this Agreement. I agree that this Agreement is an integral part of my employment agreement with Company and this non-competition covenant is made at the time my employment agreement is made. The non-competition covenant is fair and reasonable in its geographic area, length of time and scope of activity being restrained.



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During the term of my employment and for a period of one year after my employment terminates, I covenant and agree not to compete, directly or indirectly, with Company in any capacity, including without limitation, individually or as an employee, agent, representative or contractor of any other person or entity by soliciting, contacting, referring, employing, engaging or contracting with any Client of Company or any Candidate of Company within the Greater Austin Metropolitan area.

Solicitation

During the term of my employment and for a period of one year after my employment terminates, I will not, in any capacity either individually or acting on behalf of a third party, directly or indirectly:

1. Make known to any person, firm, or corporation the names or addresses of any of the Clients or Candidates of Company or any other information pertaining to its Clients or Candidates; or

2. Contact, solicit, or take away, or attempt to contact, solicit, or take away, any of the Clients, employees or Candidates of Company, either for my benefit or for the benefit of any other person, firm, or corporation.

Return of Company Assets and Information

Upon termination of my employment, I will immediately return to Company all of its assets, including but not limited to, manuals, computer programs, marketing lists, Client lists, software devices, Candidate resumes, applications correspondence, employment histories, and all other materials and all copies relating in any way to Company's business, its Candidates and its Clients. I expressly give the Company the right to search any computer, phone, PDA or other equipment (even if the equipment belongs to me) for the sole purpose of verifying that I am complying with this requirement.

Enforcement

The provisions of this Agreement will survive the termination of my employment. I acknowledge and agree that Company is entitled to injunctive or other equitable relief in addition to damages, if I violate any covenant contained in this Agreement; and Company will not be required to post a bond or other security for such injunction or other equitable relief.

Miscellaneous

This Agreement is executed in and is to be performed in Austin, Travis County, Texas. This Agreement is binding upon me and my agents, personal representatives and successors in interest, and will inure to the benefit of Company, its successors and assigns. I will notify any prospective employer or contractor of the terms of this Agreement and I agree that Company may send a copy to any future employer or contractor. This Agreement may not be amended orally, but only by a written signed document.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

MANAGER NAME (printed): _____

MANAGER SIGNATURE: _____ DATE: _____



EMPLOYMENT, CONFIDENTIALITY AND NON-COMPETE AGREEMENT - HOUSTON

Hire Priority, Inc. ("Company") is hiring me today. I understand that my employment with Company is at-will and may be terminated at any time by me or Company with or without cause. It is a condition to my being hired by Company today that I must enter into this Agreement.

Definitions

"Client" means and includes all Company clients and customers, and all of their respective officers, employees, representatives, agents, subsidiaries, affiliates, successors and assigns.

"Candidate" means and includes each person who furnishes a resumes and/or information to Company seeking employment or referral by Company to a Client for possible employment by the Client.

Confidentiality

1. During the term of this Agreement Company will disclose to me confidential and proprietary information including without limitation information about its Clients and Candidates, Client lists, contact names, pricing information, marketing information, sources of information, employment histories, Candidate qualifications and personal information, Company and Client policies, procedures, techniques and practices, as well as other information that is the subject of written confidentiality agreements between Company and Clients. All of this information is "Confidential Information".

2. I agree that as long as I am employed by Company and continuing after my employment ends I will never use, for my benefit or the benefit of others, or disclose or divulge to others any Confidential Information, or any other data of Company or Clients in violation of this agreement.

3. During my employment, all work I perform for Company or its Clients or Candidates is, will be and will remain the sole and exclusive property of Company and/or its Clients and Candidates. I will treat all my work as confidential and will not disclose it to any third party or use it for my benefit or for any third party, without the express written consent of Company.

4. From time to time, Company will make me aware of confidentiality agreements that the Company enters into with its Clients and Candidates. I will abide by these.

Non-Competition

I agree that this non-competition covenant is necessary to protect the business goodwill, business interests and proprietary rights of Employer. I have discussed, reviewed and had the opportunity of legal counsel to consider this Agreement. I agree that this Agreement is an integral part of my employment agreement with Company and this non-competition covenant is made at the time my employment agreement is made. The non-competition covenant is fair and reasonable in its geographic area, length of time and scope of activity being restrained.



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During the term of my employment and for a period of one year after my employment terminates, I covenant and agree not to compete, directly or indirectly, with Company in any capacity, including without limitation, individually or as an employee, agent, representative or contractor of any other person or entity by soliciting, contacting, referring, employing, engaging or contracting with any Client of Company or any Candidate of Company within the Greater Houston Metropolitan area.

Solicitation

During the term of my employment and for a period of one year after my employment terminates, I will not, in any capacity either individually or acting on behalf of a third party, directly or indirectly:

1. Make known to any person, firm, or corporation the names or addresses of any of the Clients or Candidates of Company or any other information pertaining to its Clients or Candidates; or

2. Contact, solicit, or take away, or attempt to contact, solicit, or take away, any of the Clients, employees or Candidates of Company, either for my benefit or for the benefit of any other person, firm, or corporation.

Return of Company Assets and Information

Upon termination of my employment, I will immediately return to Company all of its assets, including but not limited to, manuals, computer programs, marketing lists, Client lists, software devices, Candidate resumes, applications correspondence, employment histories, and all other materials and all copies relating in any way to Company's business, its Candidates and its Clients. I expressly give the Company the right to search any computer, phone, PDA or other equipment (even if the equipment belongs to me) for the sole purpose of verifying that I am complying with this requirement.

Enforcement

The provisions of this Agreement will survive the termination of my employment. I acknowledge and agree that Company is entitled to injunctive or other equitable relief in addition to damages, if I violate any covenant contained in this Agreement; and Company will not be required to post a bond or other security for such injunction or other equitable relief.

Miscellaneous

This Agreement is executed in and is to be performed in Houston, Harris County, Texas. This Agreement is binding upon me and my agents, personal representatives and successors in interest, and will inure to the benefit of Company, its successors and assigns. I will notify any prospective employer or contractor of the terms of this Agreement and I agree that Company may send a copy to any future employer or contractor. This Agreement may not be amended orally, but only by a written signed document.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

MANAGER NAME (printed): _____

MANAGER SIGNATURE: _____ DATE: _____

NATURE OF EMPLOYMENT

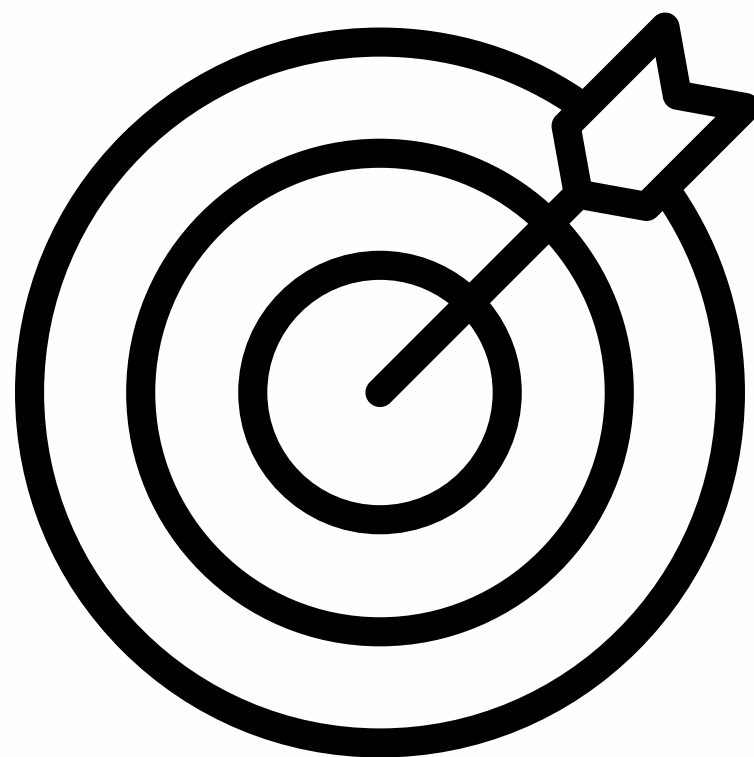
Employment with Hire Priority is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Hire Priority may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Hire Priority and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Hire Priority's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of Hire Priority.

COMPANY GOAL

The goal of Hire Priority, Inc. is to promptly, ethically and efficiently identify and recruit qualified employees for client-employers. Each person employed by us is responsible for implementing this goal and maintaining our favorable reputation among clients, candidates and members of the public.



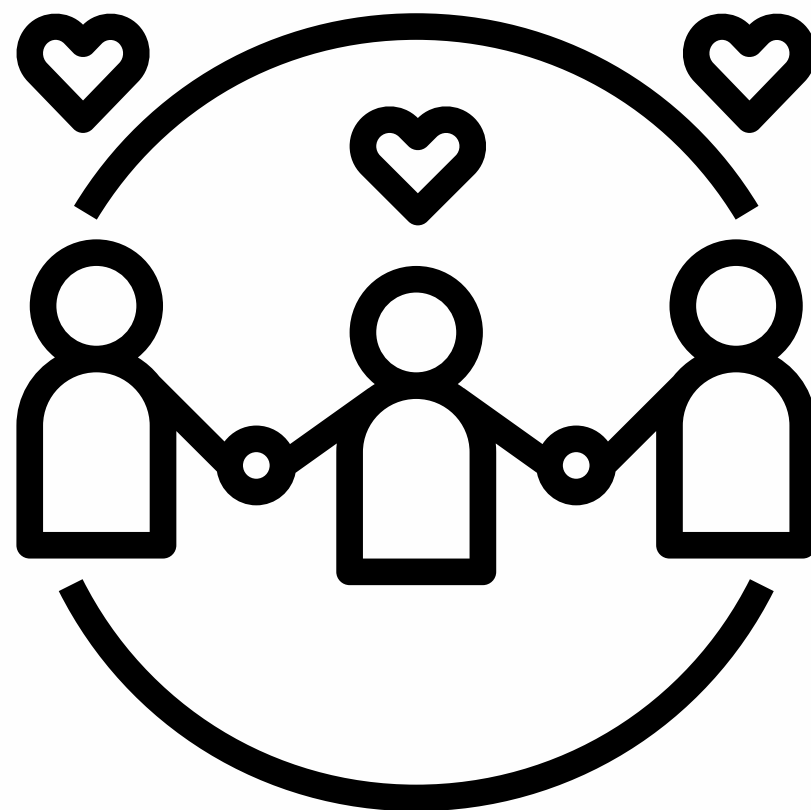
EMPLOYEE RELATIONS

Hire Priority believes that the work conditions, wages, and benefits we offer to our employees are competitive with those offered by other employers in this area and in this industry. We believe that co-workers should be treated with the utmost respect and professional courtesy.

As a significant amount of our business is through a cooperative effort, we encourage the exchange of job orders, resumes and other placement information within the office. With most of our business being conducted by phone, we are particularly careful to take detailed messages for each other and ensure that the call is returned at the earliest opportunity.

When clients, candidates or others call and visit our office, they have certain expectations, which you will either confirm or change. Regardless of their attitude, they should be treated courteously.

If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Hire Priority amply demonstrates its commitment to employees by responding effectively to employee concerns..



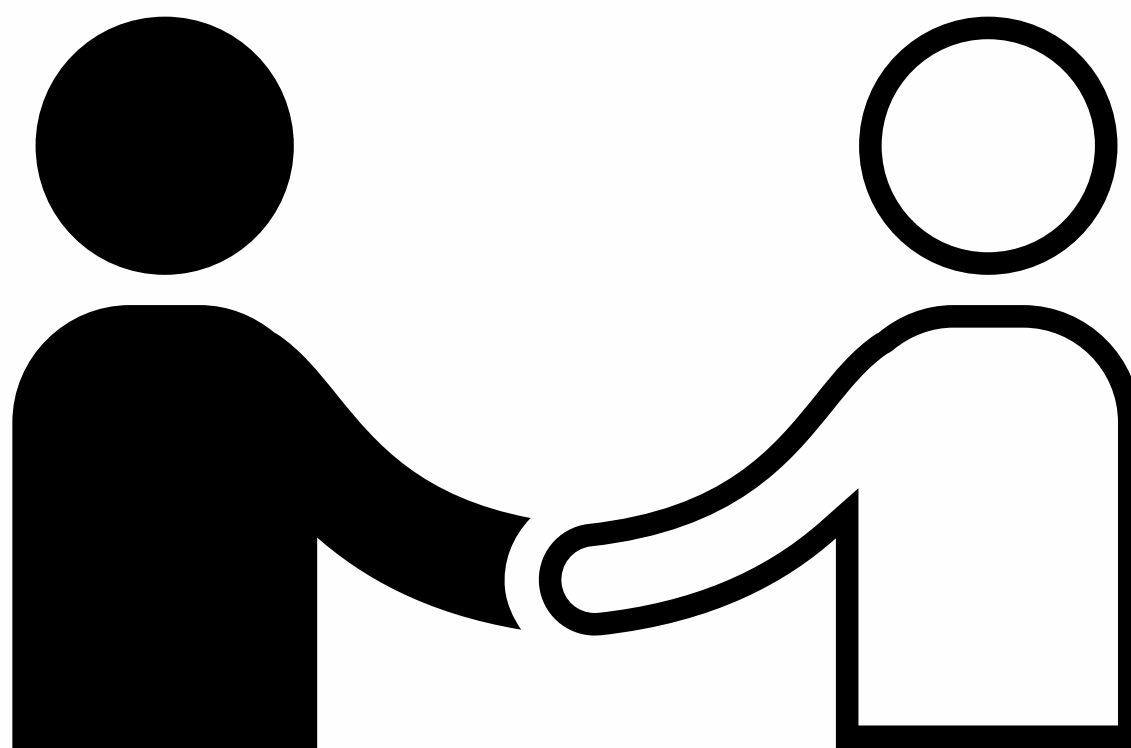
EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Hire Priority will be based on merit, qualifications, and abilities. Hire Priority does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status or any other characteristic protected by law.

Hire Priority will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Hire Priority is committed to a policy of equal employment opportunity. It is your responsibility to procure job orders and refer candidates without regard to race, religion, national origin, age, sex, marital status or other discriminatory requirements.



BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Hire Priority is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Hire Priority is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to Hire Priority, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Hire Priority will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Hire Priority employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.





IMMIGRATION LAW COMPLIANCE

Hire Priority 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 Hire Priority 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 the Office Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

NON-DISCLOSURE-ACCESS TO TRADE SECRETS

The continuation of our business depends on the client and candidate database and the unique recruiting procedures we have developed. As an employee of Hire Priority, Inc., you will have access to the database and obtain information that will become a part of it. You will also become fully acquainted with our procedures.

All client names, addresses, phone numbers, names of hiring authorities, hiring preferences, backgrounds, job openings, and related information are solely the property of Hire Priority, Inc. In addition, all candidate names, addresses, phone numbers, job preferences, backgrounds, and related information are solely our property.

While you are employed, this information is to be held in the strictest of confidence. Should you leave for any reason, it is not to be used by you, directly or indirectly.

We will vigorously enforce our right to the protection of our trade secrets and the techniques and forms used to obtain them.

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.



NON-DISCLOSURE-CLIENT/CANDIDATE CONFIDENTIALITY

Our success is based upon the relationships we have developed with clients and candidates

During the course of discussing staffing requirements with clients, confidential information concerning employee performance and business developments are often discussed (promotions, transfers, terminations, plans for expansion, new products, etc.). The utmost care must be exercised to treat this information as confidential and to reveal only those items that are necessary to recruit qualified candidates while not jeopardizing our clients.

The right to privacy of candidates must also be respected. Under no circumstances must their desire to seek other employment or personal information be revealed, directly or indirectly, to their current employers.

Serious legal and business consequences can result from the breach of client and candidate confidences. Any employee who does so is subject to immediate dismissal without notice and may be subject to legal action, even if he or she does not actually benefit from the disclosed information. All employees may be required to sign a non-disclosure agreement as a condition of employment.

EMPLOYEE CLASSIFICATIONS

Hire Priority, Inc. employs this basic class of employees as follows: Salaried Regional Ops Manager, Salaried Regional Sales Manager, Salaried Division Director, Salaried Account Manager, Salaried Recruiter, Salaried Recruiting Assistant, Hourly Administrative/Clerical as well as Commissioned Recruiter.

All policies presented in this manual are applicable to all employee classifications with the sole exception being those policies that give a specific employee classification in their title, and thus apply only to that employee classification.

Hire Priority, Inc., reserves the right to change any and all employee classifications detailed above at any time.



INTRODUCTORY PERIOD

The introductory period is intended to give all new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Hire Priority uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Hire Priority may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Hire Priority determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

The employee's performance will be informally reviewed at 30, 60, and 90-day intervals, to permit the employer to discuss the employee's progress. We encourage you to ask any questions you may have during this period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security. After becoming regular employees, they may also be eligible for other Hire Priority-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Hire Priority of any changes in personnel data. 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. If any personnel data changes, notify HR immediately.



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PERFORMANCE QUOTAS/ REVIEWS

Performance Quotas –

National Recruiters

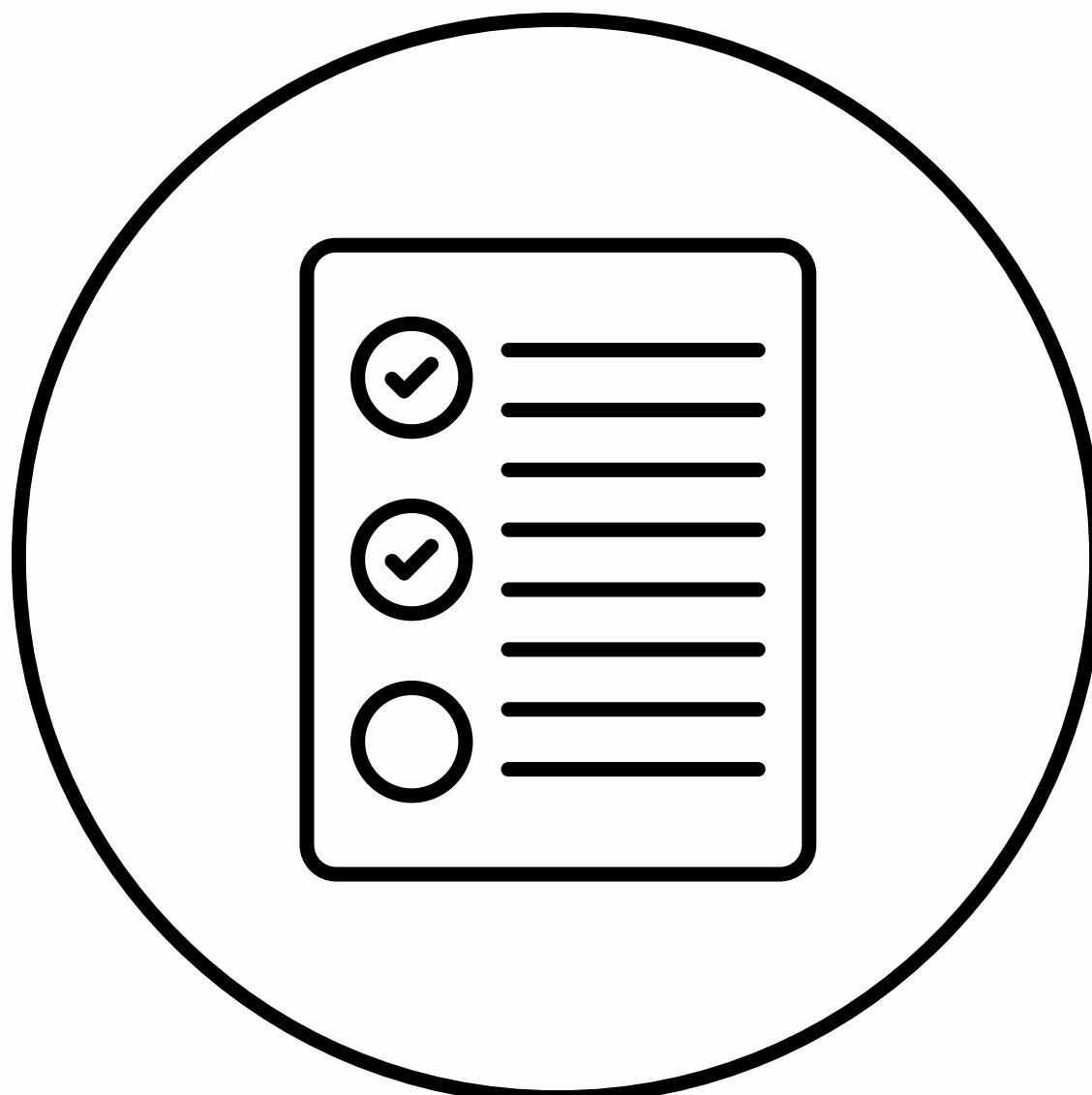
Each national recruiter must make a minimum of two (2) placements a quarter to maintain employment with Hire Priority, Inc. If a recruiter does not meet the two (2) placements a quarter minimum, the recruiter will be terminated.

All Staffing & Recruiting Personnel

To maintain employment with Hire Priority, Inc., a minimum of (3.5) three and a half times the staffing personnel's base salary per quarter must be achieved in GP dollars.

**Quotas apply to all employees after completing their initial 90-day probationary period.

Performance Reviews- All employees will receive semi-annual performance reviews.





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COMPENSATION

Either a base salary or an hourly wage compensates all Administrative/Clerical Employees. The exact amount of the salary or hourly rate is determined at the time of hire.

All Recruiting and Staffing Personnel compensation and bonus plans will be determined at the time of hire.

All compensation is based upon the employee being employed. Bonus pay will not be paid if an employee's employment has terminated, regardless of the reason, prior to the compensation plan stipulated date of pay for these items.

Each employee should refer to his/her position contract, offer letter or compensation plan with any questions regarding pay and/or compensation.

Termination of Employment:

Should the employees' employment be terminated, or they resign, before the final day of the bonus or incentive period, no bonus or incentive compensation payments will be made for that period of time.

I, _____, am certifying with my signature below that I have read, understand, and accept, Hire Priority's compensation plan.

Signature _____

Date _____

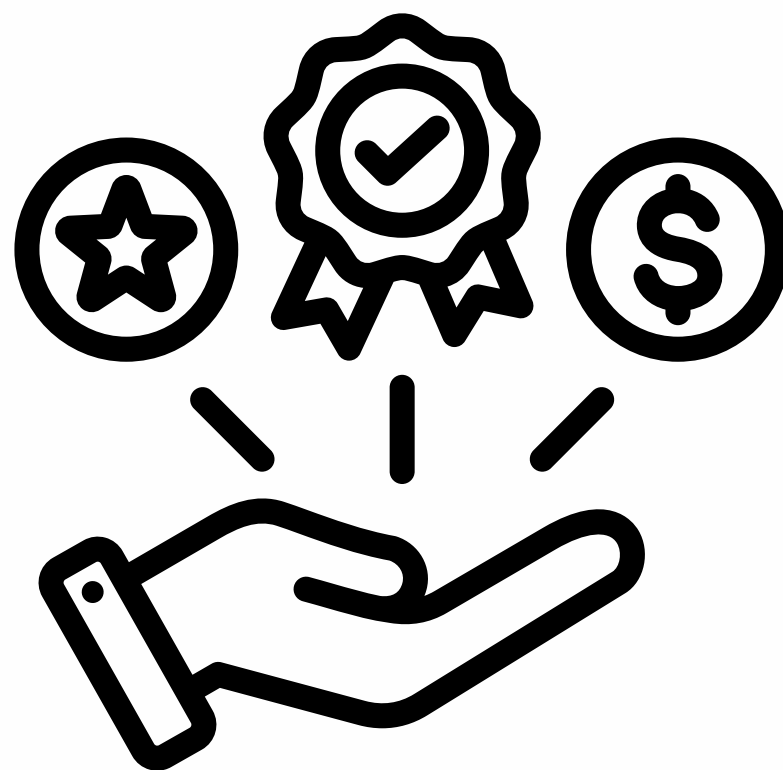
EMPLOYEE BENEFITS

Eligible employees at Hire Priority are provided a wide range of benefits. Some programs (Social Security and unemployment insurance) cover all employees as the law prescribes.

Benefit eligibility depends on various factors, including employee classification. Your Direct Report can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Medical/Dental/Vision Insurance with minimal cost to the employee (Eligible after 60 days)
- Life Insurance and Disability Coverage
- Holidays – (8) eight paid
- Paid Time Off (PTO) Unlimited*
- Retirement Plan with a 3% year-end competitive match
- Outside training provided – must be industry-related and approved
- Public Speaking Opportunities at High Schools, Colleges and Conferences
- Cell phone (with approval from the Regional Sales Manager)
- Water, snacks, and coffee provided
- Employee Cash Advances up to \$500
- \$250 referral payout for referring in-house employees. Paid after 90 days.





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HOLIDAYS

Hire Priority will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (the Friday before Easter)*
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (the first Monday in September)
- Half Day- Thanksgiving Eve (Day before Thanksgiving)
- Thanksgiving (the fourth Thursday in November)
- The day after Thanksgiving (the fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

Hire Priority will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked that day. Eligible employee classification(s):

- Salaried Recruiters and Staffing Professionals
- Salaried Administrative/Clerical

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first day immediately following the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.



UNLIMITED PTO POLICY

Policy Brief & Purpose:

Hire Priority's unlimited vacation company policy allows employees to take as much leave as they need. Employees need time to rest and enjoy themselves outside work. Putting a cap on this important time doesn't help our effort to achieve high levels of employee satisfaction and productivity.

This policy is based on mutual trust between employer and employee, and applies to all salary employees. It gives employees opportunities to work or take time off as they see fit, as long as they keep fulfilling their duties.

Policy elements

Hire Priority doesn't limit the amount of PTO employees can take. It does establish a minimum time off level. All employees will have to take at least 10 days off each year. This will help employees avoid exhaustion and ensure they have some time to clear their minds from their work duties.

Hire Priority will track vacation time for all employees to ensure that:

- Employees take the minimum time off.
- Employees don't take time off that compromises their performance.

This policy doesn't interfere with legally established leaves like maternity and paternity leave. Employees should use at least the legal amount. Any vacation leave they choose to take is separate.

Procedure:

Employees are obliged to:

- Avoid abusing the policy by taking time off that negatively impacts their job and the company.
- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
- Plan to delegate, postpone or otherwise manage projects that will be affected by their time off.
- Notify their supervisors at least two weeks in advance.
- Vacation leave of more than one business week will need dual management approval.

Supervisors need to approve vacation leave that extends beyond a business week. They should do this with a first-come, first-served system.

Supervisors can consider rejecting vacation requests if:

- Other team members with similar or complementary duties have already asked for leave during the same time.
- The time in question is too busy or includes an important deadline for the employee asking for leave.
- An employee appears to abuse the policy. Managers should arrange a meeting with the employee and HR, if this is the case.

Supervisors can't reject leave requests for any of the following reasons:

- To discipline employees (outside the scope of abusing the PTO policy)
- To force employees to fulfill duties that aren't urgent.
- To approve leave for another employee who made a later request.

Neither list is exhaustive. Both employees and supervisors should use common sense and adhere to company policies when requesting/approving vacation leave. Effective communication between team members is vital to make this policy work for everyone.

Hire Priority will review this policy annually and address any issues.



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PAID TIME OFF (PTO) REQUEST FORM

Description:

- PTO (other than sick) requests must be submitted to immediate Supervisor for approval no later than fifteen (15) days prior to date(s) requested.
- Every reasonable effort should be made to cover your position's work while out on PTO (exempt personnel are expected to call in periodically or leave a number where they can be reached while on vacation, or make arrangements in advance of leaving for vacation, if staying in touch will not be possible).
- If an employee needs to call in sick to work, they are required to notify HR and their direct report by email or text, two hours prior to their scheduled arrival time.

EMPLOYEE NAME: _____

PTO TYPE REQUESTED: _____

PTO types: Vacation, Sick, Personal, Less than 2 week notice

Dates: From: _____ To: _____

EMPLOYEES SIGNATURE: _____

DATE OF REQUEST: _____

DIRECTOR'S APPROVAL: _____

Department Manager Instructions:

- Give one copy of approved PTO Request Form to employee.
- Keep one copy of PTO Request Form for Manager's/Supervisor's records.

Online PTO Form: <https://forms.gle/mGW8Gf1Y9DZMGAFh7>



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INSURANCE

On the first of the month, after 60 days of continuous employment, employees in the employment classification(s) listed below are eligible for benefits under the Hire Priority major medical group insurance plan.

- Commissioned Recruiter
- Salaried Recruiter
- Salaried Staffing Division Professional
- Salaried Administrative/Clerical, Sales Executive(s) and Sales Manager

Hire Priority pays a percentage of the cost for the individual employee's coverage under the basic plan. An eligible employee may add dependents at his or her own expense pursuant to other terms and conditions of the policy.

Your Sales Manager has complete information regarding the coverage available, cost, and claim procedures.

BONUS PROGRAMS

All Commissioned and Salaried Recruiters are eligible to earn bonuses according to the bonus plans detailed in their individual offer letters/employment packages.

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Hire Priority to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.



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PAYDAYS

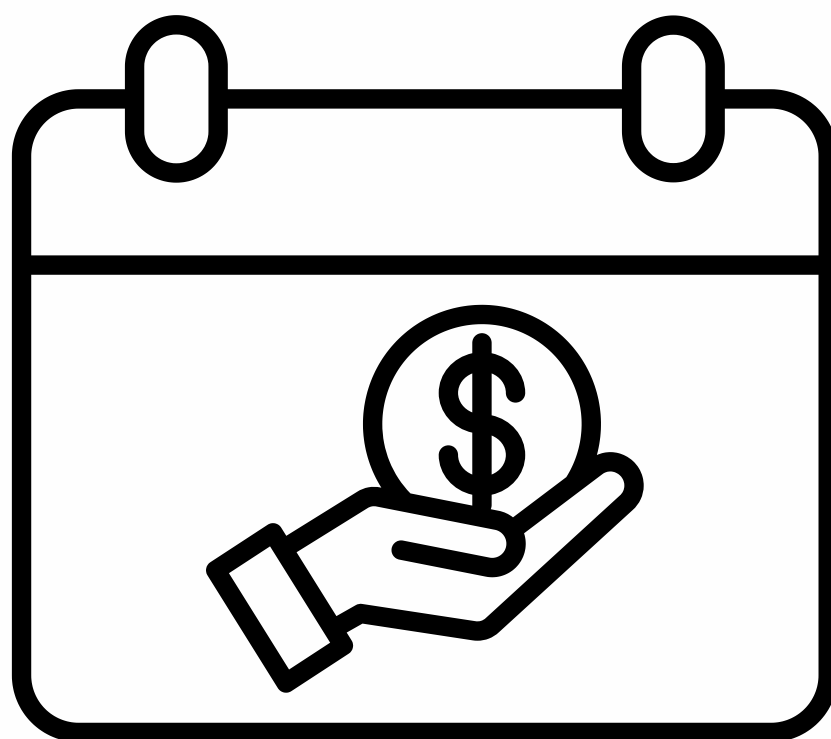
All employees are paid weekly. Each paycheck will include earnings for all work performed through the end of the payroll period. The payroll periods are as follows:

In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the first day of work following the regularly scheduled payday.

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. All overtime work must receive the Sales Manager'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 only to nonexempt employees (hourly/part-time employees) in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.





EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with Hire Priority is based on mutual consent, both the employee and Hire Priority have the right to terminate employment at will, with or without cause, at any time. The amount of notice or pay in lieu of notice (if any) given for termination by Hire Priority will be determined on an individual basis, considering such factors as the reason for termination and length of employment. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

All compensation is based upon the employee being employed. Bonus pay, as detailed in the Salaried Recruiter and Staffing Consultant Schedule, and Commission pay, as detailed in the Commissioned Recruiter Schedule, will not be paid if an employee's employment has terminated, regardless of the reason, prior to the Schedules' stipulated date of pay for these items.

RETURN OF PROPERTY

Employees are responsible for all Hire Priority property, materials, or written information issued to them or in their possession or control. Employees must return all Hire Priority property immediately upon request or upon termination of employment. Where permitted by applicable laws, Hire Priority may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. A final paycheck will not be issued to a terminated employee until all property, materials, or written information issued to the employee is returned. Hire Priority may also take all action deemed appropriate to recover or protect its property.

WORK SCHEDULE

Salaried Administrative/Clerical Employees

Regular office hours are between 8 A.M. to 6 P.M. Monday through Friday, except holidays, with one-hour lunch periods. All salaried administrative/clerical employees are expected to be in the office actively working during these hours.

Salaried & Commissioned Recruiters

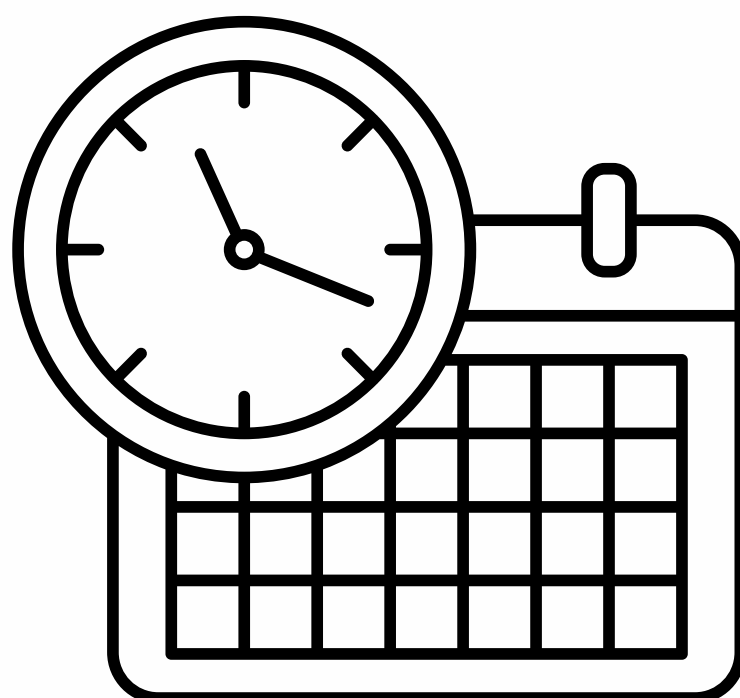
Regular office hours are between 8 A.M. to 6 P.M. Monday through Friday, except holidays, with a one-hour lunch, which must be taken between 11:30 A.M. to 1:30 P.M.

Salaried Staffing Employees

Regular office hours are between 8 A.M. to 6 P.M. Monday through Friday, except holidays, with a one-hour lunch, which must be taken between 11:30 A.M. to 1:30 P.M. All Salaried Staffing Employees are expected to be in the office actively working, visiting clients or promoting Hire Priority during these hours. Salaried Staffing Employees may be asked to attend business related functions and/or carry on-call cell phones after normal business hours. Due to the nature of our work, Staffing Employees may be required to work late or come in early, if needed.

Hourly/Part-Time Employees

All hourly/part-time employees are expected to be in the office actively working during their scheduled and agreed-upon hours.



COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are Hire Priority property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Hire Priority strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Hire Priority prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

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.

Employees should notify their immediate supervisor, the Sales Manager or any member of management 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.



INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by Hire Priority to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits during the established time frames of 11:30 A.M. to 1:00 P.M. and 4:00 P.M. to 8:30 A.M.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Hire Priority and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Hire Priority. As such, Hire Priority reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Hire Priority in violation of law or Hire Priority policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization



EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Hire Priority expects employees to follow rules of 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 are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of 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
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- No gossiping. Talking badly about one employee to another is a fire-able offense.

Employment with Hire Priority is at the mutual consent of Hire Priority and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Drug and Alcohol Use

It is Hire Priority's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Hire Priority premises and while conducting business-related activities off Hire Priority premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Hire Priority is committed to providing a work environment that is free from all forms of discrimination and 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, 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 of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using 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, immediately report it to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the President or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly 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.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the President or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to an investigation.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Hire Priority expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Hire Priority. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Hire Priority presents to the community.

During business hours or when representing Hire Priority, you are expected to present a clean, neat, and tasteful appearance. You are expected to dress in business casual attire and to groom yourself according to accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.



PROGRESSIVE DISCIPLINE

The purpose of this policy is to state Hire Priority's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Hire Priority's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

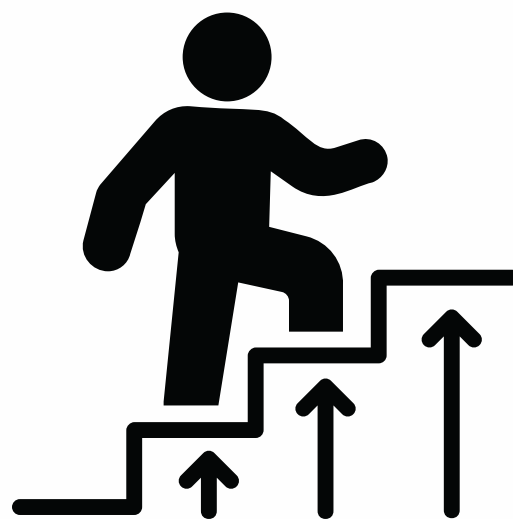
Although employment with Hire Priority is based on mutual consent and both the employee and Hire Priority have the right to terminate employment at will, with or without cause or advance notice, Hire Priority may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: A first offense may call for a verbal warning, a next offense may be followed by a written warning; another offense may lead to suspension, and still another offense may then lead to termination of employment.

Hire Priority recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Hire Priority.





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PROGRESSIVE DISCIPLINE FORM

FORMAL WRITTEN WARNING FORM

A meeting was held with _____ and a formal written warning was issued – details of which are below:

Date of Discussion: _____ Time commenced: _____

Location: _____ Time finished: _____

Type of warning:

- First written warning
- Second and final written warning
- First and final written warning

Employee advised of right to have a witness present: Yes No

Employee wishes to have witness present: Yes No

Name and position of employee witness:

Reasons for the written warning (attach or refer to any relevant notes / documentation):

Employee's response was:

Manager's comments:

Agreed action:

Follow-up date: _____

A copy of this written warning was provided to the employee on __ / __ / _____.

It was explained that future breaches or performance issues may result in further disciplinary action that may include termination of employment.

Manager's Name (Print) _____ Signature: _____

Manager's Witness' Name (Print) _____ Signature: _____

Employee's Name (Print) _____ Signature: _____

Employee's Witness' Name (Print) _____ Signature: _____



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CASUAL DAYS

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days at Hire Priority. Each Friday will be a designated casual day.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- slacks
- T-shirt
- jeans
- sweatshirt
- casual shirts and blouses
- loafers
- golf shirts
- dock shoes
- turtlenecks & sweaters
- boots
- athletic shoes

Examples of inappropriate clothing items that should not be worn on casual days include:

- sweatpants
- T-shirts with offensive messages or images
- shorts
- slippers
- short shorts
- tops with bare shoulders unless worn under a blouse or jacket
- miniskirts
- halter tops
- spaghetti-strap dresses
- tank tops

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.



CASH ADVANCE POLICY

Hire Priority, Inc. offers the opportunity for an employee to receive a cash advance against their salary if eligible. Cash in advance may be made available up to \$500 if a Cash Advance form has been approved and signed by a supervisor or Department Head.

- All cash advances must be paid back within 60 days.
- These payments will be automatically deducted from your next four (4) paychecks.
- The amount deducted from the employee's paycheck must be evenly distributed between the next four paychecks.
- You may always pay back a cash advance early.
- An employee may have only one cash advance outstanding at a time.
- Employees who utilize a cash advance should note that by signing the cash advance request form, they understand that if the advance is not settled, the amount will be reported to the IRS on their W-2 as taxable compensation.
- If you discontinue your employment with Hire Priority, the sum of the amount due will be deducted from your last check, regardless of previous arrangements.

To receive a Cash Advance:

Must have a Cash Advance form signed by the supervisor or Department Head.

You must be a permanent in-house employee of Hire Priority, Inc.

You must be past your 90-day probation period.

Cash cannot be advanced to a third party.

Contact Information:

For questions regarding cash advances, please contact Loa Hemati, CAO.



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CASH ADVANCE FORM

Hire Priority, Inc. offers the opportunity for an employee to receive a cash advance against their salary, if eligible. Cash in advance may be made available up to \$500, if a Cash Advance form has been approved and signed by a supervisor or Department Head.

Please see the Cash Advance Policies in your Staffing Manual for detailed information.

Print Name: _____

Department: _____

Purpose of Cash Advance: _____

: _____

Amount Needed: _____ Date Needed: _____

I, _____ understand that I am responsible for re-paying Hire Priority, Inc. the total amount of \$_____ with 60 days of the date listed above. I understand that the payments will be withdrawn evenly, from my next four (4) paychecks.

.X _____
Signature Print Name Date

Cash Advance Amount Approved: \$_____

Re-payment Date(s): _____

Management Approval Signature: X_____



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EMPLOYEE ACKNOWLEDGMENT CELL PHONE USAGE POLICY

I acknowledge that I have read and will abide by the Company's policy regarding cell phone usage. In particular, I understand:

- That the equipment that has been issued to me is for business use only, and that I may be required to reimburse the Company for all personal and non-business charges or fees;
- That before the end of my employment with the Company, I will be required to return all Company-issued equipment and accessories before I will receive my final paycheck;
- That I am responsible for any damage, abuse, neglect, loss, or theft of any Company equipment that has been issued to me while it is in my care;
- That the Company has authorization to monitor my Company-issued cell phone usage;
- That the Company may monitor my Company-issued cell phone usage on a routine and/or special case basis;
- That the Company may elect not to monitor and may not strictly enforce its cell phone policy, but that any such election or determination not to enforce the policy strictly will not be construed as a waiver of the Company's right to enforce its policy in any particular situation;
- That the use of a cell phone while driving is illegal in some places (including New York, New Jersey, Washington, D.C., and Chicago), and should be avoided as a general rule even when a hands-free feature is available;
- That I should:
 - Avoid using a cell phone (whether to place or take a call or to check e-mail) while operating a vehicle, especially in bad weather, unfamiliar areas, or heavy traffic.
 - Place calls from a stopped vehicle if possible.
 - Use a proper hands-free device (microphone and external speaker or earphone) when I am obligated to use a cell phone while driving.
 - Be aware of local regulations governing cell phone usage while driving.
- That this signed form will be placed in my personnel file, and that any violation by me of the Company's cell phone usage policy may result in a loss of access, disciplinary action (including termination), or other legal action.

Employee's Signature: _____

Employee's Name: _____

Date: _____