
Consultant **HANDBOOK**



Updated June 2025
FPDOCS 30233182.1

Important Notice

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Purpose of the Handbook & Welcome to the Company

TEKsystems is a leading provider of IT staffing and IT services; we understand people. Every year we deploy over 80,000 IT professionals at 6,000 client sites across North America, Europe and Asia. Our deep insights into the IT labor market enable us to help clients achieve their business goals—while optimizing their IT workforce strategies.

Your success is important to us, and to help ensure you feel supported from day one, this Handbook is designed to acquaint you with TEKsystems, Inc. (“TEKsystems”) and TEK Global Services, LLC, (“TGS”), (collectively, the “Company” or “TEKsystems”) and to give you a ready reference to answer many of your questions regarding your employment with us. Of course, please remember that business conditions change, and this Handbook is only a summary of the employee benefits, personnel policies and employment rules that are in effect at the time we published this Handbook.

This Handbook applies to all temporary employees (“Consultants”) assigned to the Company or Company customers. However, where it conflicts with any written contract or plan, including but not limited to the benefits summary plan description documents, that contract shall control.

This Handbook supersedes all prior inconsistent Handbooks and may be subject to change as the Company deems necessary from time to time. Further, the Handbook is a mere summary of some of the Company’s more detailed policies. It is your responsibility to review and familiarize yourself with this Handbook. Should you have any questions concerning this Handbook or other Company policies please contact your recruiter or support person.

The Company intends to comply with all applicable federal, state, and local laws, including but not limited to those relating to medical, family or military leave; equal employment opportunity; environmental regulations and laws; safety; health; and laws regarding any other terms and conditions of employment. Similarly, we expect our Consultants to comply with all laws that apply to their jobs.

This Handbook and each of its provisions is to be interpreted and/or applied in accordance with all applicable federal, state and local laws. Insofar as there is or may appear to be a conflict between the wording of any provision of this Handbook and applicable law, the law shall take precedence and the provision in question shall be interpreted and applied in a way that conforms to the law.

Welcome and thank you for joining our team!

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IMPORTANT NOTE ABOUT THIS HANDBOOK AND EMPLOYMENT AT-WILL

THE COMPANY IS AN AT-WILL EMPLOYER. EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THE COMPANY EMPLOYEE HANDBOOK SHALL LIMIT THE RIGHT FOR EMPLOYMENT TO TERMINATE AT-WILL. NO SUPERVISOR OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL. ONLY THE PRESIDENT OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME. ANY SUCH AGREEMENT BY THE PRESIDENT SHALL BE IN WRITING AND SIGNED BY THE PRESIDENT.

THIS HANDBOOK IS NOT AN EXPRESSED OR IMPLIED CONTRACT.

Key Policies

Code of Conduct

In addition to this Employee Handbook, the Company also maintains a Code of Conduct (“Code”). You should review and comply with our Code in addition to this Employee Handbook. Our Code is designed to provide guidance for conducting business according to the highest ethical standards. Based on our shared values, it also provides guidance and instruction on how to identify and deal with ethical issues if and when they arise. Our Code also provides clear mechanisms for reporting unethical conduct without fear of retaliation or retribution. An electronic copy of our Code may be found at: <https://www.TEKsystems.com/en/code-of-conduct>.

As described in our Code, if you become aware of a situation that may violate the Code, a Company policy or the law, you should report it to one of the contacts listed below. When we speak up to report perceived wrongdoing, it allows the Company to investigate potential problems, implement solutions and prevent future issues that could damage our reputation and harm others.

To make an ethics violation report, you may contact **any** of the following resources:

- A Human Resources representative for the Company
- The Legal department for the Company
- The Company Corporate Ethics and Compliance Officer, by mail or e-mail
 - By mail: 7301 Parkway Dr., Hanover, MD 21076
 - By e-mail: corporateethicsofficer@allegisgroup.com
- The External Hotline
 - By phone: 1-866-377-7489
 - Via the Internet: www.allegis.ethicspoint.com

Equal Employment Opportunity

The Company does not make employment-related decisions, in whole or in part, based on legally protected characteristics or otherwise engage in discriminatory practices such as preferences, quotas, or mandates, in its employment decisions. To provide equal employment and advancement opportunities to all individuals, the Company makes employment decisions solely based on job related criteria such as merit, qualifications, and abilities. The Company invests heavily in all its people related policies, processes, practices, and programs and it strives to implement them fairly across the entire employee population. Doing so allows all employees a fair opportunity to contribute, learn, and grow.

Employees can raise concerns without fear of retaliation, and any employee who has questions or concerns about equal employment opportunity in the workplace, should speak to Human Resources, Legal, or office leadership. Violation of this policy may result in discipline, up to and including immediate termination.

Reasonable Accommodations

To assist our Consultants who are or become disabled, who suffer on-the-job injuries or who are pregnant, we will, either directly or in partnership with our customer, where appropriate make reasonable

accommodations to enable such Consultants 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 transferring to another position, allowing the Consultant to apply for a vacant position for which the Consultant is qualified or providing a leave of absence may be appropriate, depending upon specific facts and circumstances of individual situations. Likewise, we will make reasonable accommodations for an individual's sincerely held religious beliefs and practices to the extent required by applicable law.

There are limits to the accommodations we can reasonably provide. For example, where an accommodation would cause an undue hardship to the Company or its customer, we may be unable to provide the particular accommodation. Similarly, if placing an individual in a position, with or without accommodation, would cause the Consultant to be a direct threat to themselves or others, we may be unable to keep or place the Consultant in a particular position.

If you need to request a reasonable accommodation because of a disability, pregnancy, on-the-job injury or religious belief, please notify your recruiter or account manager, who will then escalate the request to your support person to involve Human Resources. Human Resources will discuss the matter with you, evaluate your request and to the extent possible, attempt to provide a reasonable accommodation.

Any Consultant who has questions or concerns about reasonable accommodations in the workplace is encouraged to speak to their recruiter or account manager, who will then escalate the request to Human Resources. Consultants can raise concerns and make reports and/or requests without fear of retaliation or retribution. Anyone who retaliates against any Consultant for reporting concerns or making accommodation requests may be subject to discipline, up to and including immediate termination.

Anti-Harassment and Anti-Discrimination

The Company is committed to providing and maintaining a workplace environment that is free of harassment or discrimination of any kind and has a long-standing policy of ensuring an environment of respect for each individual.

This prohibition applies to all Consultants, supervisors, managers, vendors, clients, visitors and anyone else employees interact with in the workplace or while performing their duties. No one is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in Company business.

Harassment is offensive, unwelcome physical or verbal behavior or conduct. Do not assume that behavior that is not offensive to you is acceptable to others; harassment is often defined by the person receiving it. Harassment may involve, but is not limited to, co-workers, supervisors, customers, clients or employees of our vendors/service providers. Regardless of who initiates such harassment, it is prohibited.

The Company prohibits any harassing or discriminatory conduct which contributes to an intimidating or offensive work environment and/or interferes with a person's ability to perform his or her job, particularly when that conduct is based on a person's race, color, ancestry, religion, sex, gender, gender expression, gender identity, sexual orientation, national origin, age, disability, medical condition (genetic characteristics, cancer or a record or history of cancer), pregnancy, childbirth or related medical condition, marital status, citizenship status, military or veteran status, genetic information, union affiliation or any other characteristic protected by federal, state or local law ("Protected Characteristics"). This policy applies to all harassment or discrimination occurring in the work environment, whether in the Company's workspace, an affiliated office, a customer workspace or setting, or any place where work is performed for the Company.

Sexual Harassment

While it is impossible to list all the circumstances that can be considered sexual harassment, the following are examples that, if unwelcomed, may contribute to a claim of sexual harassment (depending on all circumstances, including the severity and frequency of the conduct):

- Unwelcomed sexual advances, whether they involve touching or not
- Requests for sexual favors in exchange for actual or promised job benefits, or continued employment
- Any threat to an employee that refusing to submit to sexual advances would adversely affect their employment, evaluation, wages, advancement, assigned duties, career development or any other term or condition of employment
- Sexual jokes and/or sexual innuendo
- Use of sexual epithets, written or oral references to sexual conduct, comments regarding one's sex life, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, prowess or sexual orientation
- Displaying, disseminating or transmitting electronically, sexually suggestive objects, pictures, cartoons, graphics, voicemails, downloaded materials or websites
- Inquiries into someone's sexual activities
- Assault or coerced sexual acts

Inappropriate conduct may be sexual harassment even if the individual did not intend to harass and does not have to be motivated by sexual desire to be unlawful or to constitute a violation of this policy. The type of conduct, not the intent is what is important. Sexual harassment can occur where both individuals are of the same gender or different genders.

The Company specifically prohibits individuals from making unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee such as performance evaluations, wages, advancement, assigned duties, career development, etc.; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Other Forms of Harassment

There are other forms of harassment beyond sexual harassment which the Company also prohibits, including but not limited to telling off-color jokes or slurs, or using any other communication or conduct based upon any Protected Characteristic(s).

The display, or transmission, of inappropriate images, messages or communications, including the use of voice mail, texting or e-mail systems, containing sexual content or content based upon a characteristic protected by law that may be construed as harassment or disparagement of others, is prohibited.

The Company takes harassment and discrimination very seriously, and violations may lead to discipline, up to and including immediate termination.

Bullying/Abusive Conduct

The Company is committed to ensuring our Consultants work in a healthy and safe environment and will not tolerate bullying in the workplace. Workplace bullying is abusive conduct that a reasonable person would find hostile or offensive and that is not related to the Company's or the Company's customer's legitimate business interests.

Reporting Harassment, Discrimination or Retaliation

The Company strongly encourages the prompt reporting of all incidents that may violate this policy. Consultants who report harassment or are involved in an investigation will not be subject to reprisal or retaliation. Any victim or witness to an act of harassment, discrimination, retaliation or violation of this policy is required to promptly notify Human Resources, his or her recruiter, support person, or the leader of the local office.

All complaints will be taken seriously. When a report of a policy violation is made, the Company undertakes a prompt, fair and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The steps taken during the investigation vary depending upon the nature of the allegations. Confidentiality is maintained throughout the investigative process to the extent possible; however, complete confidentiality cannot be guaranteed. To help facilitate a comprehensive investigation, employees are expected to participate fully in the investigatory process. Upon completion of the investigation, remedial action will be taken, if appropriate. Consultants may confidentially report improper customer requests, discriminatory employment practices or any previously reported matter that you do not believe was handled appropriately to the Ethics Hotline at (866) 377-7489 or send an e-mail to corporateethicsofficer@allegisgroup.com.

Reporting Retaliation

The Company prohibits retaliation against individuals who report violations of the policies contained in this Handbook and the Company intranet or are involved in the investigation of such violations. The Company encourages all employees to escalate and report retaliatory conduct immediately. Those that are found to have engaged in retaliatory conduct may be subject to discipline, up to and including immediate termination.

Submission of Candidates to Customer

The Company is committed to partnering with its clients to provide equal employment opportunities for all qualified candidates. Employees may receive client requests that suggest that the Company provide specific employment referral opportunities or candidate screening services that are unethical, inappropriate or discriminatory. It is our strict policy that we do not condone or participate in any such requests on behalf of or at the request of our clients.

All staffing employees are required to attempt to submit the most qualified candidates to fill positions based on objective, bona fide job-related qualifications and standards and without regard to a client's stated or implied preference for, or against, individuals of a particular race, color, religion, sex, gender expression, gender identity, sexual orientation, national origin, age, disability, pregnancy, childbirth or related medical condition, citizenship status, military or veteran status, genetic information, union affiliation or any other characteristic protected by federal, state, or local law ("Protected Characteristic"). This policy applies to all aspects of a client's engagement, including but not limited to practices associated with requirements, selection, submittals, job assignment, compensation, discipline, benefits, training and termination.

The Company provides its employees with the training tools, sales tools and other resources needed to respond appropriately to a client's inappropriate preferences for, or against, individuals on the basis of Protected Characteristics. Employees should and are encouraged to seek additional assistance from their manager/supervisor or Human Resources Department if unsure how to handle a specific client request or situation. If a client persists with a preference for, or against, individuals on the basis of any Protected Characteristic(s), the employee is required to immediately notify his or her Manager/Supervisor, Human Resources, or Office Leadership (i.e., Employee Relations or HR Manager, Your Director, Your Vice President or Your Manager) so appropriate action may be taken. Employees may also confidentially report client requests and/or discriminatory employment practices to the Ethics Hotline (866) 377-7489; or send an e-mail to corporateethicsofficer@allegisgroup.com. Employees will not be subject to retaliation or retribution for filing a report.

Any employee who engages in discriminatory practices on behalf of a client including, but not limited to, steering certain individuals based upon their Protected Characteristic to certain jobs – because of expressed or perceived client preferences – has violated Company policy and will be subject to discipline, up to and including immediate termination.

Pay Transparency

The Company will not discharge or in any other manner discriminate against Consultants or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation proceeding, hearing or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information, or (d) unless otherwise legally permissible.

Information Security

The Company is committed to ensuring the safety, security and privacy of personnel and Company data in adherence with data protection and data privacy laws. The goal of the Information Security Management Framework is to ensure all information assets identified with, owned by or entrusted to the Company are protected in a manner consistent with the value attributed to them by the Company in accordance with business requirements, customer requirements and relevant laws and regulations. The Information Security Management Framework includes the following Company policies:

- Information Security Policy - contains important rules covering information security and establishes safeguards and controls to protect the Company's informational assets from loss and

from unauthorized access, modification, destruction or disclosure. This includes rules around storage of data and encryption of data.

- Information Classification Policy - provides guidelines for classifying the Company's information by sensitivity level and establishes consistent security requirements for classifying, labeling, handling and disposing of information in a secure manner
- Employee Privacy Policy - outlines how the Company protects personal data, who it is provided to, or accessible by the Company and explains the Company's Global Privacy Principles
- Acceptable Use Policy - establishes acceptable use of the Company's electronic resources, including (but not limited to) desktop and laptop computers, personal digital assistants, cell phones, electronic mail ("e-mail"), Internet access, internal network resources ("intranet"), external network resources ("extranet"), file shares, SharePoint sites, telephones, voice mail, fax machines, multifunction devices/printers, software, applications, operating systems, databases and electronic storage media
- Bring Your Own Device ("BYOD") Policy - explains how you are able to connect your personal devices to the Company's network or other resources and the remote access that the Company will have to any such personal devices
- Social Media Policy - provides guidance for acceptable/unacceptable uses of social media as well as information on the appropriate use of social media for certain roles in the Company such as employees in recruiting roles and employees in the Marketing department
- Records Retention Policy - provides guidance for the proper storage, maintenance and destruction of Company records
- Workplace Monitoring Policy - provides guidance on how the Company monitors Company personnel, to what extent they can expect to be monitored, and the governance that will apply

The policies of the Information Security Management Framework:

- Apply to all Company personnel, including employees, Consultants, temporary workers and any authorized representatives, independent contractors or agents
- Apply regardless of whether the activities are conducted from the Company's premises
- Are mandatory and will be enforced worldwide
- Establish a minimum standard of acceptable conduct

Any employee who is found to have violated any of the policies of the Information Security Management Framework may be subject to discipline, up to and including immediate termination.

Complete copies of the policies referenced above can be requested by emailing privacyofficer@TEKsystems.com.

Drug and Alcohol-Free Environment

The Company is committed to creating a safe workplace free from drugs and alcohol and will vigorously comply with all federal, state and local laws, including the Drug Free Workplace Act of 1988.

Definitions Under this Policy

- An **"illegal drug"** is any substance that is illegal to use, possess, sell or transfer under federal law.
- **"Drug paraphernalia"** are any items used or intended for use in making, packaging, concealing, injecting, inhaling or consuming illegal drugs or inhalants.

- A “**prescription drug**” is any substance prescribed for an individual by a licensed health care provider.
- An “**inhalant**” is any substance that produces mind-altering effects when inhaled.

The Company prohibits the use, possession, sale, manufacture, distribution, dispensation, purchase and/or consumption of unauthorized prescription drugs, inhalants, illegal drugs, drug paraphernalia or alcohol of any kind, while employees are working, are present on the Company and/or customer premises or are conducting Company and/or customer related work offsite.

Any violation of this policy may lead to disciplinary action, up to and including immediate termination.

Any Consultant who is prescribed a drug by a doctor should ask the doctor whether use of that drug will affect their ability to work safely and effectively. Each Consultant is responsible for being aware of and following all cautions associated with the use of any prescription or non-prescription drug. If a Consultant believes that their job performance will be impacted by any prescription or non-prescription drug, the Consultant should promptly inform his or her recruiter, account manager or support person who will coordinate with Human Resources what issues need to be addressed. The Company may, within its own discretion, prohibit any Consultants from working while taking prescription or non-prescription drugs that may adversely affect their ability to safely and effectively perform their job duties.

Notice of Drug and Alcohol Testing

The Company requires that all Consultants be free of alcohol, illegal drugs or any other substance that may adversely impact the Consultant’s ability to work safely and effectively. To ensure compliance with Company policy, the Company may conduct drug and/or alcohol testing to the extent allowed by applicable law. Testing includes, but is not limited to, post-incident and reasonable suspicion testing. A copy of the full Drug and Alcohol Testing Policy may be obtained by contacting your support person.

Consultants with questions about this policy or issues related to this policy should contact their support person.

Employee Conduct and Work Rules

To ensure orderly operation and provide the best possible work conditions, the Company expects Consultants to follow rules of conduct that protect the interests and safety of all employees and the organization. In addition to the guidelines set forth below, Consultants are expected and obligated to abide by all rules of conduct in place at any customer facility where the Consultant works.

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 immediate termination of employment:

- Theft or unauthorized removal or possession of Company or client property
- Falsifying Company records including records involving the reporting of time
- Working under the influence of alcohol or illegal drugs
- Possessing, distributing, selling, transferring or using illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Damaging employer-owned or customer-owned property through negligence or improper use
- Behaving in an insubordinate or other disrespectful manner

- Behaving in a rude or unprofessional manner
- Using profane or vulgar language
- Sleeping on the job
- Violating safety or health rules
- Smoking in prohibited areas
- Engaging in sexual or other unlawful harassment
- Possessing dangerous or unauthorized materials in the workplace, such as explosives or firearms
- Excessive absences and tardiness is disruptive to our clients and can be grounds for disciplinary action up to and including possible termination. Failure to notify the Company of all absences or tardy occurrences can be grounds for disciplinary action up to and including termination of employment.
 - Except in cases of medical emergencies or other extraordinary circumstances, and in accordance with applicable law, absences of three (3) or more days without notice will be considered a voluntary resignation or job abandonment. Notice is considered calling your recruiter. If there is ever an emergency or you will be later than five minutes arriving at your assignment, you agree to notify your recruiter as soon as possible so that the client may be notified.
- Using telephones, mail system or other employer-owned equipment without authorization
- Disclosing business "secrets" or confidential information
- Violating personnel policies
- Performing your duties or conducting yourself in an unsatisfactory manner

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

Nothing in this Handbook or this policy is intended to unlawfully restrict your right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act, including, but not limited to, the right to engage in concerted activity for the purposes of mutual aid and/or protection, or any similar state law provision. Nothing in this Handbook or policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights under the National Labor Relations Act or any other legal rights.

Employee Benefits and Leave

Employee Benefits

Consultants may be eligible to elect or participate in various benefit programs that are offered by the Company. For additional information on the types of benefit programs offered, including eligibility requirements, please access <http://www.allegisbenefits.com> or contact the Benefits Service Center at 866-886-9798.

State Leave Laws

The Company has employees in many states. Where a particular state gives employees additional leave rights, we will comply with those laws. If you live in a state that provides state protected medical or family leave, and the purpose for your state leave is the same as the purpose for your leave under the FMLA, you must take that state leave concurrently with your FMLA, where permitted by applicable law.

Civic Responsibilities (Jury Duty, Witness Duty, Voting) Leave

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, the Company is pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately so we can plan the work with as little disruption as possible. While you are on jury duty, the Company will comply with applicable law including with regard to payment of wages while an employee is on jury duty where applicable.

Employees on jury duty must provide their supervisor with a copy of the subpoena. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested and if allowed by law.

Witness Duty: If you are subpoenaed to appear as a witness, please notify your supervisor immediately so we can plan the work with as little disruption as possible. We do not pay employees who are subpoenaed to appear as witnesses unless the employee's appearance is requested by or on behalf of the Company or required by applicable law.

Employees with witness duty must provide their supervisor with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their supervisor as soon as possible and report to work if requested.

Voting: Although polls are open most of the day, we realize that in some instances our employees are required to work long hours or overtime and may have insufficient time to get to the polls. If you have a problem in this regard, please let your supervisor know so that we can make arrangements for you to have the necessary time to get to the polls. You may be entitled to up to two (2) hours of paid time off to vote.

Family and Medical Leave (including Military-Related FMLA Leave)

The Family and Medical Leave Act (“FMLA”) provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons.

Employee Eligibility

To be eligible for Family and Medical Leave, you must:

1. Have worked at least 12 months for the Company in the last seven years; and
2. Have worked at least 1,250 hours for the Company over the preceding 12 months.

All periods of absence from work due to Military-related FMLA Leave (see section below) are counted in determining FMLA eligibility. For additional details regarding FMLA (including Military-Related FMLA Leave), please see the full FMLA Policy which can be requested by emailing Leave_Disability@allegisgroup.com.

Conditions Triggering Leave

Family Medical Leave may be taken for the following reasons:

- Family obligations relating directly to childbirth (FMLA only), adoption or placement of a foster child (up to 12 weeks);
- Care for a child, spouse or parent with a serious health condition (up to 12 weeks);
- An employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
- Care for a member of the Armed Forces (including National Guard) who is a spouse, parent, child and certain other next of kin relatives (up to 26 weeks) (see Military Caregiver Leave under Military-Related FMLA Leave); or,
- Handle certain qualifying exigencies related to activities such as short notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care and post-deployment debriefings (up to 12 weeks) (see Qualifying Exigency Leave under Military-Related FMLA Leave).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For Military Caregiver leave, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definition of Serious Health Condition

“**Serious Health Condition**” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, 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, including treatment for substance abuse.

Identifying the 12-Month Period

The Company measures the 12-month period in which leave is taken by the “rolling” 12- month method, measured backward from the date of any Family Medical Leave with one exception. For Military Caregiver, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date. Family Medical Leave taken for bonding with newborn, adopted or foster care child must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take Family Medical Leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule for:

- The Serious Health Condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness;
- Qualifying Exigency Leave

Intermittent leave is not permitted for birth of a healthy child, to care for a newly-born healthy child or for placement of a healthy child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations. Employees requiring intermittent leave should provide advance written notice of leave when practicable, or written notice within one week of when the leave was taken.

Use of Accrued Paid Leave

Family and Medical Leave is unpaid. Employees participating in a paid sick leave plan must use accrued unused paid sick time concurrently with Family Medical Leave except during times that workers' compensation or other disability benefits are available to the employee. This includes use of available paid sick leave during any elimination period for receipt of benefits.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Company will maintain coverage during your Family Medical Leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of Family Medical Leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking Family Medical Leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Notice must be provided:

- If the need for leave is foreseeable: 30 days in advance of the anticipated beginning date of the leave.
- If the need for leave is not foreseeable: as soon as is practicable and in compliance with the Company's normal procedures.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification. Second or third medical opinions for an employee's own serious health condition may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

Employer Responsibilities

To the extent required by law, the Company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for Family Medical Leave, the Company will provide the employee with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlements. If the Company determines that the leave is not protected, the Company will notify the employee.

Job Restoration

Upon returning from Family Medical Leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions to the extent available with the current or other client.

Failure to Return After Family Medical Leave

Any subsequent request for Family Medical Leave beyond the original approved leave must be accompanied by a new Medical Certification Form and submitted to the Benefits department for review and approval. Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence and you failed to obtain requisite approval from the Benefits department. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Employers' Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA, or 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.

While the Company encourages employees to bring any concerns or complaints about compliance with the FMLA to the attention of your support person or Human Resources, you may also file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Military Related FMLA Leave

There are two forms of Military-Related leave: Military Caregiver Leave and Qualifying Exigency Leave.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. Any FMLA taken for any reason from the time of the incident going forward counts against the 26 weeks of leave but not anything used before that time. An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered service member and it should be completed by an authorized health care provider within 15 days.

Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the covered active duty or call to covered active duty status of a “military member.”

Qualifying Exigency Leave is available under the following circumstances:

- **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- **Military events and related activities.** To attend any official military ceremony, program or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
- **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state or local agency in connection with service benefits.
- **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
- **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
- **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member’s active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
- **Parental care.** To care for the military member’s parent who is incapable of self-care.

- **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days.

Uniformed Services Employment and Reemployment Rights Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the Reserves or National Guard, and prohibits employer discrimination based on military service or obligation. The Company complies fully with USERRA and similar state laws.

Request for Military Leave

Employees called to military leave shall notify the Leave Services team at 866-886-9798 or by email at Leave_Disability@allegisgroup.com, and submit a Military Leave Request Form along with a copy of their military orders or training notice (if available) to initiate the request for leave.

Any questions regarding the status and/or approval of military leave should be directed to the Leave Services team, at 866-886-9798 or by email at Leave_Disability@allegisgroup.com.

Benefits

Employees on an approved extended military leave who gain full military benefits will be contacted by the Benefits department to confirm they want to remain enrolled in Company benefits.

- Employees who opt to terminate coverage will be eligible to re-enroll upon their return from active duty.
- Those opting to remain enrolled:
 - During the first 12 months of such benefit continuation, the cost will be the same as if the individual were still actively employed.
 - If the military leave of absence extends beyond 12 months, the cost will change to the COBRA rate for the remaining 12 months.
 - Benefits will terminate after 24 months of deployment and COBRA will be offered.
 - Regardless of length of deployment, the employee is responsible for all payments for themselves and dependent coverage.

All employees on extended military leave who opt to remain enrolled, or employees on short deployments will continue to remain enrolled in any benefits they have elected and continue to remain responsible for premium payments. Employees will need to elect to re-enroll in a Dependent Care Flexible Spending Account (DCFSA) on an annual basis.

Reinstatement

The Company reinstates employees returning from military leave as required by USERRA. Upon release from service, the employee should contact the Benefits department and Human Resources as soon as possible to discuss reinstatement.

Employees are entitled to reinstatement upon return from military service if:

- They have provided the Company with advance notice of the need for military service leave;
- Their cumulative military service was less than five years during their employment relationship with the Company;
- They return to work or submit an application for reinstatement in a timely manner; and
- They were not separated from the uniformed services for a disqualifying reason.

Lactation Break

Any Consultant that will require lactation breaks should provide advance notice to the Company, which allows the Company to work with its Customer and the Consultant to ensure a reasonable amount of break time in a private room that is not a bathroom. The break time should, if possible, be taken concurrently with other break periods already provided. If a non-exempt hourly employee does not have enough break time to cover the time needed to express milk, any additional time for a lactation break will be unpaid.

Retaliation against Consultants that request to express milk at work or a lactation accommodation is expressly prohibited. Consultants may report violations of their right to express milk or to request a lactation accommodation to their HR representative.

Meal and Rest Periods

The Company complies with federal and state legal requirements concerning meal periods and rest breaks.

Personal Appearance

Employees are expected to project a professional image that positively represents the Company. When working at a customer site, employees must comply with the customer's dress code policy.

Safety

Reporting of Accidents and Hazards

It is the Company's policy to provide medical care to employees experiencing an unintentional on-the-job injury or illness. Consultants must notify their support person or recruiter and the customer supervisor immediately following an unintentional on-the-job injury or illness. Once reported, a medical facility is authorized to provide adequate medical care. To assist in the rehabilitation process following an on-the-job injury, the Company offers modified-duty assignments to Consultants based on prescribed medical limitations.

Procedures for Accident Reporting

The following steps must be followed by a Consultant who suffers an unintentional on-the-job injury or illness:

1. Notify the client supervisor and a Company representative immediately
2. In emergency situations, proceed to the nearest emergency medical facility and obtain temporary medical care.

3. Complete all required documents related to the event that can be obtained through your support person. Provide a detailed explanation of the event, including information such as the time, date, location, cause and effect of the event.

Your support person must provide a listing of physicians, industrial clinics and medical facilities in the area. Update your support person about the status of your health and ability to return to work.

Workers' Compensation Fraud

All unintentional on-the-job injuries or illnesses claimed by Company Consultants are thoroughly investigated. Fraudulent claims are not tolerated and are pursued to the fullest extent.

Violence-Free Environment

The Company will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking and threats of violence. Employees should not joke or make offhand remarks about violence. Any comments about violence will be taken seriously and may result in discipline up to and including immediate termination. Weapons of any kind, including but not limited to concealed weapons, are not allowed on the premises of the Company, the Customer's premises or any place where work is being performed, in accordance with applicable law.

What to do in Case of Violence

If you observe an incident or threat of violence that you believe is imminent and may cause risk of injury or serious harm to you or others in the workplace, **IMMEDIATELY DIAL 9-1-1** and report it to the police.

If the incident or threat of violence does not appear to require immediate police intervention, please report it to your recruiter, support person, the leader of the local office or Human Resources as soon as possible. All complaints will be investigated, and appropriate action will be taken.

Separating from the Company

End of Assignment Notification

Upon completion of an assignment, it is the responsibility of the Consultant to contact their recruiter or support person within one business day to inform the Company that the employee's assignment has ended. By informing the Company of the employee's availability to work, the Company can ensure that the employee gets priority when an assignment for which they are qualified becomes available. The employee must contact their recruiter or support person regardless of who originally notified the employee of the end of the assignment. If the employee fails to contact the Company within one business day, the Company will assume the employee is not available to work. In most states, failure to contact may adversely affect the employee's ability to collect unemployment benefits.

Employees must follow the procedures outlined below:

Employees must inform the recruiter of the employee's availability for other assignments within one business day after completion of an assignment. The employee must call the recruiter between the hours of 8:00 a.m. and 5:00 p.m. If the recruiter is not available, the employee may leave a detailed voice mail message for the recruiter. The employee must state in the message that the call is a notification of a completion of assignment, the last day worked, availability for a new assignment and their name and phone number.

Return of Property

When a Consultant leaves the Company, all Company, including Company's customers' property, must be returned no later than the last day of employment. Company and customer property includes, but is not limited to: the original and any copies of any electronic or hardcopy Confidential Information, Trade Secret information, Company-issued keys, pass cards, tools, samples, fax machines, cell phones, computers (laptop and/or desk top), credit cards, rolodexes, files, brochures, equipment, documents, lists, reports, printouts, drawings, plans, sketches, computer disks, thumb drives, printouts and any other record or document relating to the Company or its business, products or services, any information required to be returned in accordance with any applicable employment agreement, or any equipment provided as part of an ADA request. You are required to abide by any obligations set forth in an applicable employment agreement when separating from the Company.

Solicitation and Distribution

The Company strives to create a work environment where Consultants have the time, tools and support necessary to perform their jobs without distraction. In the interest of maintaining this work environment, the Company strictly regulates the solicitation of Consultants and the distribution of non-work related literature to Consultants. Solicitation of Consultants for any non-work related purpose, during working time is prohibited. Posting or distribution of non-work related materials in any company working area or on the property of the Company's customer is also prohibited.

Employees are prohibited from distributing non-work related material in any working area. Employees may distribute non-work related material in non-working areas during non-working time but must obtain prior authorization from the Company or the Company's customer to distribute non-work related material during the employee's working time or the working time of other employees.

For purposes of this policy, "working time" means the period of time that an employee spends performing actual job duties but does not include rest periods, meal breaks and other specified times when employees are not expected to be working. "Working areas" include all locations on the Company's premises and/or where employees conduct work for the Company at a customer/client site, but does not include break areas, cafeterias, social gathering areas or parking lots where employees are not expected to be working. The Company and its customers also reserve the right to regulate and remove non-work related materials on company and/or customer bulletin boards.

Nothing in this policy is intended to interfere with the rights protected under the National Labor Relations Act, or similar state law, which gives employees the right to engage in, as well as the right to refrain from engaging in protected concerted activity relating to terms and conditions of employment including but not limited to conduct for union organizational purposes. Consultants should also familiarize themselves with client policies where applicable.

Timekeeping Procedures, Overtime and Pay

The Company pays employees for all time worked in accordance with our payroll schedule and in compliance with federal and applicable state/local law. The Company workweek runs from Sunday to Saturday. Consultants are required to immediately report any requests from customers to work off the clock to your recruiter, support person or the leader of the local office.

Exempt/Non-Exempt Status

All positions in the Company are classified as either exempt (salaried or all hours) or non-exempt (hourly) pursuant to the applicable provisions of the Fair Labor Standards Act (“FLSA”) and applicable state and local laws. Only positions classified as non-exempt are eligible for overtime compensation. All employees in non-exempt positions in the Company are strictly prohibited from conducting any work outside of their normal business hours, which includes not performing work on any Company issued or personal electronic device such as cell phones, smart phones, tablets, computers and/or laptops, without the prior approval of their supervisor or manager. Exempt employees may not be subject to certain salary deductions, and the Company will only take those deductions that are permitted under applicable law.

Any concerns regarding the FLSA classification of your position, applicable state/local wage and hour laws, or compensation for hours worked, including overtime hours, should be escalated to your recruiter or support person.

Timekeeping

All Consultants are required to record his or her hours of work for the Company to your support person by Monday at 10:00 a.m. local time on a weekly basis. Failure to do so may result in disciplinary action up to or including termination. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You will be informed on your first day on the job whether you are required to keep your time by a time clock, a time sheet or some other method. Whatever your method of timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked.

Additionally, when applicable, all Consultants must record any other non-working time (except breaks) such as time away from the Company for errands, doctor appointments, etc.

Any changes or corrections to your time card or time record must be initialed by you and your supervisor. Under no circumstances may any employee record another employee’s time card or ask another employee to record his or her time card. Recording another employee’s time card or asking another non-management employee to record your time may result in discipline, up to and including immediate termination.

“Off-the-Clock” Time is Not Allowed

Comp time, banked time or “off-the-clock arrangements,” in lieu of hours actually worked is strictly prohibited by the Company. All hours worked must be recorded appropriately and paid at the applicable straight time and/or overtime rate during the payroll period worked. If you are asked to hold, bank or under report time, report it immediately to your recruiter or support person.

Recoupment of Wages and/or Expenses Overpayment

Overpayments may occur from time to time because of an error in the Company’s processing of your pay or expenses. Should you receive an overpayment, under these or any other circumstances, the Company will recoup the overpayment to the extent allowed by law, including but not limited to, payroll deductions, repayment plans or legal action. You must notify the Company immediately if you become aware of an overpayment.

Verification of Employment and Personnel Files

Consultants may review their personnel files by requesting such a review, in writing, to Human Resources.

To the extent required by law, Consultants can review their personnel file at a time and place mutually convenient for the employee and the Company. Employees may not remove items from their personnel file. Copies of documents that an employee has signed will be provided upon written request. Copies of additional documents will be provided at the discretion of the Company or as required by applicable state law.

We will not disclose employment or income information without prior authorization from the employee unless required to do so by law (e.g. in response to a subpoena) or a government authorized request (e.g. child support or garnishment order). Employment verifications should be processed with the Thomas & Company Employment & Wage Verification Service. Thomas & Company will confirm dates of employment and the position(s) held during employment. The employee must supply a Verifier PIN to the verifying organization for Thomas & Company to release financial information. The verifying organization should contact Thomas & Company at <https://www.Thomas-and-Company.com>. The Company Code number is AGI938. If the verifier needs further assistance they should call the Thomas & Company Verifications Department at 800-791-8943.

Compliance Postings

Federal, state, and local workplace compliance posters can be accessed online [here](#). Please reach out to your Employee Relations representative with questions.