



June 2022

Employee Handbook

**DISCLAIMER OF EXPRESS OR IMPLIED CONTRACT OF
EMPLOYMENT**

THIS EMPLOYEE HANDBOOK IS PROVIDED AS A GUIDE AND DOES NOT CREATE EITHER AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OF ANY SPECIFIC DURATION.

YOU UNDERSTAND THAT EMPLOYMENT AT-WILL MEANS THAT EITHER THE COMPANY OR YOU HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME AND FOR ANY REASON NOT OTHERWISE PROHIBITED BY LAW.

Employees Signature

Date

Name Printed

(Note: This page is to remain in the Employees Handbook.)

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WELCOME!

Welcome to the ClearStar Team!

We hope you agree that you have a great contribution to make to our organization and that you find your employment with us a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want your employment with us to be one that is mutually beneficial and gratifying.

Whether you have recently joined ClearStar or one of its affiliates (collectively “ClearStar” or the “Company”) or have been employed by ClearStar for many years, you are part of an organization that offers employers valuable employment intelligence to support better recruiting and decision-making by increasing the quality, reliability, and visibility of information.

As in any organization with a strong focus on providing superior service, our employees at ClearStar are the most important resource to delivering our services with expertise and exceptional care. As an associate, you contribute to our success by supporting the Company’s Vision, Mission and Values. Our hope is that you will find great satisfaction in doing so and take pride in your work here.

Chad C. Parodi

Chief Executive Officer

INTRODUCTION

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our company policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This Employees Handbook replaces all previous ClearStar handbooks, policies and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including, termination of employment. Likewise, this Handbook does not replace or supersede any standalone state/city-specific policies, unless expressly stated herein.

ClearStar and Insperity are in a co-employment work relationship. This means that ClearStar handles the day-to-day operations related to its core business. Insperity handles the administrative responsibilities, such as payroll processing and benefits, and supports the company with human resource issues.

You should have already signed an Insperity Employment Agreement outlining your employment relationship with Insperity. Contact your supervisor or an Insperity payroll or human resource specialist if you have any questions.

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

Modifications and Amendments

ClearStar retains the exclusive right and maximum discretion permitted by law to unilaterally modify, rescind, or amend the policies and procedures contained herein at any time, with or without an associate's prior agreement and with or without notice.

ClearStar policies and procedures will continually be refined to meet the needs of our business as it grows and changes.

Policies and Procedures Referenced

Some of the policies and procedures described in this Handbook are covered in more detail in official policy or procedure documents. Associates should refer to these documents for specific information since this Handbook only briefly summarizes those policies and procedures.

State and Local Laws

ClearStar operates in multiple states and we have not listed every situation when state or local laws and regulations may differ from the policies listed in this Handbook. If there is a discrepancy between this Handbook and applicable law, the law will govern if it is more favorable to the associate.

CLEARSTAR CORE VALUES

ClearStar is driven by data, technology, service, and results. But more than anything, we are defined by our Core Values. Our core values light the way for our team. They drive every decision we make and have been an integral part of the success we've experienced throughout the years. They also give our clients and their candidates a look at the experience they can expect from us every time.



Think Like A Customer

Quality first! Anticipate needs and stay a step ahead. Build meaningful relationships that last a lifetime. Improve confidence and loyalty with every interaction.



Do What You Say

Own it! Always do the right thing. "Be" the resolution, act quickly with integrity and always follow up and follow through.



Have Honest Conversations

Be open and honest with each other and embrace tough conversations. When approached with positive intent and respect they yield the best outcomes for the organization and team.



Strengthen Each Other

Help and support each other. Recognize and celebrate others' success. Enjoy the journey, have fun, and remember nothing of significance in the world is accomplished alone.



Compete to Win

Make winning a habit! We set the standard and winning is engrained in everything we do. Outperform the competition to create an advantage and be number one in the minds of our partners and customers.



Pursue Innovation

Be courageous, fail fast, and learn faster! Creatively approach every task and obstacle to find original solutions. Be unconstrained and dare to disrupt the status quo.

EMPLOYMENT

ACCOMMODATION OF DISABILITIES

ClearStar is committed to making every reasonable effort to accommodate a employees' disability. A reasonable accommodation may be provided as long as the employees can perform the essential duties of the job, and it does not create an undue hardship for the company. A reasonable accommodation may include changes in the work environment, changes in the way a job is performed, or a leave of absence if no reasonable accommodation can be provided. Reasonable accommodations depend upon the employees' job duties and the specific facts and circumstances of each individual situation.

Under this policy, if you are pregnant and request a reasonable accommodation for the duration of, or any part of your pregnancy, ClearStar will explore ways of providing the reasonable accommodation including, but is not limited to, the following:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- Acquisition or modification of equipment;
- Changing the employees' job duties;
- Changing the employees' work hours;
- Relocating the employees' work area; or
- Providing leave necessitated by pregnancy, childbirth, or medical or common conditions relating to pregnancy or childbirth.
- Private, non-bathroom space for expressing breast milk.

Accommodations depend upon the employees' job qualifications and the specific facts and circumstances of each individual situation.

Please inform your supervisor if you require an accommodation, so the company can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

AT-WILL EMPLOYMENT

Your employment with ClearStar is at-will which means that you or ClearStar may terminate your employment at any time for any lawful reason unless a written employment agreement exists with ClearStar that provides otherwise. Your employment with Insperity is at-will regardless of whether you have a written employment agreement with ClearStar.

ClearStar has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. Insperity does not have the authority to change your at-will status with ClearStar, enter into any agreement for employment for any specified period or make any promises or commitments to the contrary. Likewise, ClearStar does not have the authority to change your at-will status with Insperity, enter into any agreements on behalf of Insperity for employment for any specified period or make any promises or commitments to the contrary. ClearStar however, maintains the ability to enter into employment agreements, independent of Insperity, which is not binding on Insperity and does not alter the at-will nature of your employment with Insperity. For an employment agreement with ClearStar to be considered valid, it must be signed by the CEO or Chief Legal Counsel.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the Handbook Acknowledgment, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

CHANGE IN POLICY

The company may change, revoke or supplement the policies in this handbook at any time without notice. The company will determine the effective date of any changes and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Supervisors do not have the authority to change the policies in this handbook on their own. If you are uncertain about any policy or procedure, contact your supervisor for clarification.

EMPLOYMENT OF RELATIVES

ClearStar allows the employment of qualified relatives of employees provided that the working relationship does not create an actual or perceived conflict of interest.

ClearStar requires that employees disclose any close personal or family relationship between employees with Human Resources, and determination will be made as to assignments based on the potential impact on the company. The company has the right to adjust assignments as deemed necessary.

For purposes of this policy, "relative" is defined as a spouse, (registered) domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. This policy applies to all categories of employment at the company, including regular, temporary and part-time positions.

EQUAL EMPLOYMENT OPPORTUNITY

ClearStar Inc. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ClearStar Inc.'s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

The company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Chief of People and/or the Employee's Supervisor to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Company's decision regarding the request within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Chief of People and/or the Employee's Supervisor. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Chief of People and/or the Employee's Supervisor. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

IMMIGRATION LAW COMPLIANCE

ClearStar and Insperity are committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes identity and authorization to work.

Your employment may be terminated if at any time you cannot comply with laws requiring you to verify your right to work in the United States.

PERSONNEL FILES

ClearStar and Insperity each maintain a personnel file on each employees. Contact your supervisor to request a review of your company personnel file, or contact your Insperity payroll or human resource specialist to view your Insperity personnel file.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward a employees Change of Personal Information form to your Insperity payroll specialist or you may update your file through the Insperity Premier™ at <http://portal.insperity.com>. Assistance may also be provided through the Insperity Contact Center at 866-715-3552, 7AM-7PM CT Monday-Friday.

SEPARATION FROM EMPLOYMENT

Employees may be separated from employment either voluntarily or involuntarily by resignation, retirement, lack of work, poor performance or other reasons. If no specific employment agreement exists, employees may voluntarily end their employment at any time. The Company asks for a minimum notice of two weeks for resignations of employees, and a minimum of three weeks for Vice President and above positions.

Exit Interviews

Human Resources may request an exit survey to obtain feedback about your reasons for leaving and any other impressions or feedback that you may have about ClearStar. During the exit survey, we encourage you to provide insights into areas for improvement for the company and your specific position.

Return of Company Property

Any property issued to you by the company such as software, computer equipment, databases, files, cell phone, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. Employees working remotely should have their equipment shipped to the company headquarters within five business days of separation. Employees will be responsible for any lost or damaged items.

Rehires

Employees that are rehired into ClearStar will not be reinstated with the same original hire date for purposes of seniority automatically. Some circumstances may justify reinstatement, considering amount of time away, length of service, and reasons for separation.

EMPLOYMENT VERIFICATIONS

Requests for employment verifications, for current or former employees, should be directed to Insperity's Contact Center at 866-715-3552, option 5. Insperity will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

Written Verifications requests:

Employees who need to submit a written verification request can send the request via fax to Insperity Employment Verifications department at 866-390-4248 or by email to employment_verifications@insperity.com. Written requests must be sent with a signed authorization from the employee making the request.

EMPLOYEE CONDUCT

ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of ClearStar. Being late or absent, whether working at a facility or in a remote capacity, places a burden on other employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, notify your supervisor directly as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately. Employees should familiarize themselves with the process for notifying ClearStar of their absences for their specific worksite, please consult with your supervisor for any additional information regarding call out procedures.

If you are absent for three or more consecutive workdays due to personal illness, you may be required to provide a statement from your healthcare provider before you will be permitted to return to work, unless state or local law provides otherwise. Failure to properly report your absences may be considered a voluntary resignation of your position.

ANTI-HARASSMENT

ClearStar and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action.

ClearStar and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on a employees’ submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

ClearStar and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employees identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. ClearStar and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employees.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, ClearStar and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employees may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of ClearStar who reports an activity to designated officials that the employee considers to be illegal or dishonest business activity. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include but are not limited to, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact the Human Resources Chief of Staff or report to the Company's Whistle Blower Hotline at 855-638-8895.

Whistleblower protections are provided in two important areas -- confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, ClearStar does not condone retaliation of any kind. A whistleblower who believes they have been retaliated against must contact Chief of Staff immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document that is filed in a lawsuit or other proceeding, if such filing is made under seal.

An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the employer's trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

All reports of illegal and dishonest activities will be promptly submitted to the President and Chief Executive Officer who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact the Chief of Staff.

Policy Objective

The objective of this Policy is to encourage all ClearStar, Inc. ("Company") employees and contractors, acting in good faith, to report wrongful conduct. The Company is committed to protecting employees and contractors from Retaliation for individuals making a Protected Disclosure of Wrongdoing.

Audience

This policy applies to the Company and its affiliated entities. The Company reserves the right to change, modify, add or remove portions of this policy at any time. Failure to comply with this policy could result in consequences including, but not limited to, termination of employment.

Definitions

Good Faith- Good Faith means that any Company employee or Contractor making a Protected Disclosure of Wrongdoing must have reasonable grounds for believing the information disclosed regarding the Wrongdoing.

Protected Disclosure

Protected Disclosure means any communication about an actual or suspected Wrongdoing by a Company director, officer, employee, agent or contractor based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or Company Policies. Protected Disclosures shall also include assisting the Board of Directors and/or Audit Committee, Company management or any other person or group, including any governmental, regulatory or law enforcement body, in investigating Wrongdoing. Protected Disclosures should be disclosed to an employee's supervisor, any Company legal counsel or compliance officer, any Company officer or director or to the Compliance Hotline.

Retaliation

Retaliation means an action against an employee or contractor because the employee or contractor made a Protected Disclosure or has participated in an investigation, proceeding or hearing involving a Wrongdoing. Retaliation includes discharge, demotion, suspension, threats, harassment, discrimination, either directly or indirectly, against any Company employee or contractor who, in good faith, makes a Protected Disclosure.

Wrongdoing

Wrongdoing means a violation of the Company Code of Conduct, a material violation of this Policy or any other Company Policy or Standard, any violation of applicable state and federal laws; or the use of Company property, resources, or authority for improper personal gain. Wrongdoing shall also include providing incorrect financial reporting, fraud or deliberate error in the preparation, evaluation, review or audit of any Company financial statement, fraud or deliberate error in the recording and maintaining of the Company's financial records, or deviation from full and fair reporting of the Company's financial condition.

Prohibition Against Retaliation

No Company employee or contractor who, in good faith, makes a Protected Disclosure of Wrongdoing shall be subject to Retaliation. Any employee or contractor who retaliates against any employee or contractor who makes a Protected Disclosure of Wrongdoing is subject to discipline up to and including termination.

False Allegations, Confidentiality, Employment Decisions and Reporting Crimes

False Allegations

Any employee or contractor who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of Wrongdoing or a subsequent false report of Retaliation will be subject to disciplinary action, up to and including termination.

Confidentiality

Protected Disclosures may be submitted anonymously using the Compliance Hotline. Protected Disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Employment Decisions

Nothing in this policy is intended to interfere with legitimate employment decisions, including disciplinary action or termination of an employee.

Reporting Crimes

Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.

Audit and Enforcement

The Internal Audit Committee shall perform periodic audits of the compliance of this Policy. Failure to comply with this Policy could result in disciplinary action, including termination of employment.

ANTI- MODERN SLAVERY

Policy statement

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labor and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery, and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labor, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Responsibility for the policy

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Compliance Working Group has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the HR Department.

Compliance with the policy

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify your manager or HR department as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our Whistleblower Policy as soon as possible.

If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager or through the confidential helpline.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavorable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the compliance manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure, which can be found at the intranet.

Communication and awareness of this policy

Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

Our commitment to addressing the issue of modern slavery in our business and supply chains must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of this policy

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organizations working on our behalf if they breach this policy.

CONFIDENTIALITY OF BUSINESS INFORMATION

ClearStar is committed to protecting the confidentiality of information that we handle for our clients or customers. The general business affairs of our customers and clients should not be discussed with anyone outside the organization except as required in the normal course of business. Confidential information regarding our business includes, but is not limited to, inventions, discoveries, improvements, processes, formulas, software, apparatus, equipment, methods, trade secrets, research, client data and information or cost or purchases of Client's products or services should not be disclosed to any party without the appropriate consent of the ClearStar.

If you receive an inquiry requesting verification of employment for current or former employees, refer the caller to Insperity's Employment Verification hotline number at 866-715-3552, option 5.

CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS AND OTHER CONFIDENTIAL EMPLOYEE INFORMATION

ClearStar is committed to protecting the confidential information of all employees and clients or customers. Employees are required to maintain the confidentiality of all employees or customer or client information including but not limited to, Social Security Numbers, including any part of Social Security Numbers, driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers, health insurance identification numbers or health information.

If you have access to employee's personal information you must safeguard it by keeping the information, whether in paper or electronic format, in a secure location and only access the data for authorized business purposes. Employees personal information should only be shared with co-workers who need it as part of their job requirements.

You should only include a portion or complete Social Security Number or other employee personal information in internal e-mails if required by a specific business need. If you have an authorized business need to send any type of personal information outside the company, either in an email or in an attachment to an email, you must use approved encryption technology to encrypt the email prior to sending it. Employees are expected to comply with applicable state laws that restrict the use of a full or partial Social Security Number.

Always use company shred machines or shred receptacles to dispose of paper documents that contain an employee's personal information. Destroy computer media or files containing employee personal information in a manner ensuring confidentiality.

Consult with your supervisor if you have any questions about this policy or on the process to destroy items which cannot be shredded, such as computer disks or files.

CONFLICT OF INTEREST

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is or appears to be a conflict of interest for the company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with ClearStar, as described below.

You are to act in the best interests of the company, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed prior to the acceptance of any gift or favor.

WORKSTATION ETIQUETTE

ClearStar promotes a working environment of mutual respect among co-workers. In order to maximize our workspace and promote a collaborative atmosphere, many employees will be assigned a cubicle workstation.

Employees may add several personal items to personalize their workspace. In general, small pictures, plants, and colorful desk accessories are acceptable. Items should not be offensive or distracting.

All employees are asked to be mindful of each other and observe the following guidelines for cubicle etiquette:

- Keep personal phone calls to a minimum.
- Eat in the company break room and not in your cubicle.
- Use headphones rather than the computer's speakers.
- Limit the use of scented products.
- Be respectful of your co-workers' privacy.
- Hold sensitive conversations in a conference room; and
- Refrain from talking across cubicle walls

Contact your supervisor if you have any concerns.

DRUG-FREE WORKPLACE

To help ensure a safe, healthy and productive work environment for our employees and others, to protect ClearStar property, and to ensure efficient operations, ClearStar has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for ClearStar.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on ClearStar premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited.

Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

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

ClearStar maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any ClearStar employee, including themselves.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations or any other federal, state or local agency drug testing regulations related to a particular industry.

Please refer to the ClearStar Comprehensive Drug Free Workplace Policy for additional information, including the Company's drug testing policy.

ETHICS

ClearStar is committed to providing a work environment governed by the highest ethical and legal standards. In all situations you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations.

Part of maintaining an ethical workplace is providing employees the opportunity to provide honest feedback. The company will not tolerate retaliation of any kind against an employee who reports in good faith a violation of law or of this policy.

ClearStar encourages you to report any actual or potential violations of applicable laws or regulations and any unethical, dishonest or improper conduct to your supervisor, the president/CEO or ClearStar's Human Resources Department. If you are uncertain as to whether there are any laws or regulations that may impact your work, you are responsible for requesting guidance from your supervisor or ClearStar's Human Resources Department.

ANTI-BRIBERY AND FOREIGN CORRUPT PRACTICES ACT

Objective

The objective of this Policy is to ensure that ClearStar and its wholly owned subsidiaries ("Company") conduct business in compliance with the United States and foreign anti-bribery laws where the Company operates, including but not limited to the U.S. Foreign Corrupt Practices Act ("FCPA") and the UK Bribery Act 2010.

Audience

This Policy applies to the Company and its wholly owned subsidiaries. The Company reserves the right to change, modify, add or remove portions of this Policy at any time. Failure to comply with this Policy could result in disciplinary action, up to and including termination of employment.

Definitions

Anything of Value Includes direct and indirect monetary and nonmonetary payments including, but not limited to, payment of travel expenses, gifts, hiring family members, providing payment for work not performed, or permitting a government official to designate where a charitable contribution will be made.

3.2 Foreign Official A Foreign Official includes (i) any officer or employee of a foreign government or any department, agency, or instrumentality of that government or of a public international organization (such as the World Bank), or (ii) any person acting in an official capacity for or on behalf of any such government or department, agency, or instrumentality, or for or on behalf of any such public international organization.

A Foreign Official can also be an officer or employee of a government owned company, such as government owned telecommunications, transportation, health care or even oil companies. Foreign Officials may also include foreign political parties, political party officials, or candidates for political office.

Prohibited Conduct

Payments to Foreign Officials

It is prohibited for the Company, or any officer, director, employee, agent or shareholder of the Company, acting on its behalf to offer, pay, promise to pay or authorize payment of Anything of Value to influence an act or decision of a Foreign Official to: (i) obtain or retain business, (ii) direct business to the bribing party or others, or (iii) obtain an advantage.

Certain payments to Foreign Officials (known as “Facilitation Payments”), which are defined as small payments made solely to expedite or secure the performance of a routine, nondiscretionary governmental action, are prohibited.

Prohibited Payments to Agents

It is prohibited for the Company, or any officer, director, employee, agent or shareholder of the Company, acting on its behalf, to offer, pay, promise to pay or authorize payment of Anything of Value to third parties (such as agents, brokers, lawyers, middlemen, etc.) while knowing or being aware of a high probability that all or a portion thereof will be offered, paid or promised, directly or indirectly, to a Foreign Official for the purposes set forth in Section 4.1.1.

Political Contributions

Contributions to foreign political parties and campaigns of foreign candidates for political office which are paid for by the Company (including the reimbursement of payments made by officers or employees) are prohibited without prior written approval by the Company’s General Counsel.

Compliance with Foreign Laws

No payment of Anything of Value shall be made to a Foreign Official which violates any law, regulation or decree of the relevant country.

Prohibition of Commercial Bribery

It is prohibited for the Company, or any officer, director, employee, agent or shareholder of the Company, acting on its behalf, to directly or indirectly offer, promise or give a bribe to non-public officials, such as a customer, potential customer, supplier, or potential supplier with the intention of improperly influencing the recipient’s business decisions in favor of the Company.

Prohibition on Receipt of Bribes

It is prohibited for the Company, or any officer, director, employee, agent or shareholder of the Company, acting on its behalf, to request, agree to receive or accept a bribe.

Penalties and Fines

Criminal and civil penalties may be assessed against both individuals (including jail time) and companies that violate the FCPA, the UK Bribery Act of 2010 and/or the anti-bribery act of any country where the Company conducts business.

Training

The Company will conduct periodic training for all directors and officers, and where appropriate, employees, agents and business partners. Failure to participate in such training may be cause for disciplinary action, up to and including termination of employment or termination of a third party’s contract.

Intermediaries

No employee may retain an international intermediary until sufficient due diligence has been performed to enable the Company to conclude with reasonable assurance that the consultant, agent or intermediary understands and will fully abide by applicable anti-corruption laws and the Company's ethics policies, including this Policy. An "intermediary" for these purposes is any agent, consultant, distributor, government service provider, joint venture partner, or any other person or entity who will interact with a foreign official on the Company's behalf.

If you are considering retaining an intermediary, please contact the Corporate Compliance Program Office/Legal Department, which will begin the due diligence process.

Any international intermediary agreement must contain representations, warranties and provisions regarding the agent's agreement to comply with applicable anti-corruption laws, including but not limited to the FCPA and the UK Bribery Act of 2010, and the Company's ethics policies, including this Policy.

Administration, Audit and Enforcement

Prompt and full disclosure is always the appropriate initial step towards solving any potential concern you may have with respect to the subject matter of this Policy. The Corporate Compliance Program Office/Legal Department can provide guidance in situations where you may have questions concerning the right course of action to take. When in doubt about a particular situation, ask any member of the Corporate Compliance Program Office/Legal Department or your manager, supervisor, or human resources representative. Discovery of events that are, or may be, in violation of this Policy should be reported immediately to any of those individuals. Additionally, a toll free [Code of Ethics and Compliance Help Line] is available for those who wish to remain anonymous. Employees, officers, or agents with questions about this Policy should contact the Company's Corporate Compliance Program Office/Legal Department. Depending on their respective areas of responsibility, employees, officers and agents may be asked to certify as to their understanding of and compliance with this Policy. All information disclosed in good faith in the certification statements or by other means shall be treated on a confidential basis, except to

To the extent reasonably necessary to protect the Company's interests or comply with legal or regulatory requirements. This Policy is intended to create an opportunity for employees, officers and agents to express concerns relating to corruption. Concerns will be investigated and action taken, if appropriate. There will be no discrimination or retaliation against any employee who reports such violations or allegations in good faith.

The Corporate Compliance Program Office/Legal Department shall be responsible for administering, monitoring and evaluating the Company's compliance program, and perform periodic audits of the compliance of this Policy.

Failure to comply with this Policy could result in disciplinary action, up to and including termination of employment.

VENDOR RISK MANAGEMENT

Overview

The objective of this Vendor Risk Management Policy is to ensure that ClearStar and its wholly owned subsidiaries (“Company”) assess and manage the overall risk associated with use of a certain vendor by determining their information security and compliance stance.

Audience

This policy applies to the Company and its wholly owned subsidiaries. The Company reserves the right to change, modify, add or remove portions of this Policy at any time. Failure to comply with this Policy could result in consequences including, but not limited to, termination of employment.

Vendor Risk Management

The Company shall reasonably, to the extent practicable, mitigate and control the risks associated with utilizing a vendor for products or services and shall perform appropriate risk assessments, due diligence, deficiency management and ongoing monitoring of risk. The Company shall perform vendor risk assessments to evaluate the information security risk, compliance risk and other risks associated with using a vendor.

Contingency Strategy

The Company shall create a contingency strategy for vendors if the vendor’s performance or business stability represents a substantial risk.

Audit and Enforcement

The Comptroller shall perform periodic audits of the compliance of this Policy. Failure to comply with this Policy could result in disciplinary action, including termination of employment.

GUIDELINES FOR APPROPRIATE CONDUCT

In order to conduct the operations of ClearStar efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees and the company. All employees are expected to act in a professional manner with customers, and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other company records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on company property without authorization, in violation of policy or while on duty;
- Using the company's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Committing theft or unauthorized possession of company property or the property of fellow employees; possessing or removing any company property, including documents, from the premises without prior permission from management; using company equipment or property for personal reasons without proper authorization; using company equipment for profit;
- Giving confidential or proprietary information to competitors; working for a competing business while a employee of the company; breaking confidentiality of information such as, Social Security Numbers, including any part of Social Security Numbers. Personal information also includes driver's license numbers, state-issued identification card numbers, date of birth, credit or debit or other account numbers, passport numbers, alien registration numbers or health insurance identification numbers.;
- Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee's discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- **Verbal Counseling** - A conversation with a employee explaining that the employees' conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employees' personnel file.
- **Written Counseling** - A written document or memo that describes the unacceptable conduct or performance of the employees and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employees' personnel file.
- **Termination** - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employees' employment.

Depending on the specific circumstances, the company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline. Suspensions may be paid or unpaid, depending on the circumstances and will be handled on a case by case basis. Unpaid suspensions will meet the applicable laws and requirements as set forth by the FLSA and state specific laws.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

OUTSIDE EMPLOYMENT

You may hold outside employment so long as you meet the performance standards of your job with ClearStar. You will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Any outside employment that appears to conflict with or compromises the interests of the company is not permitted. Employees also may not receive any income or material gain from individuals outside the company for materials produced or services rendered while performing their jobs with the company.

PROTECTED HEALTH INFORMATION

ClearStar takes the privacy of our employees seriously. The company's privacy policies and procedures strengthen our commitment to maintaining the confidentiality of personal health information. You are expected to comply with the company's privacy policies and procedures.

If you have any questions about the company's privacy policies or the fines and criminal penalties provided by Health Insurance Portability and Accountability Act ("HIPAA") for privacy violations, contact the company's HIPAA representative.

ROMANTIC RELATIONSHIPS

ClearStar strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Romantic relationships may cause misunderstandings, conflicts of interest, complaints of favoritism, negative employee morale, and has the potential for sexual harassment claims if the relationship ends.

All employees are strongly discouraged from becoming romantically involved with co-workers, especially in relationships where employees are in a supervisor-subordinate relationship. Employees are expected to behave in a professional manner in the workplace and must follow the company's policy against unlawful harassment of any kind, including sexual harassment.

Any employee who is romantically involved with a supervisor or co-worker should immediately and fully disclose the relevant circumstances to Human Resources so that a determination can be made as to whether the relationship presents an actual or potential conflict of interest. If so, the company may take appropriate action according to the circumstances, up to and including transfer or termination of employment.

TOBACCO-FREE WORKPLACE

ClearStar is committed to providing all employees with a safe and healthy work environment. All company premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed. For your convenience, designated smoking areas are clearly marked. Employees are expected to use the waste disposal receptacles for smoking products.

WEAPONS

ClearStar strives to provide a safe and secure workplace for employees, clients, customers and visitors. The company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, ClearStar reserves the right to request inspections of any employees and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employees can store the firearm in the employees' personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employees' locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their onsite supervisor. ClearStar will follow all federal and state laws

VIOLENCE IN THE WORKPLACE

ClearStar and Insperity are committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors and others with whom we do business. The company has zero tolerance for violent acts or threats of violence whether the employee works in a physical ClearStar worksite or is a remote employee.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employees, guest or company property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to their supervisor, a management member or Insperity. You must assume that any threat is serious. The company will carefully investigate reports and maintain employee's confidentiality to the fullest extent possible.

ClearStar will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employees who commits or threatens to commit a violent act against any person while on company premises or while engaged in company business off the premises.

No employee will be retaliated against for seeking assistance and intervention from local emergency services or law enforcement when a violent incident occurs.

HOURS AND COMPENSATION

Additional hours and compensation policies for the states of Arkansas, California, Colorado, Florida, Georgia, Illinois, Missouri, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, see addendum.

BUSINESS EXPENSE AND TRAVEL

ClearStar will reimburse all actual and reasonable business-related expenses incurred by employees in performing their job duties according to the following guidelines, however, **please refer to the ClearStar Business Expense Policy relevant to your position for more specific details.**

Documentation Requirements

You are required to provide a daily record of expenses, which shows the date, business location (city and state) and business purpose. Receipts must be attached for amounts exceeding for individual meals, entertainment, lodging, auto rental, cab fare and commercial travel.

Travel Time

Nonexempt employees will be compensated for time spent traveling if that travel is part of the employees' daily work activity, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by a nonexempt employee who will be away from home overnight is work time only during those periods the employees is engaged in company business, which typically will coincide with the employees' regular working hours. Such time counts as hours worked even if it occurs on a non-working day. If a employee uses their own car rather than available public transportation for travel away from home, the employees can count as hours worked either the time spent driving or the time that would have been spent on public transportation during regular working hours.

Lodging

In certain cities and locales, ClearStar may have negotiated discounted room rates with specific hotels. You should make every effort to utilize lodging in locations where these arrangements exist. When a guaranteed reservation must be changed, every reasonable effort should be made to cancel the reservation on a timely basis to avoid additional fees.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Commercial airline travel will only be reimbursed for economy class unless approved by management.
- Negotiated discount rates for auto rental may be available. You should utilize these arrangements where possible. Additional insurance should not be purchased.
- Personal auto used for business will be reimbursed at the current IRS mileage rate; however, the total amount for mileage must not exceed the economy class airfare for the same trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance and depreciation.
- Local commuting costs between an employees' residence and work location are not allowable business expenses. If the distance between your residence and place of departure is further than the distance between your residence and work location, the excess mileage is an allowed expense.

Meals

Reimbursement will be made for the actual cost of meals up to actual or per diem per day, including reasonable gratuities when away from home on company business or for approved business meetings.

Parking and Highway Tolls

All parking expenses and highway tolls related to business travel will be reimbursed.

Miscellaneous Expenses

Miscellaneous business expenses not described above (such as telephone, postage, service gratuities, small supplies on an emergency basis, etc.) will be reimbursed. Laundry and valet expenses are allowed when an employee is requested to extend scheduled trips or when away from home from more than five days.

While away on business, a reasonable expense for personal telephone calls will be allowed. Purchases of miscellaneous supplies, software or computer hardware should be purchased through the appropriate department and obtained under circumstances on an expense report.

Business Entertainment

Reimbursement is allowed for ordinary and necessary business meal and entertainment expenses for employees who have an influence on ClearStar business. Expenses must be directly related to the business and obtained under circumstances related to a business discussion.

When reporting expenditures for entertainment, provide the following:

- Date;
- Name and address or location of restaurant or other facility;
- Name, title and company of the person(s) involved;
- Business reason; and
- Amount of each separate expense.

Business Gifts

Gifts in excess of \$50 to any individual are not reimbursable unless approved in advance by management. Employees are to supply all required information to the accounting department related to all gifts.

Professional or Technical Organizations Dues

Dues paid for approved memberships in professional or technical organizations are reimbursable with the proper documentation.

Training, Conferences and Seminars

Registration fees or similar expenses for approved training courses, conferences, seminars and conventions are reimbursable if approved by your manager.

Donations or Contributions

Donations or contributions are not reimbursable expense items.

Expense Advances

ClearStar does not provide cash advances for employee's travel. Employees traveling regularly on business are encouraged to personally obtain a widely accepted credit card. Any interest charges incurred are considered personal expenses and will not be reimbursed.

ELECTRONIC TIMEKEEPING SYSTEM

ClearStar uses an electronic timekeeping system for payroll records. If you are nonexempt, you must timely and accurately record your start and end times for each workday, including meal breaks. Any discrepancies between time shown on a time record and actual hours worked, including overtime, should be resolved with your supervisor before submitting your hours to payroll.

You may not work "off the clock" and if you are asked to do so, you should immediately report this to management and/ or Human Resources. Any employees misrepresenting actual working hours or falsifying information in the timekeeping system will be subject to disciplinary action, up to and including termination of employment.

All employees are required to accurately complete and submit their timesheet reflecting all hours worked, including required meal and rest periods. Employees must authorize their own timesheet prior to submitting to their supervisor for approval. Employees are responsible for submitting their own timesheet and cannot submit timesheets for another employees.

ERROR IN PAY

ClearStar and Insperity make every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor and ClearStar Human Resources Department. All necessary steps will be taken to research the problem and to assure that any necessary correction is promptly made.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the ClearStar paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the company paid time off, vacation, sickness or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.
- Employees who violate a safety rule of major significance, may have their salary reduced in an amount to be determined by the company as a penalty for that violation.
- Employees may be suspended without pay for other types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspensions is included into all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employees whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperity human resource specialist. No employees will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

FLEXIBLE WORK TIME

ClearStar will consider requests for a flexible work arrangement. Consideration will be given to reason for request, position, employees status and employees tenure in accordance with business requirements and applicable law. To request a flexible work arrangement, please discuss the request with your supervisor. You may be asked to also submit a written request.

HOURS OF OPERATION

Normal operating hours for ClearStar are from 8:00 AM to 5:00 PM, Monday through Friday, but vary by location. Other service hours are 8:00 AM to 8:00 PM, Monday through Friday. Medical Information Services Office hours are 7:00 A.M. to 6:00 P.M. Monday through Friday. Hours may vary depending upon your position, location and work requirements. If applicable, your supervisor will provide direction for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff.

Employees must give their supervisor as much advance notice as possible for any schedule changes requested.

LACTATION ACCOMMODATION

ClearStar will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employees' need to express breast milk for the employees' infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. ClearStar will provide the employees with the use of a room or other location in close proximity to the employees' work area, other than a restroom, where the employees may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

MANDATORY DEDUCTIONS FROM PAYCHECK

ClearStar is required by law to make certain deductions from your paycheck each time one is prepared. Among these are federal, state and local income taxes, and your contribution to Social Security and Medicare (FICA).

The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form. If you wish to modify your W-4, complete a new W-4 form obtained from Insperity Premier™ at <http://portal.insperity.com>, under Forms and Policies. Check your pay stub to ensure that it reflects the proper amount of withholdings and deductions.

ClearStar will also make deductions from your pay for other voluntary deductions you have authorized, such as your contribution to any group health insurance premiums or retirement plan contributions.

ClearStar may make other mandatory deductions from your paycheck, such as court-ordered garnishments. If you have a question about these or any deduction, please speak to your Insperity payroll specialist or internal HR department.

OVERTIME FOR NONEXEMPT EMPLOYEES

Depending on the company work needs, employees will be required to work overtime when requested to do so. Nonexempt employees will be paid overtime premiums at the applicable federal or state wage rate, whichever is higher. You are responsible for clearly noting all hours worked, including any overtime hours, on your timesheet.

It is our policy that no overtime can be worked without the advance approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of company policy and you may be subject to disciplinary action.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, these hours that are not worked will not be counted as hours worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

Mandatory overtime may be necessary at times and ClearStar will give as much advance notice as possible in these situations.

Prohibited “Off the Clock” Work

Employees are not to work “off the clock” and are required to ensure that all time worked is properly recorded. If you are given directions to perform work “off the clock,” you should promptly notify your supervisor. If your supervisor has given you directions to work “off the clock” and/or has told you not to properly record all hours worked, notify your Insperity human resource specialist. You will not be penalized in any way for making such a complaint.

PAY PRACTICES

For overtime calculations and salary administration, the fixed 7-day "workweek" for ClearStar is the period beginning at 12:01 a.m., Sunday and ending at midnight, Saturday. All salaried exempt employees will be paid semi-monthly on the 15th and end of the month. All hourly (nonexempt) employees will be paid on a bi-weekly basis.

For paydays falling on a weekend or holiday, you will be paid the prior business day.

ClearStar strongly encourages employees to enroll in Direct Deposit to avoid any unavoidable disruptions in mail service which could potentially delay checks.

If you are absent on payday and someone else is to pick up your check, it will not be released without a signed note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

If your employment ends, you will be paid your final wages in accordance with applicable state law.

REST AND MEAL PERIODS FOR NONEXEMPT EMPLOYEES

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early. All 10-minute rest breaks must be taken on ClearStar premises.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

OPERATIONS

DRESS CODE AND APPEARANCE

All employees are to exercise sound business judgment with regard to grooming, neatness, and personal hygiene when reporting for work and engaging in work-related activities. You are expected to dress in a manner that is consistent with both the workplace and the type of work you perform.

Dress appropriately.

- Clothing should be in good repair with no holes or tears and clean
- Unless there is a medical reason, workout/gym attire is not acceptable
- No clothing with political statements or pictures, slogans, words or statements that would be offensive to others
- Shirts/tops supporting your sporting team of choice is encouraged during the season only
- Company branded clothing is encouraged
- Revealing, form fitting, or suggestive clothing is not acceptable

The ClearStar dress code is business casual, unless meetings are scheduled with a client or prospective client, in which employees are expected to dress in business professional attire. Whether business professional or business casual, a professional appearance should be maintained at all times.

When representing ClearStar outside the office or hosting a meeting at another location, employees should dress in a manner appropriate for the business activities, typically business professional attire will be expected, but at a minimum, consistent with the dress code of the client.

Employees are also expected to practice acceptable standards of personal hygiene at all times. Personal hygiene includes care of hair, facial hair, fingernails, hands, and body odor.

Some individuals may have sensitivity or allergic reactions to perfumes, colognes, powders and lotions. If you use these items, use them in moderation and with consideration for those around you.

ClearStar will consider reasonable accommodations to appearance standards for medical and/or religious reasons. Contact your supervisor if you have a request for an accommodation in this area.

COMPANY PROPERTY INSPECTION

When it is determined to be necessary due to a reasonable suspicion that a company policy was violated, authorized person(s) at ClearStar may conduct searches or inspections. Areas which may be searched include both company property any personal items. This includes, but is not limited to, a employees' work area, desks and any other property located on company premises or worksites, including personal vehicles. Entry on company premises or worksites constitutes consent for the company to conduct a search or inspection when there is a reasonable suspicion that a company policy was violated. A employees refusing to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

CUSTOMER RELATIONS

One of our highest priorities is to help any customer or potential customer with outstanding service. In order to realize our commitment to excellent customer service, we expect you to:

- Provide courteous service in a prompt and efficient manner.
- Establish and maintain positive relationships with customers by gaining their trust and respect through professional, honest interaction.
- Handle complaints quickly and professionally; never argue with a customer. If you are unable to resolve the complaint to the customer's satisfaction, review the situation with your supervisor.
- Communicate with customers in a professional manner whether in person, over the phone or via e-mail.

Always conduct yourself with professionalism and respect for others. Your conduct is a direct reflection on yourself and the organization.

EMERGENCY OFFICE CLOSING

ClearStar may close company facilities to protect employees' well-being and safety during periods of severe weather, utility failure, national crisis, fire, flood, earthquake, or some other emergency.

Your supervisor will advise you of the procedures to be followed when offices are closed. If the office is closed for a full day or more, non-exempt employees will not be paid, but they will have the option to use any accrued but unused paid time off.


INFECTIOUS DISEASE CONTROL

ClearStar will take proactive steps to protect the workplace in the event of an infectious disease outbreak, national or local epidemic, or pandemic. It is the goal of ClearStar during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Preventing the Spread of Infection in the Workplace

ClearStar will make efforts to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Management will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules to promote safety through infection control.

Employees are expected to cooperate in this effort by taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious - frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. ClearStar may provide alcohol-based hand sanitizers throughout the workplace and in common areas, as available.

Unless otherwise notified, ClearStar's standard attendance and leave policies remain in effect. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might consider arranging alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Employees are encouraged to contact the Employee Assistance Program (EAP) for childcare and dependent care resources. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. The EAP's telephone number is 1-866-402-0003 .

Limiting Travel

All nonessential travel should be avoided until otherwise notified. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. ClearStar will follow any official national or local state and health guidance.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance may be considered on a case-by-case basis. Contact your supervisor for more information.

Telecommuting

Requests to work remote will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary remote work should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. ClearStar provides Paid Time off to compensate employees who are unable to work due to illness. Employees should refer to the company's Paid Time Off policies for additional information, or you may contact your Insperity Human Resource Specialist.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu and or other contagious communicable illnesses and diseases remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. We expect and appreciate your cooperation if and when medical information is requested. Medical certification may also be requested in accordance with any applicable leave of absence policies that may apply.

Confidentiality of Medical Information

ClearStar treats any medical information as a confidential medical record. All reasonable precautions will be taken to prevent inappropriate disclosure of medical information according to applicable laws.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, [Client Name] may implement these social distancing guidelines to minimize the spread of the disease among employees in the workplace.

In the workplace, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Limit congregating in work rooms, pantries, copier rooms or other areas where people socialize.

- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

For the safety and well-being of our employees, employees may be encouraged to the extent possible to use good judgment outside of work. For example:

- Avoid public transportation (walk, cycle, drive a car) or travel to destinations either early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

EMPLOYEE SAFETY AND HEALTH

Our employees are our most valuable resource, and their safety is most important to us. You are expected to report all job-related injuries or illnesses to your supervisor immediately, regardless of severity. You are also expected to:

- Obey safety rules.
- Follow safe job procedures and not take shortcuts.
- Keep work areas clean and free from slipping or tripping hazards.
- Use prescribed personal protective equipment.
- Report all safety hazards or malfunctions to a supervisor immediately.
- Use care and proper technique when lifting and carrying objects.
- Observe restricted areas and all warning signs.
- Know and follow emergency procedures.
- Report unsafe conditions to supervisors.
- Report every accident and injury to a supervisor promptly.
- Follow the care prescribed by the attending physician when treated for an injury or illness.
- Attend all employees safety meetings.
- Cooperate fully in accident investigations; serve on safety committee or other loss control activities as needed.

If you have reported a safety issue to your supervisor and you feel that the issue has not been appropriately addressed, you should report the issue to Human Resources.

To maintain a safe and healthy workplace, both management and employees must work diligently to promote safety.

Employees are encouraged to wear safe and comfortable shoes. If your position requires specific safety shoes, these guidelines must be followed at all times.

ENVIRONMENTAL SUSTAINABILITY PROGRAM

Objective

ClearStar is committed to reducing our environmental impact in our business and our community. We intend to follow the letter and the spirit of environmental laws and regulations. We strive to set a good example to our customers and contractors on responsible use of resources and minimization of waste. We work to be good corporate citizens through our volunteer and charitable efforts as a company and as individual employees.

Paper Reduction

As a technology company, we have the ability to create products to minimize our customer's impact on environmental resources. Creating programs and services which do not rely on the creation of paper documents, but rather on the use of electronic documentation, is one way ClearStar addresses this goal. For example, our electronic custody and control form (WebCCF) technology integration with mobile wallets allows ClearStar to offer a completely paperless drug screening process. This program has the added benefit of enhancing the candidate's ability to schedule and find the closest drug screening collection site, reducing wasted travel. ClearStar utilizes technology in our daily business activities to reduce the use of paper. When possible, documentation is created, managed, and saved in electronic format. Secured file sharing services are available to all employees.

Recycling

ClearStar encourages recycling of appropriate materials and maintains recycling bins in the offices.

Sourcing of Materials and Service

ClearStar attempts to source environmentally friendly products and services. This includes aggregating orders to reduce packaging and transportation impacts.

Reduction on the Use of Fossil Fuels

In-person meetings are an important way for ClearStar to create and sustain relationships with customers and service providers. However, when possible, we utilize conference technologies rather than in person meetings. When physical meetings are scheduled, we encourage our staff to plan trips involving multiple meetings. The use of public transportation is encouraged, over car rentals, when reasonable and safe. Employees are also encouraged to carpool when possible. ClearStar supports a flexible work from home environment, which helps to reduce commuting time.

Corporate Responsibility

We will comply with local, national, and international environmental regulations, policies, and guidelines. We intend to request the same from our vendors. We strive to play an integral part in servicing our local communities. ClearStar employees are actively involved in environmental volunteer work, as well as other community programs.

Continual Improvement

We will continually strive to find new methods to reduce our environmental impact.

GIFTS AND FAVORS

Employees should not solicit or accept a gift, loan, gratuity, reward, promise of future employment or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job.

You may accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

JOB PERFORMANCE EVALUATIONS

ClearStar is committed to attracting and retaining a qualified and competent workforce. Employees typically will receive an annual written performance review and may receive additional performance evaluations at other intervals. Written performance reviews will be based on your overall performance in relation to your job responsibilities, your achievements and work behavior. Informal performance discussions typically occur throughout the year and encourage open supervisor-employees communication.

A positive performance review does not guarantee either an increase in compensation or continued employment. Raises, if given, may be based on a number of factors, such as the company's performance and profitability, department or group performance and individual performance.

MEDIA CONTACT

Events may occur that draw attention from the media. You are to refer all requests directed to the company for information, interviews, photographs, or videos by the news media to the President/CEO. Only employees, consultants and other business associates that are designated by the Vice President of Marketing may speak on behalf of the company.

USE OF COMPANY PROPERTY

Employees may use company property, equipment and reference materials for business purposes. Company equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to employees is the property of the company and may not be removed from the building without first obtaining written permission from your supervisor. You are expected to take proper precautions concerning the equipment, reference material and/or property you are assigned to use. Any equipment that is malfunctioning should be reported immediately to your supervisor.

VISITORS

Visitors are permitted on ClearStar's physical company premises if approved by management. Prior approval is necessary to protect our property, safeguard employee's welfare, and reduce potential distractions. All approved visitors should enter using the primary business door and sign in. If you have visitors, you are responsible for their conduct and their safety while on company property.

If you see an unauthorized person in the workplace, notify security or your supervisor immediately.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or Human Resources or Insperity. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor or ClearStar's Human Resources Department or Insperity immediately of any workplace accident or injury.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or ClearStar's Human Resources Department and/or Insperity for more information.

Workers' compensation insurance coverage is provided by Insperity's worker's compensation carrier in most states, with the exception of Washington, Wyoming, and North Dakota where coverage is provided by a state fund. Questions regarding workers' compensation insurance coverage should be directed to your supervisor or the Insperity Workers' Compensation Department at 800-242-8893, ext. 4244.

COMMUNICATIONS

CELL PHONES AND OTHER COMMUNICATION DEVICES

ClearStar promotes trust and good judgement in our team. We are entrusted with protecting the Personally Identifiable Information of the clients that we serve and the applicants that depend on us to protect their information. Therefore, our cell phone policy is one that reflects the maturity and professionalism that ClearStar comes to expect in its employees:

- Cell phones can be on your desk to monitor emergency phone calls
- Please keep texts communication to a minimum as to not distract you from your work
- Please do not use your camera in the office environment
- If you are not in a customer service roll, cell phones can be used to listen to music via headphones, but not games
- Personal calls must be made in break areas, hallways or quiet rooms provided, but always outside the workspace

COMPLAINT RESOLUTION PROCEDURE

ClearStar is committed to providing a comfortable and productive work environment for employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for following this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, the Anti-Harassment Policy in this handbook outlines procedures for employees to report complaints of harassment and discrimination.

INTERNET CODE OF CONDUCT

Access to the internet has been provided to employees primarily for the benefit of the organization. The following guidelines have been established for using the Internet.

Acceptable Use of the Internet

You should use the Internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and Internet Forums primarily to conduct official company business or to gain technical or analytical advice. Databases may be accessed for information as needed.

Unacceptable Use of the Internet

You should not use the internet during working time for non-productive reasons. Nonworking time includes the time before and after your scheduled shift, and the time when you are on a rest or lunch break. Use of the Internet while on company time must not interfere with your productivity or disrupt the operations of the company network or the network of other users.

Communications

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites or programs utilized through the company. Employees should avoid posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, or threatening or intimidating; that disparage clients, or vendors; or that might constitute harassment or bullying. Examples of this conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Except to the extent that you are discussing your wages, hours or terms and conditions of employment, the following guidelines apply: All messages communicated on the Internet should have your name attached to them if they mention or refer to ClearStar in any way. No messages regarding or relating to the company are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the company's business.

Software and Copyright Issues

ClearStar intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company, up to and including immediate termination or legal action by the copyright owner.

Confidentiality and Passwords

While our systems may accommodate the use of passwords for company security, you should not expect confidentiality of your files at work. ClearStar reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized company representatives. You are not to attempt to gain access to another employees' system, including email or voice mail messages.

Security

All messages created, sent or retrieved over the Internet are the property of the company and are not private. The company may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the company will advise appropriate legal officials of any illegal violations.

PERSONAL PHONE CALLS AND PERSONAL BUSINESS

During working time, you are requested to keep personal calls, including personal cell phone calls, to an absolute minimum. No charged calls, other than company business calls, are to be made from company telephones. Telephone records are subject to periodic review by management.

If you need to leave the worksite to conduct personal business, you must first obtain permission from your immediate supervisor. This will allow us to make modifications to the work schedule if necessary and will keep us aware of your availability during the day. Personal visits from friends and family members to the worksite are discouraged.

SOCIAL MEDIA

Social media refers to sites including, but not limited to, Facebook, Instagram, LinkedIn, Twitter, YouTube, blog postings, etc. Social media can include written information, photos, drawings, videos, other graphic or audio content, internet message boards, chat rooms, web pages or any similar form of communication.

All employees are expected to follow the following guidelines when using social media:

- Maintain the confidentiality of ClearStar's trade secrets and private, proprietary, or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not make reference to the company's clients, partners, or customers without their express written consent.
- Civility in the workplace is a priority of the company. Comments that are rude, condescending, or disparaging that negatively affect, or have the potential to negatively affect, the company's business are prohibited.
- Misrepresenting the company's products or services or its employees is prohibited.
- You are not authorized to represent the company in online communications unless such activity is assigned as part of your responsibilities or given express permission in writing by an officer of the company. Do not use any company logo, trademark, or graphic without prior written approval.
- Do not post things such as, discriminatory remarks, harassment, or threats of violence, bullying, retaliation, or similar inappropriate or unlawful conduct. The company's Equal Employment and Anti-Harassment policies apply to all social media communication.

If you use social media outside of the work environment, we suggest the following guidelines:

- Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online as well. If you are unsure about whether a message would violate company policy, speak with your manager or supervisor before posting it.
- If ClearStar is a subject of the content you are creating, clearly and conspicuously disclose your relationship with the company and clarify that you are not authorized to make statements on behalf of the company.

- Respect defamation laws. Make sure you are always honest and accurate when posting information or news pertaining to the company. If you make a mistake, correct it quickly. Never post any information or rumor that may be false about the company, co-workers, or customers.
- Do not use ClearStar's email addresses to register on social networks, blogs, or other online tools utilized for personal use. The company requires all employees who participate in such activities to comply with all company guidelines and policies, including, but not limited to the Anti-Harassment policy.

While on work time or while using company-provided equipment, only use social media for work-related activities as authorized by your manager or consistent with the Internet Code of Conduct policy and the Use of Communication Systems policy.

Nothing in this policy or in any other company guideline and/or policy is intended to prohibit any employees from receiving a communication or engaging in activities that are protected by law. Examples include, but are not limited to, communications between employees related to wages, hours and other terms and conditions of employment.

USE OF COMMUNICATION SYSTEMS

ClearStar provides the communication systems necessary for you to conduct business, whether you attend work at a physical company location, or if you work from a remote location. You are expected to adhere to proper use of all communication systems. These include, but are not limited to, the telephone, email, wireless communication devices, iPads, tablets, Internet access, and other external network connections, network file share and storage systems, wide area network, company intranet, voicemail, computers, modems, systems, audio/visual equipment, and other software and equipment.

The Company's computing and communications systems are to be used in a productive manner primarily for the company business.

No Privacy Expectations

You should have no expectation of privacy of any correspondence, message, or information located or sent using the company's computing and communication systems, regardless of the content or purpose. This includes email, social media sites, text messages, chat messages, internet searches, and stored documents.

The company may access, monitor, copy, capture, disclose, delete, and use any communication, information, or data, whether personal or business related, that is created on, stored on (permanently or temporarily), viewed on, downloaded or uploaded to, accessed by, printed from, or communicated across the company's computing and communication systems with or without notice to the employees. This includes instances where employees transmit or receive text or instant messages on company devices. All messages, regardless of content or the intent of the sender, are a form of company correspondence, and are subject to the same internal and external regulation, security, and scrutiny as any other company correspondence.

Email communications must be written following customary business communication practices. Email communications are official company communications, which may be subject to summons in legal proceedings. Work-related messages should be directed to the specific employee(s) rather than sending a global message to all employees. It is the employees' obligation to notify any third party affected by this policy of the company's policies regarding monitoring employees communications.

Communication systems shall not be used as a forum to promote religious or political causes, or illegal activity. Offensive or improper messages or opinions, transmission, or postings of sexually explicit images or other images or materials inappropriate for the workplace, messages, cartoons, or other such items, or messages that may be construed as harassment or disparagement of others based on race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental/intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are also prohibited.

Unless authorized by personnel with the authority to grant such authorization, any attempt to gain access to another employee's personal communications system and messages is prohibited.

WIRELESS COMMUNICATION DEVICE USE GUIDELINES

ClearStar may provide wireless communication devices, including hands-free devices, to employees who have a job-related need for them. These devices are the property of ClearStar. The following guidelines must be followed:

- Employees are expected to carry wireless communications devices as directed by their supervisor.
- Employees are responsible for lost or stolen wireless communications devices and must report such losses immediately.
- Upon termination of employment for any reason, the employees must return all company-issued property.

Safety Concerns

The company values its employees and the safety of others, and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

Use of Camera Phone

Use of the camera feature on cellular phones or other communication devices presents risks to the company, potentially compromising customer information, trade secrets, or the privacy of others. Use of this feature to capture images or video is prohibited unless authorized in advance by management.

EMPLOYEE BENEFITS

EMPLOYEE ASSISTANCE PROGRAM OVERVIEW

We care about our employees' health and well-being and recognize that employees may be faced with personal challenges. The Employee Assistance Program (EAP) provides confidential support, counseling, as well as customized resources and referrals to help employees and their immediate families with work-life services, health information lines, and legal and financial services referrals. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. The EAP's telephone number is 1-866-343-7546.

The company reserves the right to amend, suspend, or terminate any of the benefits plans it sponsors at any time.

HOLIDAYS

Full-time employees are eligible for paid holidays during each calendar year.

ClearStar observes the following holidays each year:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

A recognized holiday that falls on a Saturday will be observed on the preceding Friday and a recognized Sunday holiday will be observed on the following Monday.

Due to business needs, an employee may be scheduled and required to work on a holiday. In this case, the employee will be paid for their regular working hours and in addition receive the holiday pay for that holiday. Holiday pay does not count towards overtime when calculating hours worked.

PAID TIME OFF (PTO)- Non-exempt hourly employees

PLEASE SEE ADDITIONAL PTO POLICY FOR CALIFORNIA EMPLOYEES UNDER THE STATE ADDENDUM

PTO is provided by ClearStar for eligible employees to be away from work due to vacation, illness, or other personal requirements. **This policy applies to Non-exempt employees paid on a bi-weekly basis.**

Employees will not earn PTO while on any type of leave of absence. PTO is calculated according to the following bi-weekly pay period accrual:

- Employees will accrue 5.24 hours of PTO per bi-weekly pay period from start of employment through 3rd year of employment.
- Employees will accrue 6.77 hours of PTO per pay period from start of 4th year of employment and thereafter.

Length of service	Accrual rate per Bi-weekly Pay Period	Maximum annual accrual	Maximum annual carry-over
Date of hire through end of 3 rd year	5.24	136 hours / 17 Days	40 hours
Start of 4 th year and thereafter	6.77	176 hours / 22 Days	40 hours

In the event that available PTO is not used by the end of the calendar year, employees may carry over up to 40 hours of unused time forward to the next calendar year.

Non-exempt employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours).

So that the company may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more tenured employee.

If planned PTO has to be canceled due to the needs of the company and an employee is unable to reschedule the time off within the year, the company reserves the option of paying the employee in lieu of taking the canceled PTO or allowing employee to reschedule the time off.

Pay for PTO days will be paid on the regular pay cycle and on actual straight time hours worked. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

Upon separation of employment, if an employee has taken unaccrued PTO hours, by taking time that has not yet accrued, the employee agrees to repay any such amounts and will be required to complete an authorization form to allow deductions from the final paycheck, to the extent permitted by law. However, subject to applicable state laws, accrued but unused PTO will be paid for this time upon separation of employment. While PTO is paid through Insperity, PTO is solely a ClearStar policy.

PTO Request Procedure

PTO that falls contiguous to a weekend or holiday is to be requested together. The weekend and holiday is not counted against PTO time.

1. Submit request for PTO through Insperity Time and Attendance portal.
2. Changes to a previously approved request may have to be completed by Human Resources.
Early requests for two (2) PTO time off periods may be placed on November 1st through the 15th for time off in the next calendar year. Managers will make a best effort to complete the request by November 30th. Starting January 31 each year, the immediate manager can process PTO requests on a first-come-first-serve basis.

***Employees located in other states, please review your state's guidelines and policies in this handbook for specific information pertaining to your PTO and other benefits.*

PAID TIME OFF (PTO) EXEMPT EMPLOYEES

PLEASE SEE ADDITIONAL PTO POLICY FOR CALIFORNIA EMPLOYEES UNDER THE STATE ADDENDUM

PTO is provided by ClearStar for eligible employees to be away from work due to vacation, illness, or other personal requirements. This policy only applies to Exempt employees paid on a Semi- Monthly basis.

Employees will not earn PTO while on any type of leave. PTO is calculated according to the following accrual:

- Employees will accrue 5.666 hours of PTO per pay period from start of employment through 3rd year of employment.
- Employees will accrue 7.333 hours of PTO per pay period from start of 4th year of employment and thereafter.
- Directors, Vice-Presidents and Executives may be eligible for the company's flexible PTO policy upon approval of the CPO and CEO.

Length of service	Accrual rate per Semi Monthly Pay period	Maximum annual accrual	Maximum annual carry-over
Date of hire through end of 3 rd year	5.666	136 hours / 17 Days	40 hours
Start of 4 th year and thereafter*	7.333	176 hours / 22 Days	40 hours

In the event that available PTO is not used by the end of the calendar year, employees may carry over up to 40 hours of unused time forward to the next calendar year.

Employees classified as exempt may take time off in half-day (4 hour) or full-day (8 hour) increments. Non-exempt employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours).

So that the company may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling time off. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more tenured employee.

If planned PTO has to be canceled due to the needs of the company and an employee is unable to reschedule the time off within the year, the company reserves the option of paying the employee in lieu of taking the canceled PTO or allowing employee to reschedule the time off.

Pay for PTO days will be paid on the regular pay cycle and on actual straight time hours worked. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

Prior service with an affiliate/subsidiary or selected work experience may be factored in accrual rates on a case by case basis upon approval of the CEO and CPO.

Upon separation of employment, if an employee has taken unaccrued PTO hours, by taking time that has not yet accrued, the employee agrees to repay any such amounts and will be required to complete an authorization form to allow deductions from the final paycheck, to the extent permitted by law. However, subject to applicable state laws, accrued but unused PTO will be paid for this time upon separation of employment. While PTO is paid through Insperity, PTO is solely a ClearStar policy.

PTO Request Procedure

PTO that falls contiguous to a weekend or holiday is to be requested together. The weekend and holiday is not counted against PTO time.

1. Submit request for PTO through Insperity TimeStar portal.
2. Changes to a previously approved request may have to be completed by Human Resources. Early requests for two (2) PTO time off periods may be placed on November 1st through the 15th for time off in the next calendar year. Managers will make a best effort to complete the request by November 30th. Starting January 31 each year, the immediate manager can process PTO requests on a first-come-first-serve basis.

***Employees located in other states, please review your state's guidelines and policies in this handbook for specific information pertaining to your PTO and other benefits.*

PTO DONATION

Policy Statement:

ClearStar, Inc. recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available PTO time. To address this need, all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility:

Employees who donate PTO time must be employed with ClearStar, Inc. for a minimum of 1 year.

Guidelines:

Employees who would like to make a request to receive donated PTO time from their coworkers must have a situation that meets the following criteria:

- Family Health Related Emergency - Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- Other Personal Crisis - A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.
- Employees who receive donated PTO time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- Employees who would like to make a request to receive donated PTO time are required to complete a Donation of PTO Time Request Form which includes authorization to present their request to the Human Resources Office personnel who may present the need to employees of ClearStar, Inc. for the sole purpose of soliciting donations.

Employees who donate PTO time from their unused balance must adhere to the following requirements:

- Donation minimum- 4 hours
- Donation maximum- 40 hours or no more than 50% of your current balance.
- Employees who are currently on an approved leave of absence cannot donate PTO.
- Employees cannot borrow against future PTO time to donate.
- Employees who donate time must have sufficient time, at least 40 hours in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off.
- Employees who wish to donate PTO must complete a Donation of PTO Time Form. All forms should be returned to the Human Resources department.

Procedure:

- Employees who would like to make a request to receive donated PTO time are required to complete a Donation of PTO Time Request Form which includes authorization to present their request to the Human Resources Office personnel who may present the need to employees of ClearStar, Inc. for the sole purpose of soliciting donations.
- Employees who wish to donate sick/personal time to a co-worker in need must complete a Donation of PTO Time Form. All forms should be returned to the Human Resources department.
- Transfer of donated PTO time is credited to the recipient's Insperity accrual bank and in turn debited from the donor's Insperity accrual bank.
- Request for additional PTO which has been donated is processed as usual using the Insperity Time and Attendance PTO request and approval procedure with manager approval.

Requests:

- Requests for donations of PTO time must be approved by Human Resources, the employee's immediate Supervisor and a designated Senior Management Leader of ClearStar, Inc. (i.e. CEO, CIO/CSO, CFO, or Vice President).
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time.
- Donated PTO time may only be used for time off related to the approved request.
- PTO donated that is in excess of the time off needed will be returned to the donor or may be held in a PTO bank until year end. At this time, the donor may be reimbursed for unused time per the current PTO buy back policy.

Approval:

- Requests for donations of PTO time must be approved by Human Resources, the employee's immediate Supervisor and a designated Senior Management Leader of ClearStar, Inc. (i.e. CEO, CIO/CSO, CFO, or Vice President).
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time.
- Donated PTO time may only be used for time off related to the approved request.
- PTO donated that is in excess of the time off needed will be returned to the donor or may be held in a PTO bank until year end. At this time, the donor may be reimbursed for unused time per the current PTO buy back policy.

VOLUNTEER TIME

In an effort to benefit employees and our community, ClearStar supports employee volunteer participation in community service agencies, organizations, schools, and other similar groups. The company provides all employees with the benefit of paid volunteer time. Employees are given 16 hours of paid volunteer time per calendar year which can be used to volunteer for any company volunteer event or for another community service volunteer opportunity of their own choosing. Paid volunteer time includes travel to and from the event. An employee must:

Request and submit a *Volunteer Time Request through the Insperity Time and Attendance portal* to supervisor at least ten (10) business days in advance of volunteer service. Employees should provide a statement in the comment section of the online Request through the portal, which states which Volunteer event they were attending.

After obtaining supervisor approval, employee must obtain information/signature on the *Volunteer Day Request Form* from the volunteer organization and submit the completed document to Human Resources within three (3) business days of the volunteer time being used.

Enter the hours as “volunteer day” hours in TimeStar (time off request portal) immediately upon supervisor approval.

Volunteer time is subject to supervisor approval. Volunteer time may be used only during the normal work week and should not hinder departmental workflow. Time spent volunteering before or after regular business hours or on the weekend does not qualify as paid time off, even if it is a company volunteer event. Employees will not incur overtime pay for time they are volunteering.

Failure to obtain the required information/signatures from the volunteer organizer and failure to return the completed document to Human Resources within three (3) business days of completing the volunteer service, will result in the day being recorded and treated as PTO. The volunteer day will be returned as unused.

Anyone found to be abusing the Volunteer Days will lose the privilege.

INSPERITY ONLINE SERVICES

Visit Insperity online to access training, secure personal information and work tools. Go to <http://portal.insperity.com> and click CREATE ACCOUNT. Follow the steps below to log in and begin using Insperity Premier™:

Step 1: Enter your last name and date of birth

Step 2: Enter one of the following to identify yourself:

- Your Social Security Number
- Your Individual Taxpayer Identification
- Your Insperity ID (this can be found on your paystub)

Step 3: Enter a username and password of your choice. Then follow the remaining prompts to create the account.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important you do not share your username and password with others.

Contact Insperity's Contact Center toll free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m., CST for questions about Insperity Premier™ and your Insperity benefits.

LEAVE OF ABSENCE

Additional leave of absence policies for the states of Arkansas, California, Colorado, Florida, Georgia, Illinois, Missouri, Nevada, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Texas, see addendum.

FMLA

This Policy is in effect only where the client company is a covered employer under applicable federal law.

In accordance with the Family and Medical Leave Act ("FMLA"), the client company provides unpaid family and medical leaves of absence to eligible employees.

Eligible Employees

To be eligible for family and medical leave, qualifying exigency leave, or covered service member leave, the employees must meet the following requirements at the time the employees gives notice of the need for leave:

1. **Employer Headcount** – The employees must work at a client company where 50 or more employees have been on payroll for 20 or more calendar workweeks, either in the current year or the preceding year.
2. **Employees Worksite** – The employees' worksite must have 50 or more employees who work within a 75-mile radius of the worksite. **Note:** *Remote employees should be factored into the headcount as well, if there are remote employees who report into the same worksite or receive work assignments from the same worksite as the employees going on leave.*
3. **Tenure** – The employees must have been employed by the client company for at least 12 months in the preceding 7 years, including assignments worked through a temporary agency; and
4. **Hours Worked** – The employees must have worked 1,250 hours during the 12-month period immediately before the beginning of the leave.

Approved Reasons for Leave

FMLA leave may be taken for the following reasons:

1. Birth of a employees' child or care for the newborn child;
2. Placement of a child with the employees for adoption or state-approved foster care;
3. Employees' own serious health condition or the care of family member who has a serious health condition;
4. Employees' care of a "covered service member" who has sustained a serious injury or illness during active duty ("covered service member leave," also known as "military caregiver leave");
5. Employees' response to a "qualifying exigency," arising out of a military member's active duty or notification of an impending call or order to active duty.

Definitions

Subject Matter	Definition
Covered Service Member	<p>The employees' spouse, son, daughter, parent, or next of kin who meets one of the following definitions:</p> <ul style="list-style-type: none">• Member of the Armed Forces, National Guard, or Reserves, who is undergoing medical treatment, recuperation or therapy, is in out-patient status, or is on the temporary disability retired list for serious injury or illness; or• Covered veteran who was discharged or released within five years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy for a serious injury or illness.
Family Member	The employees' spouse, child, or parent
Military Member	The employees' spouse, son, daughter, or parent, who is a member of the Armed Forces, National Guard or Reserves in a foreign country
Qualifying Exigency	Short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling of eligible individuals; rest and recuperation for purposes of spending up to 15 days with a covered military member who is on leave; post-deployment activities; parental care and other activities related to the military member agreed upon between the employees and the client company.
Serious Health Condition	<p>Illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.</p> <p>Example: Disability due to pregnancy or prenatal care</p>

Workers' Compensation and Family and Medical Leave

If an employee is eligible for FMLA and is on leave due to a workers' compensation injury that meets the definition of "serious health condition," the absence will count toward the FMLA leave entitlement.

Length of Family and Medical Leave and Qualifying Exigency Leave

An eligible employee is entitled to a combined total of 12 workweeks of unpaid leave within a 12-month period for family and medical and qualifying exigency leave. The amount of leave available to an eligible employee will be calculated by looking backward at the amount of leave taken within the 12-month period immediately prior to the first date of leave. Family and medical leave and qualifying exigency leave may run concurrent with other federal, state and local leave laws.

Leave taken for the care of a newborn child or placement for adoption or foster care must be taken within 12 months of the birth or placement of the child. If both parents are employed by the same client company, and are eligible for leave, both may take a combined total of 12 weeks, except for leave due to the serious health condition of a covered family member.

Length of Covered Service Member Leave

An eligible employee is entitled to a combined total of 26 workweeks of unpaid leave within a single 12-month period for covered service member and other qualifying FMLA leave. If both spouses are employed by the same client company and are eligible for covered service member leave, both may take a combined total of 26 weeks. Covered service member leave may run concurrent with other leave entitlements provided under federal, state and local law.

Intermittent Leave

Leaves may be taken as an intermittent/reduced schedule leave in the following situations:

- a. For the employees' serious health condition or the serious health condition of a family member when medically necessary or when best accommodated through such scheduling.
- b. For covered service member leave when medically necessary or when best accommodated through such scheduling.
- c. For a qualifying exigency leave.

An employee requesting intermittent/reduced schedule leave may be transferred temporarily to an available alternative position or to a part-time position with an equivalent rate and benefits, if such a position better accommodates the need for intermittent/reduced schedule leave.

Substitution of Regular Pay

If family and medical leave is taken due to the employees' serious health condition, all accrued paid time, including accrued and unused sick leave, paid vacation, paid personal time, paid time off and, if applicable, short-term salary continuation should be exhausted before continuing leave on an unpaid basis.

When receiving disability benefits under a disability benefit plan, the substitution of regular pay is not required, but may be applied during gap or eligibility periods of coverage.

If the employee takes leave under this policy for reasons other than the employees' serious health, all accrued paid leave should be used before continuing on an unpaid basis. Any family and medical leave, qualifying exigency leave, military caregiver leave, whether paid, unpaid or a combination thereof, will be counted toward the 12-week or 26-week leave entitlement, as applicable.

Notification Requirements

If an employee expects to take family and medical leave, qualifying exigency leave or covered service member leave, the employees must notify the authorized client representative and Insperity Leave Administration at least 30 days in advance of the expected leave. Such notification should be provided by submitting a Leave of Absence Request Form.

If the leave is not foreseeable, the employees must provide notification as soon as practical. In addition, the employees must comply with the client company's established absenteeism and tardiness policies.

Medical Certification

Within 15 calendar days of the request, an employee who takes leave for their own or a family member's serious health condition, or to care for a covered service member, must submit medical certification to Insperity Leave Administration. Such certification should include the following:

1. Health Care Provide name, address, contact information and signature;
2. Statement of facts sufficient to support the need for leave;
3. Estimated dates of when the condition began and will end, including the anticipated return-to-work date;
4. Estimated frequency and duration of incapacity for intermittent or episodic conditions; and
5. Work restrictions, if applicable.

If the employee fails to do so, the client company may delay the start of the requested leave, withdraw any designation of the requested leave as FMLA leave, or deny the requested leave, and consider time taken off subject to the client company's established absenteeism and tardiness policies.

If the medical certification is incomplete and/or insufficient, Insperity may notify the employees in writing as to what is incomplete and/or insufficient. The employees will then have seven calendar days to resubmit the medical certification. Failure to provide a complete and sufficient certification by the date required may result in the denial of the requested FMLA leave.

When an employee returns to work after being on a medical leave of absence (including pregnancy-related conditions and work-related injuries), the employees will be required to provide a medical release from the health care provider.

"Qualifying Exigency" Leave Certification

Within 15 calendar days of a request for qualifying exigency leave, the employee must submit written certification detailing the reason(s) for leave and providing appropriate supporting documentation to Insperity Leave Administration.

Job Restoration

When returning from an authorized leave, an employee will generally be returned to the same or an equivalent position, with no loss of benefits accrued prior to leave. Absences due to leave will not be counted as time worked for the purpose of seniority or computing paid time off for vacation, sick leave or personal days. In the event that the employees' position is affected by a decision or event not related to the leave of absence (e.g., job elimination or layoff), the employees will be affected to the same extent as if not on leave.

Certain "key employees" as defined under the FMLA may not be eligible to be restored to the same or an equivalent position after leave if doing so would cause substantial and grievous economic injury to the operations of the company. If applicable, the client company will notify "key employees" in writing of their status and the conditions under which job restoration will be denied.

Continuation of Benefits

All active, full-time employees covered by the Insperity Group Health Plan or the Insperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by federal or state leave law.

While on leave, the employees must continue to pay any required employee contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from the employees' wages (e.g., supplemental life insurance, credit union loans, and 401(k) loans). Failure to pay any required employee contributions does not relieve the employees of the obligation to pay such contributions.

If an employee does not return to work upon expiration of the applicable 12 week period (or such longer period as required by federal or state leave law), coverage will terminate and the employees may have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

Questions about Family and Medical Leave

For questions regarding rights or responsibilities under this policy, please call the Insperity Contact Center toll free at 866-715-3552 (select "Benefits"), weekdays between 7 a.m. and 7 p.m. Central time.

For questions regarding 401(k) loan payments, contact Insperity Retirement Services at 888-401-5273.

View the Department of Labor Notice to Employees of Rights Under FMLA document located at <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

BEREAVEMENT LEAVE

After completion of 90-days of employment, regular full-time employees may take up to three (3) days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, and up to one (1) day off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law. You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family. The eligible time off will be paid. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

CONTINUATION OF BENEFITS

All active, full-time employees covered by the Insperity Group Health Plan or the Insperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the Insperity Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Insperity Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, ClearStar will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, ClearStar will continue your pay for 5 days of jury service per calendar year. If you are required to serve more than 5 working days of jury service in a calendar year, you will be allowed additional time off without pay to complete the jury service. ClearStar will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

MILITARY LEAVE OF ABSENCE

A leave of absence for military or reserve duty or National Guard training will be granted to employees. The employees should submit copies of military orders to his or her supervisor as soon as possible. The employees may use any accrued but unused vacation time or paid time off.

Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

PERSONAL LEAVE OF ABSENCE

You may be granted a leave of absence to attend to personal matters in situations in which the company determines that an extended period of time away from the job will be in your and the company's best interest.

Requests for a leave of absence or any extension of a leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

Upon return from a personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The company will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If you are unable to reach your polling place outside of work hours, you may take up to 3 hours of paid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

CALIFORNIA SPECIFIC POLICIES

ANTI-BULLYING

ClearStar and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of abusive conduct. Abusive conduct, or “bullying,” is conduct of an employer or employees in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests.

It includes unwelcome or unacceptable behavior including repeated infliction of verbal abuse, such as derogatory remarks, insults, epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance and may be directed at an individual or a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident if it is especially severe and egregious. It is usually carried out by an individual but can also be an aspect of group behavior. Some examples of bullying behavior are:

- Excessive supervision;
- Belittling or disregarding opinions or suggestions;
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Unfairly blaming for mistakes;
- Trivializing of work and achievements;
- Abusive and offensive language;
- Insults;
- Teasing;
- Public humiliation in any form;
- Spreading rumor and innuendo;
- Unreasonable criticism;
- Isolating people from normal work interaction;
- Deliberate exclusion;
- Practical jokes;
- Name calling;
- Threats of physical harm or other type of retribution

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intent of the alleged bully is irrelevant, and will not be given consideration when disciplining a employees. It is the effect of the behavior upon the individual which is important.

We encourage all employees to report any instance of bullying behavior. Reported or suspected occurrences of bullying will be promptly and thoroughly investigated. Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action.

ClearStar and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of bullying complaints.

To report workplace bullying, discussing the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate or your problem is not resolved after discussion with your supervisor, you are encouraged to request a meeting with an Insperity human resource specialist. In an effort to resolve the problem, the Insperity human resource specialist will consider the facts and may conduct an investigation.

Additionally, the company provides its employees with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment and discrimination. Any employees who feels harassed or discriminated against should follow the complaint procedure as described in the Anti-Harassment policy.

ANTI-HARASSMENT

ClearStar and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action.

ClearStar and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on a employees’ submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

ClearStar and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employees who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employees identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that a employees has acted in a manner that is not in alignment with the goals of this policy. ClearStar and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employees.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, ClearStar and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employees may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insuperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insuperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

Read the DFEH-185 Brochure:

https://portal.insperity.com/cs/nsp/Document/Forms_Policy/Client_Pol_Ack/the_facts_about_sexual_harassment_ca_1428419803417/DFEH-185P-EG_12_2017.pdf. The California Department of Fair Employment and Housing and/or the U.S. Equal Employment Opportunity Commission may also investigate and process complaints of harassment and discrimination.

BONE MARROW AND ORGAN DONATION LEAVE

After 90 days of employment, a employees may request up to five days of leave to donate bone marrow or up to 60 days of leave for organ donation in a one-year period.

Employees requesting bone marrow leave must use up to 5 days of accrued sick leave, vacation, or paid time off before additional paid leave is granted. Employees requesting leave for the purpose of organ donation may request 30 days of paid leave, of which an employer may require the substitution of 2-weeks of accrued sick, vacation, or paid time off. If a employees taking leave for organ donation exhausts all accrued sick leave, vacation, or paid time off, the employees may request an additional 30 days of unpaid leave, for a total leave time of 60 days.

Leave for bone marrow or organ donation may be taken intermittently or continuously. Employees who return to work following leave for bone marrow or organ donation will be restored to the same position held by the employees when the leave began, or to an equivalent position. Time taken under this policy is not considered a break in service for purposes of accrued benefits such as salary adjustments, seniority, or accrued time off such as sick leave, vacation, or PTO.

In the event an employee uses time under this policy but does not qualify as a bone marrow donor, the time used prior to that medical determination will not count toward a bone marrow donation leave. Employees may be required to provide a doctor's verification describing the reason and length of leave requested.

Employees should notify your supervisor in writing as soon as possible of the need leave for either bone marrow or organ donation.

CIVIL AIR PATROL LEAVE

ClearStar provides up to 10 days per calendar year of unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. To be eligible, you must have completed 90 days of employment. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

CRIME VICTIM LEAVE

An employee who is the victim of or whose family member is, a registered domestic partner, or a child of a registered domestic partner who is the victim of a crime or abuse is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim, seek medical attention for injuries caused by the crime or abuse, to obtain services from assistance organizations, obtain psychological or mental health counseling and/or participate in safety planning. An employee who is the victim of domestic violence, sexual assault, or stalking may request a reasonable accommodation to remain safe while at work. ClearStar will engage in a timely, good faith, and interactive process with the employee to determine an effective reasonable accommodation.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide an employee with advance notice of the need to disclose such documentation.

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a firefighter, reserve peace officer or emergency rescue personnel, whether a volunteer or paid worker. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work. Their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the ClearStar paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy. Their salary will not be reduced for less than a full day because of personal reasons, sickness or disability.
- Employees who are absent from work for jury duty or attendance as a witness may have their salary reduced by the amount of payment they receive in the form of jury fees or witness fees. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the company paid time off, vacation, sickness or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employees whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperity human resource specialist. No employees will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements and is not to be considered any type of contract.

FAMILY RIGHTS ACT LEAVE (CFRA)

This policy is in effect only where ClearStar is a covered employer under the California Family Rights Act and employs 5 or more employees. If you are eligible for FMLA for an approved FMLA reason, California Family Right Act leave ("CFRA") provides similar benefits. In certain situations, you may be eligible for CFRA leave but not FMLA leave based on the reason for the leave.

Eligible Employees

To qualify to take California Family Rights Act leave, you must meet the following requirements the date leave is to begin.

1. You are an active employees and have been employed for at least 12 months; and
2. You have worked 1,250 hours during the 12-month period immediately before the beginning of the leave.
3. You work in the state of California.

Approved Reasons for Leave

California Family Rights Act leave may be taken for the following reasons:

1. The birth of the employees' child or registered domestic partner's child or to care for the newborn child for purposes of bonding;
2. The placement of a child with the employees and/or the employees' registered domestic partner for adoption or state-approved foster care;
3. The employees' serious health condition*;
4. The care of a employees' spouse, child, parent, registered domestic partner, grandparent, grandchild, or sibling, or child or foster child of a registered domestic partner who has a serious health condition;
5. A qualifying exigency related to the covered active duty, or a call to covered active duty, of a employees' spouse, domestic partner, child, or parent in the United States Armed Forces.

*Disability due to pregnancy, childbirth or related medical condition is not a serious health condition under CFRA. Once a employees' period of pregnancy disability leave has been exhausted, a employee who is eligible for CFRA leave may request up to 12 weeks for the birth of the employees' child if the child has been born by this date. There is no requirement that the employee no longer be disabled by her pregnancy, childbirth or related medical condition, or that either the child or employees have a serious medical condition.

Length of Leave

An eligible employee is entitled to a combined total of 12 workweeks of unpaid leave within a 12-month period for CFRA leave, which may be taken intermittently. Leave for the birth, adoption or placement of a child for foster care reasons must be completed within 12 months of the qualifying event.

Substitution of Regular Pay

If leave is taken due to the employees' serious health condition, all accrued paid time, including accrued and unused sick leave, paid vacation, paid personal time, paid time off and, if applicable, short-term salary continuation should be exhausted before continuing leave on an unpaid basis.

When receiving disability benefits under a disability benefit plan or state paid family/medical leave plan, the substitution of regular pay is not required.

Employees taking leave for the birth, adoption or foster care placement of a child, or to care for a covered family member's serious health condition may request to apply accrued sick time under a bona fide paid sick time policy, as mutually agreed upon by ClearStar. Any qualifying exigency leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement, as applicable.

California Family Rights Act leave and federal family medical leave, will run concurrently, when permissible. *The same provisions under FMLA regarding Employees Notification Requirements, Substitution of Paid Leave, Job Restoration, and Medical Certification will apply to leave under this policy.*

LACTATION ACCOMMODATION

ClearStar will provide a reasonable amount of break time, to accommodate a employees' need to express breast milk for the employees' infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods.

ClearStar will provide the employees with the use of a room or other location, other than a restroom, in close proximity to the employees' work area where the employees may express milk in private. Access to a sink with running water and a refrigerator will be provided in close proximity to the employees' workstation.

Employees may exercise their right to request a time and a location to express breast milk by notifying their immediate supervisor of their request under this policy. ClearStar will respond to a employees' request within 2-3 business days, and on occasions when the break time and/or location is not able to be accommodated, ClearStar will provide the requesting employees with a written response.

Employees may file a complaint with the California Labor Commissioner for any violation they feel has been made under this policy.

MILITARY FAMILY LEAVE

California Military Family Leave provides up to 10 days of unpaid leave to employees who are the spouse or registered domestic partner of a deployed member of the armed forces, including the National Guard and reserves.

Eligible Employees

To qualify to take California Military Family Leave, you must meet the following requirements the date leave is to begin.

1. You are an active employees in California;
2. You work an average of 20 hours per week; and
3. You are the spouse or registered domestic partner of a qualified deployed service member who is on leave from deployment during a period of military conflict

Employees taking military family leave should give advance notice of the need to take leave as soon as practicable. California Military Family Leave and federal Family Military Caregiver Leave under the FMLA will run concurrently, when applicable. At the end of the military family leave, a employees will be restored to the position held when the leave began or to a position of equivalent seniority status, employees benefits, pay and other terms and conditions of employment.

PAID FAMILY LEAVE (PFL)

Employees are eligible for state disability insurance payments for qualifying leaves of absence. In order to receive benefits, employees must file a claim for disability benefits with California's Employment Development Department (EDD).

Under the PFL, employees are eligible to receive up to 8 weeks per any 12-month period of state disability insurance payments for leave taken for the purpose of bonding with a new child, a newly placed adopted or foster child within the first year of birth or placement, to care for a seriously ill family member, or for the military deployment of a spouse, registered domestic partner, parent or child to a foreign country. Paid Family Leave may be taken in hourly, daily or weekly amounts as needed. "Family member" is defined as the employees':

- Child
- Spouse
- Parent
- Registered Domestic Partner
- Grandparent
- Grandchild
- Sibling
- Parent-In-law

PFL does not create a new or additional right to a leave of absence. Employees may be eligible for leave under state and federal leave laws, including Pregnancy Disability Leave, CFRA and FMLA. Unless an employee works in San Francisco and is seeking San Francisco Paid Parental Leave (SFPPL) benefits, employees are required to use up to two weeks of accrued but unused vacation or paid time off (PTO) prior to collecting benefits under PFL.

San Francisco Paid Parental Leave (SFPPL) Benefits

Employees receiving Paid Family Leave may be eligible for up to eight weeks of San Francisco Paid Parental Leave (SFPPL) supplemental compensation during the period when they are receiving Paid Family Leave benefits and when they are bonding with a minor child during the first year after the birth of the child or after placement of the child with the employees through foster care or adoption. The Company will not require employees requesting SFPPL benefits to use up to two weeks of unused, accrued vacation prior to receiving California PFL benefits.

ClearStar will require employees to apply up to two weeks of accrued, unused vacation or PTO towards the supplemental compensation at the beginning of the PFL period. To be eligible for supplemental compensation, employees must agree to allow ClearStar to apply up to two weeks of accrued, unused vacation or PTO. For PTO policies only: Employees may decline to use up to (48/72) hours of PTO while retaining the ability to apply remaining PTO balances without impacting the ability to receive SFPPL benefits. Employees who decline to use any PTO balance in excess of (48/72) hours will invalidate their ability to receive SFPPL benefits. Such refusal, however, will not invalidate the employees' eligibility to receive CA PFL benefits.

Eligible Employees

To qualify for San Francisco Paid Parental Leave, you must meet the following requirements the date leave is to begin:

1. You are an active employee and have been employed for at least 180 days;
2. You perform at least 8 hours of work per week and at least 40% of your total weekly hours within San Francisco;
3. You work for an employer with 20 or more employees;
4. You have been approved to receive paid family leave compensation under the California Paid Family Leave Law for the purpose of bonding with a new child;
5. You have agreed to allow ClearStar to apply up to two weeks of accrued, unused vacation or PTO prior to receiving employer-provided supplemental pay; and
6. You have submitted all required paperwork to the Company, including the City of San Francisco Paid Parental Leave Form, the CA EDD Notice of Computation Form (preferred), and the San Francisco Paid Parental Leave Supplemental Compensation Request Form.

SFPPL does not create a right to a leave of absence. Employees may be eligible for leave under state and federal leave laws, including Pregnancy Disability Leave, CFRA and FMLA.

The Company encourages eligible employees to request supplemental compensation under this policy and prohibits interference with any rights under this policy or retaliation against an employee for requesting or receiving supplemental pay under this policy.

OUTSIDE EMPLOYMENT - CALIFORNIA

You may hold outside employment so long as you meet the performance standards of your job with ClearStar. You will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside employment conflicts or interferes with performance, safety or the ability to meet the requirements of the company as they are modified from time to time, you may be asked to terminate the outside employment if you desire to remain with the company.

Any outside employment that appears to conflict with or compromises the interests of the company is not permitted. Employees also may not receive any income or material gain from individuals outside the company for materials produced or services rendered while performing their jobs with the company.

PAID TIME OFF (PTO)- CALIFORNIA EMPLOYEES

PTO is provided by ClearStar for eligible employees to be away from work due to vacation, illness, or other personal requirements. This policy is intended to comply with California's Healthy Workplaces, Healthy Families Act of 2014.

Non-exempt employees

Employees will not earn PTO while on any type of leave. PTO for non-exempt employees is calculated according to the following **bi-weekly** pay period accrual:

- Non-exempt Employees will accrue 5.24 hours of PTO per pay period from start of employment through end of the 3rd year of employment.
- Non-exempt Employees will accrue 6.77 hours of PTO per pay period from start of 4th year of employment and thereafter.

Length of service	Accrual rate per Bi- weekly Pay Period	Maximum annual accrual	Maximum annual accrual cap
Date of hire through end of 3 rd year	5.24	136 hours / 17 Days	204 hours
Start of 4 th year and thereafter	6.77	176 hours / 22 Days	264 hours

Exempt Employees

Employees will not earn PTO while on any type of leave. PTO for Exempt employees is calculated according to the following **semi-monthly** pay period accrual:

- Exempt Employees will accrue 5.67 hours of PTO per pay period from start of employment through end of the 3rd year of employment.
- Exempt Employees will accrue 7.34 hours of PTO per pay period from start of 4th year of employment and thereafter.

Length of service	Accrual rate per Semi-Monthly Pay Period	Maximum annual accrual	Maximum annual accrual cap
Date of hire through end of 3 rd year	5.67	136 hours / 17 Days	204 hours
Start of 4 th year and thereafter	7.34	176 hours / 22 Days	264 hours

In the event that available PTO is not used by the end of the year, you may carry unused time forward to the next year. However, there is a maximum accrual ("cap"). If the total amount of unused PTO reaches this "cap," further PTO accrual will stop. When you use PTO and bring the accrual balance below the "cap," PTO accrual will begin again.

So that the Company may schedule work and plan for business requirements, you should give as much notice as possible in scheduling PTO time. If there are conflicting dates, preference generally will be given to the employee who has the most seniority. However, a more junior employee who already has an approved PTO date will not be bumped by a more senior employee.

Employees classified as exempt may take PTO in 2-hour increments. Nonexempt employees should record their absences in exact time increments to the quarter hour, (e.g., 1.5 hours, 6 hours, 2.75 hours).

If planned PTO has to be canceled due to the needs of ClearStar and an employee is unable to reschedule the time off within the year, the company reserves the option of paying the employee in lieu of taking the canceled PTO or allowing employee to reschedule the time off.

Pay for PTO days will be paid on the regular pay cycle and on actual straight time hours worked. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours. Employees are not permitted to take time off before it is accrued.

If you leave employment with ClearStar, you will be paid for accrued but unused PTO computed at the hourly or salary rate of pay in effect upon separation.

While PTO is paid through Insperity, PTO is solely a ClearStar policy.

PTO Request Procedure

PTO that falls contiguous to a weekend or holiday is to be requested together. The weekend and holiday is not counted against PTO time.

1. Submit request for PTO through Insperity Time and Attendance portal.
2. Changes to a previously approved request may have to be completed by Human Resources. Early requests for two (2) PTO time off periods may be placed on November 1st through the 15th for time off in the next calendar year. Managers will make a best effort to complete the request by November 30th. Starting January 31 each year, the immediate manager can process PTO requests on a first-come-first-serve basis.

PAY PRACTICES

If you resign with at least 72 hours' notice, you will be paid on the date of separation for all wages and any accrued unused vacation at the date of separation. If you resign with less than 72 hours' notice, you will be paid for all wages and accrued unused vacation no later than 72 hours after notice is given. If your employment is terminated, you will be paid on the date of termination for all wages and any accrued unused vacation on the date of termination.

PREGNANCY DISABILITY LEAVE

Under California's Pregnancy Disability Leave law and where ClearStar employs five or more regular full or part-time employees, female employees may take a leave of absence of up to four months for disabilities relating to pregnancy, childbirth or other related medical conditions (PDL leave). PDL leave is subject to the guidelines and conditions set forth below, per applicable law. Pregnancy, childbirth or related medical conditions will be treated like any other disability, and a employees on leave will be eligible for temporary disability benefits in the same amount and degree as any other employees on leave.

Any employees seeking PDL leave should advise the Insperity Leave and Disability Group of the intention to take such leave as soon as feasibly possible. The following guidelines and conditions apply to PDL leave:

1. If the need for the leave, a reasonable accommodation, or transfer is foreseeable, employees must provide at least 30 days of reasonable advance notice before the pregnancy disability leave, reasonable accommodation, or transfer is to begin. Employees must consult with their manager regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of ClearStar. Any such scheduling is subject to the approval of the health care provider of the employees. If 30 days of advance notice is not possible, notice must be given as soon as practicable.
2. Employees who need to take PDL leave must provide timely oral or written notice sufficient to notify the company that the employees needs to take a pregnancy disability leave and/or be granted a transfer or other form of reasonable accommodation. The verbal notice should include the anticipated timing and duration of the leave, reasonable accommodation, or transfer request.
3. If requested by the employees and recommended by the employees' health care provider, the employees' work assignment may be changed as required to protect the health and safety of the employees and her child.
4. Requests for temporary transfers of job duties will be reasonably accommodated if the job and seniority rights of others are not breached.
5. PDL leave usually will begin when ordered by the employees' health care provider. If requested, the employees must provide the company with a certification from a health care provider. The certification indicating disability should contain:
 - a. The date on which the employees became disabled due to pregnancy;
 - b. The probable duration of the period or periods of disability; and
 - c. Statement that, due to the disability, the employees is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

6. A return from leave will be allowed only when the employees provides a release to the company from her health care provider.
7. A employees will be required to use all accrued sick time, if any is available, during a pregnancy disability leave. A employees will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a PDL disability leave.
8. Duration of the leave will be determined by the advice of the employees' health care provider, but disabled employees may take up to four months. The four months of leave includes any period of time for actual disability caused by the employees' pregnancy, childbirth or related medical condition. This includes, but is not limited to, leave for severe morning sickness, prenatal or postnatal care, post-partum depression or recovery from childbirth, loss or end of pregnancy.
9. When a employees is also eligible for FMLA leave, FMLA leave will run concurrently with PDL leave.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Under most circumstances, upon submission of a medical certification that a employees is able to return to work from PDL leave, a employees will be reinstated to her same position held at the time the leave began or to a comparable position with the same pay rate/salary, if available. A employees returning from a PDL leave has no greater right to reinstatement than if the employees had been continuously employed rather than on leave. For example, if the employees on PDL leave would have been laid off had she not gone on leave, or if the employees' position has been eliminated due to a reduction in force, and there are no like or comparable positions available, then the employees would not be entitled to reinstatement.

Absences due to PDL leave will not be counted as time worked for the purpose of computing seniority, vacation, sick leave or personal days.

For employees on PDL leave and covered by the Insperity Group Health Plan, plan coverage will continue as is provided for in the Continuation of Benefits policy.

REST AND MEAL BREAKS

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early. An employee may leave the premises during a 10-minute rest period and is responsible for ensuring they promptly return to their workstation at the end of the break. Employees are relieved of all duty during rest and meal breaks, which includes not being required to respond to phone calls or electronic messages during these times. A employees should notify management immediately if denied the opportunity to take a full, uninterrupted rest or meal break.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Your meal period of at least 30 minutes must begin no later than the end of the fifth hour of work, unless the work day is no more than six hours, then your meal period can be waived by mutual consent between you and ClearStar. A second meal period will be provided to employees who work more than 10 hours per day. If the total work day is no more than 12 hours, and the first meal period was not waived, the second meal period can be waived by mutual consent between the employees and ClearStar. Nonexempt employees are entitled to one 10 minute rest period per four hours worked (or per a major fraction of 4 hours). The rest period should, to the extent practicable, occur in the middle of the four hour (or major fraction of four hours) work period. If, for any reason, you are unable to take your meal period or rest period in accordance with policy, you should report that to your supervisor.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, ClearStar recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 40 hours per year (not to exceed 8 hours in any one month) to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employees taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

COLORADO SPECIFIC POLICIES

CIVIL AIR PATROL LEAVE

ClearStar provides up to 15 days per calendar year of unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

CRIME VICTIM LEAVE

An employee who is the victim of domestic abuse, stalking, sexual assault and any other crime that includes an act of domestic violence is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim. An employee is considered eligible after 12 months of employment to take up to 3 work days of unpaid crime victim leave in any 12-month period.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide employees with advance notice of the need to disclose such documentation.

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a volunteer firefighter. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, ClearStar will continue your pay in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known you have been summoned.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received.

In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

PAID SICK AND SAFE LEAVE

The Company recognizes that the inability to work because of illness injury or safety needs may cause economic hardship. For this reason, ClearStar provides Paid time off to employees which cover the requirements of this policy upon hire and annually to all employees who work in Colorado. See Paid Time off section of the handbook for more information on accruals and carryover. Employees are eligible to use Paid Time Off for paid sick and safe time immediately upon accrual.

Sick and safe leave can be used for any of the following reasons as intended to comply with Colorado Healthy Families and Workplaces Act:

- The employees' own, or the employees' family member's physical or mental illness, injury or health condition, medical diagnosis, care, or treatment related to illness, injury, or condition or preventative medical or health care,
- Absences related to circumstances in which a employees or a employees' family member is a victim of domestic violence, sexual assault or harassment, including but not limited to:
 - Seeking medical attention to recover from a mental or physical illness, injury, or health condition caused by domestic abuse, sexual assault, or harassment;
 - Obtaining services from a victim service organization;
 - Obtaining mental health or other counselling;
 - Seeking relocation due to domestic abuse, sexual assault or harassment; or
 - Seeking legal services resulting from domestic abuse, sexual assault, or harassment
- Absences related to a public health emergency, as identified in the Public Health Emergency Leave policy.
 - Public official orders the closure of a employees' place of business or the school or place of care on a employees' child and the employees needs to care for the child

Suspected abuse of paid sick and safe leave may lead to disciplinary action. Indications of possible abuse include, but are not limited to, repeated usage of sick and safe leave to extend regularly scheduled days off, including weekends, holidays (before or after a holiday), excessive absenteeism on Mondays and Fridays, and usage of sick and safe leave on days previously requested and denied as vacation.

Oral, written or electronic notification of your need to use paid sick and safe leave is required. When possible, your request must include the duration of your absence. If you are absent four or more consecutive workdays, you may be required to provide reasonable documentation to support your use of paid sick and safe leave before returning to work. ClearStar will not require disclosure of personal health information and will maintain confidentiality of information received for employees use of sick and safe leave.

Employees classified as exempt may take sick time in 1-hour increments. Nonexempt employees should record their absences in exact time increments to the hour. Unused sick and safe leave is not paid in the event of separation from employment; however, unused sick and safe leave will be reinstated if re-employed by ClearStar within six months of separation. ClearStar prohibits retaliation against any employees for requesting or inquiring about paid sick and safe leave. Employees have the right to file a formal complaint with the state if sick and safe leave has been denied or if retaliated against for requesting or using sick and safe leave. While sick and safe leave is paid through Insperity, sick and safe leave is solely ClearStar's policy.

PUBLIC HEALTH EMERGENCY LEAVE (PHEL)

In the event a federal, state, or public health agency declares a public health emergency (PHE), ClearStar will supplement a employees paid sick and safe leave to ensure the employees can use the following amounts of leave:

- Employees who regularly work 40 hour or more per week – at least 80 hours
- Employees who regularly work fewer than 40 hours per week, at least the greater of either:
 - The amount of time the employees is scheduled to work in a 14-day period, or
 - The amount of time the employees actually works during an average 14-day period

A employees' unused paid sick and safe leave will count toward the PHEL requirements. Unused PHEL is available until 4 weeks following the official termination or suspension of the public health emergency.

PHEL leave can be used when:

- An employee must self-isolate or care for themselves or a family member who is self-isolating due to diagnosis or experiencing symptoms of a communicable illness that is the cause for the PHE.
- An employee seeks or obtains (or is caring for a family member who needs) a medical diagnosis, care, or treatment if experiencing symptoms associated with a communicable illness that is the cause for the PHE.
- An employees' presence on the job or in the community would jeopardize the health of others due to exhibiting symptoms of the communicable illness, regardless of diagnosis, as determined by a local health authorities or employer.
- A employees must care for a child or other family member when, due to a PHE, the care provider is unavailable, or when the child's or family member's school or place of care has been closed by a local, state, or federal public official, or at the discretion of the school or place of care.
 - Including occasions when a school or place of care is physically closed, but providing instruction remotely
- An employee is unable to work because of the employees' health condition that may increase risk of contracting the communicable illness that is the cause of the PHE.

Use of paid sick leave for qualifying reasons during a public health emergency does not require documentation. PHEL is available only once during the entire period of a public health emergency, and once exhausted, no additional PHEL will be provided during the same period of public health emergency.

Oral, written, or electronic notification of your need to use leave under PHEL is required. Employees must provide advance notice when the need for leave is foreseeable, and the employer's place of work is not closed. When possible, your request must include the duration of your absence. ClearStar will not require disclosure of personal health information and will maintain confidentiality of information received.

Employees classified as exempt may take PHEL in 1-hour increments. Nonexempt employees should record their absences in exact time increments to the hour. Unused PHEL leave is not paid in the event of separation from employment. ClearStar prohibits retaliation against any employees for requesting, inquiring about, or using PHEL. Employees have the right to file a formal complaint with the state if PHEL has been denied or if the employees has been retaliated against for requesting or using PHEL. While PHEL is paid through Insperity, PHEL is solely ClearStar's policy.

REST AND MEAL BREAKS

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period. If your work schedule exceeds 5 consecutive hours, you are provided a meal period of at least 30 minutes, beginning more than one hour after the start of your shift or more than one hour before the end of your shift. Employees who are not able to take an uninterrupted meal period due to the nature of the business activity or other circumstance shall be allowed to consume an on-duty meal while performing their duties. Employees are permitted to fully consume a meal of choice on the job and be fully compensated for the on-duty meal period without any loss of time or compensation.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

FLORIDA SPECIFIC POLICIES

CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member of a victim of domestic violence or sexual violence is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or make their homes more secure or seek new housing. An employee is considered eligible after 3 months of employment to take up to 3 workdays of unpaid crime victim leave in any 12 month period.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide employees with advance notice of the need to disclose such documentation.

GEORGIA SPECIFIC POLICIES

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty or to appear in court as a witness, ClearStar will continue your pay in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known you have been summoned.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your supervisor as soon as it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

LACTATION ACCOMMODATION

ClearStar will provide a reasonable amount of break time to accommodate a employees' need to express breast milk for the employees' infant child. Employees will be paid their normal rate of pay for breaks taken during work hours on company worksites, including employees' homes when working remotely. Employees who require a reasonable break time to express breast milk during work hours when they are not on Clearstar's worksite are eligible to take such breaks; however the time will be unpaid. The break time should, if possible, be taken concurrently with other break periods already provided.

ClearStar will provide the employees with the use of a room or other location, other than a restroom where the employees may express milk in private.

Employees may exercise their right to request a time and a location to express breast milk by notifying their immediate supervisor of their request under this policy. ClearStar will respond to a employees' request within 2-3 business days, and on occasions when the break time and/or location is not able to be accommodated, ClearStar will provide the requesting employees with a written response.

ILLINOIS SPECIFIC POLICIES

ANTI-HARASSMENT

ClearStar and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action.

ClearStar and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, workplace authorization status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on a employees’ submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

ClearStar and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employees who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employees identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that a employees has acted in a manner that is not in alignment with the goals of this policy. ClearStar and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employees.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, ClearStar and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employees may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insuperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insuperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

BIOMETRIC TIMEKEEPING

This policy applies to all employees of ClearStar who, in the course of performing their regular job responsibilities, are involved in the collection, use, handling, safeguarding, storage, retention, and destruction of Biometric Identifiers and Biometric Information (collectively, "Biometric Data").

ClearStar offers the convenience of a biometric timekeeping system that can collect images and/or features of your fingerprint to facilitate accurate and efficient time records of your work hours. The collected images and/or features of your fingerprint are referred to as "biometric data."

Upon your consent, your biometric data will be collected, stored and used by the company through your employment with ClearStar to: (1) identify you; (2) record your work start and end times; and (3) process your pay. You will be asked to sign a Biometric Collection Consent form upon hire for this purpose. The company will not disclose, sell, lease or trade your biometric data for any other purpose.

The Company will securely store your biometric data in the same manner as it stores other confidential or sensitive company information. The Company prohibits the sale, lease or trade of Biometric Data. The Company prohibits any disclosure of Biometric Data other than as permitted by this policy.

Your biometric data will be permanently destroyed after your employment with the company ends. Biometric Data in electronic form will be destroyed in a manner that renders the information irretrievable. The Company's Human Resources and Information Technology departments shall be responsible for coordinating with the timeclock service provider.

Your consent to the collection, storage and use of Client Company's biometric timekeeping system is voluntary and an alternate method of collecting your work time is available upon your request.

Violations of this policy or its procedures will result in disciplinary action up through and including termination of employment.

CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member or household member of a victim of domestic violence, sexual assault or stalking is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or to seek medical attention, to obtain services from victim services organizations, to participate in safety planning, to temporarily or permanently relocate or take other actions to guard against future incidents and make the employee's home more secure, or to seek new housing. Employees will be granted up to 12 weeks of crime victim leave per calendar year.

An employee taking leave may use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a certified disaster service volunteer of the American Red Cross, volunteer emergency worker as defined by the Illinois Emergency Management Agency Act, volunteer firefighter, or volunteer emergency worker. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

EQUAL EMPLOYMENT OPPORTUNITY

ClearStar and Insperity provide equal employment opportunities to all employees and applicants in all company facilities without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, work authorization status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

IL SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (ISERRA)

A leave of absence without pay will be granted to eligible employees who are called to military service, as described below. The employees should submit copies of military orders to their supervisor as soon as possible. The employees may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

Covered employees include members of the Armed Forces of the United States, National Guard, or any state or territory, regardless of status, and the State Guard as defined in the State Guard Act. Covered employees also includes those service members absent from employment for medical or dental treatment related to a condition, illness, or injury sustained or aggravated during a period of active service. Covered time includes active or reserve duty, and service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities as a result of an emergency.

REST AND MEAL BREAKS

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period. If you work 7.5 continuous hours or more you are provided a meal period of at least 20 minutes that must begin no later than the end of the fifth hour of continuous work. If, for any reason, you are unable to take your meal period or rest period in accordance with policy, you should report that to your supervisor.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

MISSOURI SPECIFIC POLICIES

CRIME VICTIM LEAVE

An employee who is the victim of a crime is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide an employee with advance notice of the need to disclose such documentation.

NEVADA SPECIFIC POLICIES

DOMESTIC VIOLENCE LEAVE

Nevada Domestic Violence Leave provides up to 160 hours of unpaid leave to eligible active employees who have been employed by ClearStar for 90 days and who are the victim of an act of domestic violence, or who have a family or household member that is a victim of an act of domestic violence. Family and household members include:

- Spouse;
- Domestic Partner;
- Minor Child;
- Parent or other adult person who is related within the first degree of consanguinity or affinity to the employees; or
- Other adult person who is or was actually residing with the employees at the time of the act of domestic violence

Length of Leave

An eligible employee is entitled to 160 hours of unpaid leave in a 12-month period. The leave must be taken within the 12 months immediately following the date on which the domestic violence occurred.

Approved Reasons for Leave

Nevada Domestic Violence Leave may be taken for the following reasons:

1. For the diagnosis, care or treatment of the employees' health condition related to the domestic violence;
2. To obtain counseling or assistance related to the domestic violence;
3. To participate in any court proceedings related to an act of domestic violence; or
4. To establish a safety plan, to increase the safety of the employees or the employees' family or household from future acts which constitutes domestic violence.

Reasonable Accommodation

ClearStar will make reasonable accommodations for an employee who is a victim of domestic violence or whose family or household member is a victim of domestic violence which may include, but not is limited to:

- Transfer or reassignment;
- Modified schedule;
- New telephone number for work; or
- Any other reasonable accommodation which will not create an undue hardship deemed necessary to ensure the safety of the employees, the workplace, the employer or other employees.

Employees Notification and Certification

After initially taking leave because of domestic violence, a employees must give at least 48 hours' advance notice of the need to use additional hours of leave.

Employees taking Nevada Domestic Violence Leave may be required to provide certification that confirms or supports the reason the employees provided for requesting leave. Such documentation may include, without limitation:

- A police report;
- A copy of an application for an order for protection;
- An affidavit from an organization, which provides services to victims of domestic violence; or
- Documentation from a physician.

Job Restoration

When returning from an authorized leave, a employees will normally be returned to the same or an equivalent position, with no loss of benefits accrued prior to leave. Absences due to leave will not be counted as time worked for the purpose of seniority or computing paid time off for vacation, sick leave or personal days. In the event your position is affected by a decision or event not related to your leave of absence (e.g., job elimination or layoff), you will be affected to the same extent as if not on leave.

Substitution of Paid Leave

If you are taking Domestic Violence Leave, you should substitute all accrued paid leave, including accrued and unused sick leave, paid vacation, paid personal time, paid time off and, if applicable, short-term salary continuation, before continuing leave on an unpaid basis. When receiving disability benefits under a disability benefit plan, the substitution of your accrued paid leave is not required. Any Domestic Violence leave, whether paid, unpaid or a combination, will be counted toward the leave entitlement, as applicable.

Questions About Domestic Violence Leave

If you have any questions about your rights or responsibilities under this policy, contact the Insperity Contact Center toll free at 866-715-3552 (select "Benefits"), weekdays between 7 a.m. and 7 p.m. Central time. ClearStar and Insperity will comply with all applicable federal, state and local laws in administering this policy.

REST AND MEAL BREAKS

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, ClearStar recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 4 hours per child per year to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employees taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

NEW MEXICO SPECIFIC POLICIES

CRIME VICTIM LEAVE

An employee who is the victim of domestic violence is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim. Employees will be granted up to 14 days per calendar year.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide employees with advance notice of the need to disclose such documentation.

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a volunteer emergency responder defined as, a person who is a member in good standing of a volunteer fire department, an emergency medical service, a search and rescue team or a law enforcement agency or who is enrolled by the state or political subdivision of the state for response to an emergency or disaster. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

NORTH CAROLINA SPECIFIC POLICIES

SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, ClearStar recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 4 hours per year to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

NORTH DAKOTA SPECIFIC POLICIES

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a volunteer members of the North Dakota army national guard, North Dakota air national guard, or a volunteer civilian member of the civil air patrol. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

REST AND MEAL BREAKS

ClearStar provides nonexempt employees with the opportunity to take a 10-minute rest period per 4 hours worked. Rest periods are counted as hours worked. You may schedule your rest periods at your discretion, unless instructed otherwise by a supervisor. Rest breaks may not be combined with or added on to meal breaks nor may they be used to come to work 10 minutes late or leave 10 minutes early.

You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

OREGON SPECIFIC POLICIES

ANTI-HARASSMENT

ClearStar and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors and co-workers, as well as vendors, contractors, interns (whether paid or unpaid), temporary workers, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action.

ClearStar and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race (including hair texture and hair styles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, pregnancy related condition, including, but not limited to childbirth and/or lactation, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment is a form of workplace discrimination and ClearStar and Insperity have a zero-tolerance policy for any form of sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on a employees’ submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment, even if the complaining individual is not the intended target of the sexual harassment
 - d. Examples of acts that may be unlawful sexual harassment include, but are not limited to:
 - Physical assaults of a sexual nature, such as: Touching, pinching, patting, grabbing; rape, sexual battery, molestation or attempts to commit these assaults;
 - Unwanted sexual advances or propositions, such as requests for sexual favors accompanied by implied or overt threats concerning the victim’s

- job performance evaluation, a promotion or other job benefits or detriments
 - Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
 - Sexual or discriminatory displays or publications anywhere in the workplace, such as: Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as: Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job; Sabotaging an individual's work; Bullying, yelling, name-calling.
3. Harassment and discrimination are forms of employees misconduct that subjects ClearStar and Insperity to liability for harm to victims of harassment, including sexual harassment. Harassers may also be individually subject to liability. Any employees, including supervisors and managers, who engage in harassing, including sexual harassing, behavior will be subject to sanctions enforced against them for such behavior.

Internal Complaint Procedure

ClearStar and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against, or who is aware of harassment or discrimination occurring in the workplace is encouraged to immediately inform the alleged offender that the behavior is unwelcome. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to client contact #1. If client contact #1 is not available, you may bring your complaint to client contact #2, your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030.

We cannot resolve a harassment or discrimination problem, unless we know about it. Managers and supervisors are required to report any complaint they received, or any harassment that they observe. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employees identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

External Complaint Procedure and Time Limits

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement (if applicable), the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. All employees are required to cooperate with management during any investigation of harassment, including sexual harassment.

The investigation may include interviews with all involved parties, including the alleged harasser, and any persons who are aware of facts or incidents alleged to have occurred, and review of any information provided by such parties. While confidentiality will be observed in this procedure, complete confidentiality cannot be guaranteed, however only those persons who are necessary to this process will be informed of events, and only to the extent necessary.

Following an investigation, ClearStar and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. ClearStar and Insperity may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employees.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, ClearStar and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employees may file a complaint regarding incidents experienced personally or incidents observed in the workplace. Employees and managers should document incidents of prohibited conduct, as described in this policy. ClearStar strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insuperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insuperity may discipline any managers or supervisors who fail to follow this policy, which discipline, may include termination.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employees from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Retaliation Prohibited

ClearStar and Insuperity do not condone retaliation against individuals who file complaints of harassment, sexual harassment, or discrimination. Employees who are found to have retaliated against employees or non-employees (i.e. someone who is a contractor, subcontractor, intern, vendor, temporary worker, consultant or otherwise providing services in the workplace) who have filed complaints of harassment, sexual harassment, discrimination, or who testify or assist in any proceeding under the law is unlawful and will be subject to disciplinary action, up to and including termination.

BEREAVEMENT LEAVE

Full-time and part-time regular employees may take up to 3 days off work for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, and up to 1 days off work for the death of a grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, or grandchild(ren). You may take off one day of bereavement leave for the death of a relative who is not a member of your immediate family. The eligible time off will be unpaid. Eligible employees in Oregon may take up to 2 weeks of family leave for the death of a family member to attend the funeral, arrange for the funeral, or to grieve. Oral notice may be required within 24 hours of taking bereavement leave. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

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You are also provided a 30-minute meal break. Employees are relieved of all duty during the meal break and should immediately notify management if denied the opportunity to take a full uninterrupted meal break. Record the beginning and ending of all meal periods on your time records. Your supervisor will usually assign your meal period.

Breaks and meal periods may be staggered and may change to meet the business needs of ClearStar.

PENNSYLVANIA SPECIFIC POLICIES

CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member of a victim of a crime or witness to a crime is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. ClearStar will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested. If disclosure of documentation is required, ClearStar will provide employees with advance notice of the need to disclose such documentation.

EMERGENCY RESPONDER LEAVE

ClearStar provides unpaid leave for employees who perform emergency duty as a volunteer firefighter, a volunteer member of the fire police or a volunteer member of an ambulance service or rescue squad. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. ClearStar will comply with additional requirements under state law.

TEXAS SPECIFIC POLICIES

BIOMETRIC TIMEKEEPING

This policy applies to all employees of ClearStar who, in the course of performing their regular job responsibilities, are involved in the collection, use, handling, safeguarding, storage, retention, and destruction of Biometric Identifiers and Biometric Information (collectively, "Biometric Data").

ClearStar offers the convenience of a biometric timekeeping system that can collect images and/or features of your fingerprint to facilitate accurate and efficient time records of your work hours. The collected images and/or features of your fingerprint are referred to as "biometric data."

Upon your consent, your biometric data will be collected, stored and used by the company through your employment with ClearStar to: (1) identify you; (2) record your work start and end times; and (3) process your pay. You will be asked to sign a Biometric Collection Consent form upon hire for this purpose. The company will not disclose, sell, lease or trade your biometric data for any other purpose.

The Company will securely store your biometric data in the same manner as it stores other confidential or sensitive company information. The Company prohibits the sale, lease or trade of Biometric Data. The Company prohibits any disclosure of Biometric Data other than as permitted by this policy.

Your biometric data will be permanently destroyed after your employment with the company ends. Biometric Data in electronic form will be destroyed in a manner that renders the information irretrievable. The Company's Human Resources and Information Technology departments shall be responsible for coordinating with the timeclock service provider.

Your consent to the collection, storage and use of Client Company's biometric timekeeping system is voluntary and an alternate method of collecting your work time is available upon your request.

Violations of this policy or its procedures will result in disciplinary action up through and including termination of employment.

HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of ClearStar's Employees Handbook ("Handbook"). I understand this handbook contains information regarding the Company's rules and benefits which affect me as an employee.

I understand the Handbook is not a written employment contract for any specific term. My employment with Insperity is at-will. My employment with Company is at-will unless an authorized employment agreement with ClearStar provides otherwise.

I further understand that only the president, vice president or CEO (or any other individual with similar authority as identified and determined by the company) of the company has any authority to change my at-will status or enter into any agreement guaranteeing employment with the Company for any specific period of time. I also understand that if any agreement is made, it will not be authorized and enforceable unless it is in writing and signed by both parties.

I also understand that an agreement made by either the president, vice president or CEO of ClearStar is not binding on Insperity unless it is agreed to in writing by either the president or senior vice president of Insperity.

I understand, if requested by ClearStar, I must repay the company any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the onsite supervisor.

I further understand the Company reserves the right to modify the policies and benefits in the Handbook at any time without notice.

My signature below acknowledges that I have received the Handbook and understand it is my responsibility to read and comply with all policies contained in this Handbook, including state specific addendums (if any), and any revisions made to it.

Employees Signature

Date

Print Name

Insperity Employees ID Number

Please sign and return one acknowledgment to your supervisor and retain the other for your records. A copy of this signed acknowledgment should be sent to Insperity.