



**Barrett Business Services, Inc.
Temporary Employee Handbook**

Revised June 2024

Welcome to BBSI!

On behalf of everyone at Barrett Business Services, Inc. (BBSI), I want to welcome you as a member of our team.

You are an important part of a passionate company that is proud of its reputation as a highly respected and trusted company in the human resources management industry. We take pride in helping employers become more successful through effective human capital management.

Our company's success has been built on an entrepreneurial spirit that combines the talents of many people. Your knowledge, commitment, and contributions will help distinguish our organization from our competitors. Each employee can and must make a difference because individuals determine the character and strength of BBSI. We recognize this and in return, we strive to offer an environment that will provide you with great personal satisfaction and professional growth.

This Temporary Employee Handbook presents our employment guidelines, benefits, and policies which we hope will provide answers to many of the questions you may have about BBSI. They represent our shared commitments and we encourage you to assist us in honoring the commitments we make to each other.

We hope that your work at BBSI will be the most rewarding and exciting experience of your career. It is our hope that we grow and prosper together!

Sincerely,



Gary Kramer
President and CEO

Notice

This Temporary Employee Handbook (the “Employee Handbook” or the “Handbook”) has been prepared to inform you of BBSI's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued Temporary Employee.

The policies in this Employee Handbook are to be considered as guidelines:

- All employees are expected to read this Handbook and sign the acknowledgement form at the end stating that you understand its contents.
- From time to time, the information included in our Employee Handbook may change. Except for the policy of “at will,” which can only be modified in writing and signed by BBSI's President/CEO, BBSI may change, rescind or add to any policies, benefits or practices from time to time in its sole discretion, with or without prior notice. BBSI will keep you informed of changes through suitable lines of communication.
- In addition to this Employee Handbook, BBSI maintains additional policies and information that will be provided by BBSI representatives. These policies are pertinent to the company locations for your job assignments. These additional policies and information may change or be updated at BBSI's discretion or in partnership with client companies.
- Nothing in this Employee Handbook, or any other document describing personnel policies or benefit plans, creates or is intended to create a contract, promise or representation of continued employment, or continued terms and conditions of employment, for any employee.
- This Handbook replaces all earlier handbooks and supersedes all prior inconsistent policies, practices, and procedures.
- BBSI conducts business in numerous states across the Country. This Handbook is generally based upon federal laws. BBSI will comply with the laws of the jurisdiction where the employee is located. Additional state-specific guidance is provided in the State Addendum to this Handbook. Where the language in this Handbook conflicts with the language in the State Addendum, the language in the State Addendum will control.
- This Employee Handbook is the property of BBSI and is intended for the personal use and reference by employees of the Company.

If you have any questions about a policy, please contact a BBSI representative at the local BBSI office where your temporary assignment was provided.

Table of Contents

Section 1. An Overview of BBSI.....	1
The Company.....	1
Temporary Employment with BBSI.....	1
What BBSI Expects From You	1
Section 2. Employment.....	2
At-Will Employment	2
When BBSI Offers You an Assignment	2
Availability for Work	2
Code of Business Conduct.....	2
Outside Employment.....	3
Work Schedule	3
Personnel Records and Administration	3
Family and Intimate Relationships	4
References	4
Equal Employment Opportunity.....	4
Policy Against Discrimination, Harassment, and Retaliation	5
Complaint Procedure	6
Disability and Accommodation	6
Religious Accommodation.....	7
Section 3. Workplace Policies	8
Standards of Conduct	8
Reporting and Anti-Retaliation Policy.....	9
Confidentiality	10
Dress Code and Appearance	10
Drug and Alcohol Policy	11
Violence in the Workplace Policy	12
Recorded Conversations	13
Solicitation and Distribution	13
Social Media.....	13
Contact with the Media.....	14
Section 4. Compensation	15
Wage and Hour Policies.....	15

Section 5. Benefits	18
Eligibility for Benefits	18
Employee 401(k) Retirement Savings Plan.....	18
Other Benefits	19
Section 6. Leaves of Absence and Paid Time Off.....	20
Family Care, Medical, and Military Family Leave.....	20
Other Disability Leave	23
Sick Leave.....	24
Pregnancy Disability Leave	24
Other Leaves of Absence	24
Section 8. Safety	26
Work-Related Injuries.....	26
Working Safely	26
Weapons	26
Fire Prevention	26
Section 9. Separation of Employment.....	27
Leaving the Company	27
Pay and Benefits Upon Termination.....	27
Return of Company Property	27
Section 10. Receipt and Acknowledgment of BBSI Temporary Employee Handbook	28

Section 1. An Overview of BBSI

The Company

Barrett Business Services, Inc. (“BBSI” or the “Company”) was founded in 1951 in Baltimore, Maryland and has evolved into a leading staffing services provider. Our Corporate office is located in Vancouver, Washington and our operations span across the Country. BBSI is a publicly traded company, and its common stock is traded on the NASDAQ Stock Market under the symbol “BBSI.”

Staffing and Recruiting Services

BBSI staffing and recruiting services include long and short-term staffing, onsite management, contract staffing, and direct placement. We help identify the right people for business—people who can move the company forward, and who are a positive influence on the organization. BBSI offers recruiting services to ensure that employers are supported by the best possible hires.

Temporary Employment with BBSI

This Employee Handbook only applies to BBSI temporary employees and temporary to hire employees; all references to “employees” in this Handbook only extends to those two classes of employees. As used in this Handbook, a temporary employee or a temporary to hire employee is a BBSI individual that only performs work while assigned with a BBSI client, except that a temporary to hire employee can potentially be converted to an employment position with that BBSI client.

What BBSI Expects From You

Your first responsibility is to know your duties, and how to do them professionally, ethically and effectively. Beyond that, you are expected to interface effectively and respectfully with your fellow employees, managers and clients. How you interact with fellow employees and those whom BBSI supports can affect the success of our Company. Additionally, BBSI expects that you will be dependable, responsible, efficient. This includes arriving at work on time every day, accurately recording your time worked, and maintaining the confidentiality of the sensitive information of any BBSI client.

Section 2. Employment

At-Will Employment

Your employment with BBSI is at-will. This means that neither you nor BBSI has entered into a contract regarding the duration of your employment. You are free to terminate your employment with BBSI at any time, with or without notice, for any reason or for no reason. Likewise, BBSI has the right to terminate your employment, at any time, with or without notice, for any reason or for no reason.

This at-will employment policy is the sole and entire agreement between the employee and BBSI regarding the fact that employment with BBSI is at-will. Nothing in this Employee Handbook, or in other Company announcements, should be construed to contradict or limit BBSI's right to terminate an employment relationship at-will. Only BBSI's CEO has the authority to enter into an employment agreement that alters the fact that employment with BBSI is at-will, and any such agreement must be in writing, signed by the CEO.

When BBSI Offers You an Assignment

When BBSI has an assignment for you, your BBSI Representative will provide the following information:

- Client's name and the location where you will be working;
- Start date, work hours and length of your assignment, if applicable;
- Name of the person to contact at the work site on your first day;
- Responsibilities for the job;
- Pay rate;
- Appropriate work attire;
- List of any protective clothing or safety equipment that may be required for this assignment;
- The contact information of your BBSI Representative—this individual will be your contact regarding your assignment and any questions you may have.

It is very important that you receive this information before you start your new assignment. Make sure you have everything necessary to perform the required tasks.

Availability for Work

After each assignment is completed, you must contact your BBSI Representative each week to provide your availability for work. If you fail to contact us each week, we will assume you have voluntarily resigned your employment with BBSI. If you voluntarily resign employment, unemployment eligibility may be affected.

Code of Business Conduct

BBSI will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Under the Code of Business Conduct, all BBSI employees must:

- Avoid conflicts of interest—including potential conflicts of interest—and disclose them when they do arise;

- Avoid any activities or relationships that are inconsistent with or opposed to BBSI's interests or that may give the appearance of impropriety;
- Protect BBSI's, our customers', and our vendors' confidential and proprietary information;
- Treat employees, customers, suppliers and competitors fairly and with respect;
- Protect and only use company assets for proper purposes;
- Comply with applicable laws and BBSI's policies;
- Disclose and seek guidance from appropriate sources inside and outside the Company when confronted with difficult ethical issues; and
- Report any unlawful or unethical behavior.

This section is a summary of BBSI's Code of Business Conduct. For a complete copy of BBSI's Code of Business Conduct, contact your BBSI representative.

Outside Employment

Employees may engage in outside work as long as it does not: (1) compromise the employee's performance, or responsibilities at BBSI; (2) interfere with the employee's work schedule (including overtime or on-call time); or (3) represent a conflict of interest (including, for example, performing services for a customer on non-working time, or using BBSI's confidential or proprietary information or resources).

Work Schedule

Business Hours

BBSI's client's business hours vary and your particular hours of work and the scheduling of your meal and rest periods may be assigned or adjusted by your BBSI Representative in accordance with client business needs and in compliance with all applicable federal, state and/or local laws.

Attendance

BBSI expects you to report to work as scheduled and be ready to work at the beginning of your assigned daily work hours. Employees are also expected to remain at work for their entire work schedule except for meal or break periods, and to reasonably complete their job duties by the end of their assigned work hours.

Absence or Tardiness

If you are unable to report to work, or if you will arrive late, you must contact your BBSI Representative in advance. This time off must be requested and approved in advance by your BBSI Representative.

Be aware that unexcused absences, tardiness or leaving early may lead to termination of a temporary work assignment, disciplinary action, and/or termination from BBSI. Certain exceptions may apply for absences, and the Company will not subject employees to discipline for an absence or tardy protected under applicable law.

An employee is considered to have abandoned their job if they fail to report to work without notification for a period of three (3) consecutive scheduled workdays.

Personnel Records and Administration

Questions regarding insurance, interpretation of benefit-related policies, or questions regarding your personnel records may be directed to your BBSI Representative.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your BBSI Representative as soon as possible.

1. Legal name
2. Home address/ telephone number
3. Person to call in case of emergency
4. Exemptions on your W-4 tax form
5. Training Certificates/ Professional License

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. No copies of documents in your file may be made without prior authorization from your BBSI Representative or Corporate Human Resources, with the exception of documents that you have previously signed, unless otherwise permitted under applicable law. You may add a written response that will be attached to any disputed item in the file.

BBSI will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information contained in personnel files must be directed to your BBSI Representative or Corporate Human Resources Representative. Disclosure of personnel information to outside sources will be limited. However, BBSI will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Family and Intimate Relationships

Supervisory relationships, or those where one employee can affect the compensation or other terms of employment of another employee, can present a potential conflict of interest. For example, a familial or intimate relationship among employees can create an actual, potential, or perceived conflict of interest in an employment setting, especially where one relative or partner supervises another. Accordingly, employees must disclose in writing to their BBSI Representative the existence of a familial or intimate relationship if they either supervise or are supervised by an individual with whom they share the familial or intimate relationship. BBSI will also disclose familial relationships to client companies when requested. The Company will determine adequate measures to resolve any existing or potential conflict of interest at its discretion.

References

All requests for employment verifications and employee references must be directed to your BBSI Representative or a Corporate Human Resources Representative. The Corporate Human Resources Department is the only source authorized to provide additional information to current or former employees. The Company's policy as to references for former employees is to disclose only the dates of employment and the title of the last position held.

Equal Employment Opportunity

BBSI is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available individuals in every job. Company policy prohibits unlawful discrimination based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, family care status, age, national origin or ancestry, physical or

mental disability, legally protected medical condition (including cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state, or local laws. Our commitment to equal opportunity employment applies to all persons at BBSI and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

BBSI will make reasonable accommodations for the known physical or mental disabilities of an employee or recipient of a job offer, unless an undue hardship would result. Any employee or recipient of a job offer who requires an accommodation in order to perform the essential functions of the job should contact your BBSI Representative and discuss the need for an accommodation.

Policy Against Discrimination, Harassment, and Retaliation

BBSI is committed to providing a workplace free of unlawful discrimination, harassment, and retaliation. BBSI prohibits all unlawful discrimination or harassment based on any legally protected status, including: race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, gender identity, gender expression, genetic information, family care or medical leave status, military or veteran status, or any other basis protected by federal or state laws. BBSI strongly disapproves of and will not tolerate unlawful harassment of employees by managers, supervisors, or co-workers. This policy also extends to unlawful harassment by non-employees with whom BBSI has a business, service, or professional relationship.

Discrimination Defined

Discrimination is the unequal treatment of an employee or applicant in any aspect of employment, based solely or in part on the employee's or applicant's legally protected status.

Harassment Defined

Harassment on the basis of any legally protected status is prohibited. Prohibited harassment may include, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, or derogatory comments based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photos, drawings, social media, gestures, emails, or text messages based on an individual's protected status; or
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; (2) submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes various forms of offensive behavior based on sex. It can include, but is not limited to, the following types of conduct prohibited by this policy:

- Offers of employment benefits in exchange for sexual favors;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or

- pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
 - Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, or social media postings;
 - Physical conduct: touching, assault or impeding normal movements; or
 - Retaliation for making reports or threatening to report sexual harassment.

Protection Against Retaliation

BBSI will not tolerate retaliation against any employee for making a good faith complaint of discrimination or harassment or for cooperating in an investigation. Individuals who believe they have been subjected to retaliation should report this concern immediately. Reports of retaliatory conduct will be investigated thoroughly and promptly. If a report of retaliation is substantiated, appropriate remedial measures, up to and including termination of employment, will be taken.

Complaint Procedure

Reporting and Investigating Discriminatory or Harassing Conduct

Any employee who believes they have been discriminated, harassed, or retaliated against in violation of the foregoing policies, or who is aware of such action against others, must promptly provide a written or verbal report to your BBSI Representative. Employees may also make an anonymous complaint through BBSI's hotline at 1-866-384-4277. All employees must promptly report any incidents of discrimination, harassment, or retaliation so that BBSI can take appropriate action.

Every good-faith reported complaint of discrimination, harassment, or retaliation will be investigated thoroughly and promptly. BBSI expects all employees to cooperate in the investigation, provide truthful information, and keep matters related to the investigation confidential. This policy prohibits employees from knowingly raising false concerns or reports.

BBSI will make a determination and notify the reporting employee as soon as practical. If a complaint is substantiated, appropriate remedial measures, up to and including termination of employment, will be taken. Confidentiality will be maintained to the extent practical and permitted by law, and information will only be shared on a need-to-know basis.

Disability and Accommodation

BBSI will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship and/or a direct threat to the health or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of their job should contact their BBSI Representative to request such an accommodation. Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. Your BBSI Representative or a Corporate Human Resources Representative will engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate.

If an identified accommodation is reasonable and will not impose an undue hardship on the Company or a direct threat to the health and/or safety of the individual or others, BBSI will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary

documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

BBSI will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation or as required by applicable federal, state or local law.

Religious Accommodation

The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of their BBSI Representative to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Section 3. Workplace Policies

Standards of Conduct

By accepting employment with us, you have a responsibility to BBSI and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is to balance the personal rights of an individual and the rights of the company and other employees and to help you understand what conduct is expected and necessary.

Unacceptable Activities

We expect each employee to act in a professional and responsible way at all times. If you have any questions concerning work or safety rules, or unacceptable activities, please see your manager for an explanation. It is not possible to list all the forms of unacceptable workplace behavior, but the following are examples of infractions of BBSI's policies that may result in disciplinary action, including and up to termination of employment:

- Insubordination, including but not limited to failure or refusal to follow the lawful instructions of a manager;
 - Dishonesty, fraud, or a breach of trust;
 - Theft, deliberate damage, or careless damage of Company property or the property of any employee, client, or third party;
 - Using abusive, violent, threatening, or unacceptably profane language at any time during working hours or while on Company property or client company property;
 - Misuse or unauthorized use of Company or client company property, time, or resources;
 - Violating conflict of interest rules;
 - Disclosing or using confidential or proprietary information without authorization;
 - Falsifying Company or client company records, including employment information or time records;
 - Interfering with the work performance of others;
 - Provoking or engaging in a physical fight;
 - Harassment, including sexual harassment, of employees, clients, or third parties;
 - Being under the influence of, manufacturing, dispensing, distributing, using, or possessing illegal or controlled substances on Company property or while conducting Company business, or being under the influence of alcohol during work hours or while performing work duties;
 - Failing to observe agreed-upon working schedules, including meal and rest breaks, refusing to work assigned hours, or working overtime without authorization;
 - Sleeping on the job or leaving your work location/work site (excluding meal and rest breaks) during work hours without authorization;
 - Abusing sick leave, or failure to provide a physician's certificate when requested to do so;
 - Violation of safety or health rules;
 - Possessing a firearm or other dangerous weapon or substance on Company or client company property, or unless prohibited by state law, in Company or client company parking areas;
 - Being convicted of a crime or entering a guilty plea or no-contest plea that indicates unfitness for the job or raises a threat to the safety or well-being of the Company, its employees, customers, or property;
 - Gambling on Company or client company property or while conducting Company business;
- or

- Failure to call in or report for your scheduled shift of work. An absence of three (3) consecutive scheduled workdays without notifying your BBSI Representative, supervisor or his or her designee is job abandonment and is considered a voluntary resignation.

Nothing in this list alters the at-will nature of your employment; either you or BBSI may terminate the employment relationship with or without reason, and in the absence of any violation of these rules. The Company reserves the right to proceed directly to end of work assignment, written warning, demotion, or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the Company deems such action appropriate.

Reporting and Anti-Retaliation Policy

Open Communication Policy

Suggestions for improving BBSI are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

BBSI's Commitment to its Code of Business Conduct and the Law

BBSI is committed to promoting a culture of ethical conduct and compliance with our Code of Business Conduct, our policies, all laws that govern our business operations, and best practices in accounting, auditing, and financial reporting matters. We expect everyone at BBSI to follow this commitment.

Raising Good Faith Questions and Concerns

BBSI welcomes your good faith questions and concerns about any conduct you believe may violate our Code of Business Conduct, including any conduct that may be illegal, fraudulent, unethical, or retaliatory. This includes raising good faith questions or concerns about our business activities, whether that conduct occurs within BBSI, involves one of our clients or partners, or involves any party with a business relationship to BBSI.

BBSI Does Not Tolerate Retaliation

We are committed to fostering an environment that encourages individuals to speak up when they observe conduct that may violate our Code of Business Conduct. For that reason, the Company will not tolerate retaliation of any kind because an employee in good faith raises a question or concern about a violation or suspected violation of our Code of Business Conduct, our policies, or the laws that govern our business operations, or because an employee participates with an investigation of such concerns.

Retaliation is any conduct that would reasonably dissuade an employee from raising good faith concerns through our internal reporting channels or with any governmental authority, or from participating in an investigation raising such concerns. Retaliation may take many forms, including but not limited to actual or implied threats, changes to the terms or conditions of employment, coercion, or intimidation. If you are ever aware of an instance or threat of retaliation, please immediately report it.

How to Raise Questions and Concerns

If you have a complaint, suggestion, or question, speak with your BBSI Representative or worksite supervisor as soon as possible. If you are not comfortable speaking to one of them, or if the problem persists, please bring the issue to your BBSI Representative or a Corporate Human Resources Representative or another member of management. The Company expects that employees will provide truthful information.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every concern you raise will be resolved to your satisfaction. However, BBSI values your observations and you should feel free to raise good faith issues of concern without the fear of retaliation.

Application of this Policy

Employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any employee who unlawfully retaliates against another employee as a result of the employee's actions as described in this policy may be subject to corrective action, up to and including termination.

Nothing in this policy, however, prevents the Company from taking appropriate disciplinary or other legitimate employment action consistent with its usual disciplinary practices and the law. In addition, this policy prohibits employees from knowingly raising false concerns or reports.

Confidentiality

Employees may receive and handle confidential information about BBSI and customers, partners, vendors, and the employees of both BBSI and our clients. Each employee should use reasonable care to protect or otherwise prevent the unauthorized disclosure of such information. In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

Confidential information includes, but is not limited to, non-public information about BBSI, our employees, clients, and vendors, including financial data, performance, policies, internal reports and communications, pricing, customer targets and business plans, patents, formulas, work technologies, proprietary forms and templates, current and prospective customer lists, client and vendor contracts, and sensitive personal information (e.g., social security numbers, driver licenses, date of birth, and medical conditions).

Confidential information does not include information lawfully acquired by non-management employees about wages, hours, or other terms of employment if used for purposes protected by § 7 of the National Labor Relations Act. Nothing in this Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority.

This section is a summary of BBSI's complete Confidentiality and Privacy policy. Employees must review and adhere to BBSI's complete Confidentiality and Privacy policy, available from your BBSI Representative.

Dress Code and Appearance

You will represent BBSI to our customers and their partners, vendors and visitors. It is important that you dress and groom yourself in accordance with accepted social and business standards.

You are expected to be suitably attired and well-groomed during working hours or when representing BBSI. Clean, neat and appropriate attire should be worn when working or visiting a customer's site. Dress codes may vary for different assignments so please review the client dress code prior to beginning a new assignment. If your BBSI Representative or assignment supervisor feels your attire and/or grooming is inappropriate, you may be asked to leave work until you are properly attired and/or groomed. Employees who violate dress code standards are subject to appropriate disciplinary action.

Drug and Alcohol Policy

All employees are prohibited from possessing, using, manufacturing, cultivating, distributing, or dispensing illegal drugs and cannabis or THC-containing products (regardless of prescription) or other unauthorized, mind-altering, or intoxicating substances while on Company property (including parking areas and grounds, as well as the client's property where you are assigned to work), or while otherwise performing their work duties away from the Company's premises. Included within this prohibition are lawful controlled substances which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription other than cannabis or THC-containing products.

While working or on the Company's premises, employees are also prohibited from (a) having any such illegal drugs or unauthorized, mind-altering, or intoxicating substances in their system, (b) having excessive amounts of otherwise lawful controlled substances in their systems, or (c) being impaired by cannabis or THC-containing products. Nothing in this policy prohibits the use of cannabis or THC-containing products when an employee is not working and not on Company property, where permitted by law, so long as an employee is not impaired by psychoactive THC when reporting to work.

Prescription Drugs

With the exception of medically prescribed cannabis products or THC-containing products, the proper use of medication prescribed by your physician is not prohibited when working; however, we do prohibit the misuse of prescribed medication. You are required to disclose any medication that may cause a risk of harm to yourself or to others in performing your job duties. It is your responsibility to determine from your physician whether a prescribed drug may impair your job performance.

Notification of Impairment

Each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of their job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, must promptly report that fact to their supervisor or another member of management.

Who is Tested

You may be required to submit to drug or alcohol screening whenever the Company has a reasonable suspicion that you have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of searches or other detection methods, or involvement in a work-related injury or accident that may have been caused by drug or alcohol impairment. Injury or accident-based testing does not apply where the incident or accident is unlikely to have occurred as a result of drug or alcohol use, or where the cause of the incident or injury is known or clear. Additionally, employees in safety sensitive positions may be tested on a random or periodic basis to the extent permitted by applicable state and federal laws.

Enforcement Policy

In order to enforce this policy and procedures, the Company may investigate potential violations and require employees to undergo drug or alcohol screening, including urinalysis, blood tests, saliva tests, or other appropriate tests and, where appropriate, searches of all areas of the Company's physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, workstations, lockers, and personal and Company vehicles.

Discipline

Violation of this policy or any of its provisions may result in disciplinary action, up to and including termination of employment. Violations include but are not limited to the following:

- Refusing to cooperate with searches or investigations;
- Failing to execute testing consent forms when required by the Company;
- Refusing to submit to testing or not showing up for a scheduled test;
- Tampering with any testing sample;
- Testing positive for illegal drugs or unauthorized, mind-altering, or intoxicating substances;
- Testing positive for excessive amounts of otherwise lawful controlled substances; or
- Testing positive for psychoactive THC and the Company believes you are impaired.

Violence in the Workplace Policy

Statement of Policy

The Company is committed to providing a safe, violence-free workplace. In this regard, the Company strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. Moreover, the Company seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

Workplace violence is any intentional conduct that is sufficiently severe, abusive, or intimidating to cause an individual to reasonably fear for their own personal safety or the safety of their family, friends and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for an employee.

Examples of conduct that may be considered to be workplace violence include, but are not limited to:

- Threats of violence or physical harm of any kind;
- The intentional destruction or threat of destruction of BBSI's property, a client's property or another individual's property;
- Stalking, menacing phone calls or messages, veiled threats of physical harm; or
- Bringing or threatening to bring weapons on Company or client company premises.

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify their BBSI Representative or a Corporate Human Resources Representative immediately.

Further, employees should notify their BBSI Representative if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Investigation

All reports of workplace violence will be taken seriously and will be investigated. In appropriate circumstances, the Company will inform the reporting individual of the results of the investigation. To the extent possible, the Company will maintain the confidentiality of the reporting employee and of the investigation. The Company may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Company will not tolerate retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

If BBSI determines that workplace violence has occurred, the Company will take appropriate corrective action, up to and including termination. If a non-employee engages in violent behavior towards an employee of BBSI, the Company will take appropriate action in an attempt to ensure that such behavior is addressed and not repeated.

Recorded Conversations

BBSI is trusted with its clients' sensitive information, and the Company seeks to encourage an atmosphere of open communication, trust, and respect among its employees. BBSI also makes significant investments in its proprietary information, and needs to set reasonable safeguards to protect those investments. Accordingly, no employee may tape or otherwise make a sound-recording of a conversation with a client or another BBSI employee without the consent of the individual(s) being recorded.

This policy, however, excludes recordings made regarding unsafe working conditions or recordings made by non-management employees about wages, hours, or other terms of employment if used for purposes protected by § 7 of the National Labor Relations Act.

Solicitation and Distribution

Employees may engage in solicitation on Company premises only during their non-working time. Non-working time means time during meals or breaks and before or after work. Employees may distribute or circulate non-Company written materials only during non-working time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

Employees must request approval from their BBSI Representative prior to solicitation or distribution in any way connected with the sale of any goods or services for profit anywhere on Company property at any time. It is not acceptable to distribute or circulate materials in client locations without the approval from the client.

Social Media

BBSI supports the positive use of social media, and we encourage you to use it to discuss the advantages our company, services, and people offer to employers. When you are participating in conversations online, however, we ask that you follow these guidelines.

- Follow BBSI's policies, including our Code of Business Conduct and privacy policy.
- Be polite, and treat others with respect—including your coworkers, our clients, business partners and vendors, BBSI, and yourself.
- Remember that much of what is said on the internet is nearly impossible to erase. Use your common sense and avoid posting or creating content that is offensive, sexual, discriminatory, harassing, inappropriate or demeaning. Respectfully withdraw from discussions that go off topic or become profane.
- Do not divulge BBSI's confidential or sensitive information. This includes non-public information about BBSI, our employees, clients, and vendors, including our financial data, performance, policies, internal reports and communications, and pricing.
- Ensure the information you post is relevant, informed and factually correct. If you make an error, correct your mistake and admit you were incorrect.
- Obtain necessary permission before you post on behalf of the Company or represent that you speak for BBSI.

- Respect copyright and trademark laws. Do not use images or content that does not belong to you or the Company. This includes images, content and other materials you find on the internet or subscription services for which you have not received express permission to use or share.
- Gain prior approval from clients, referral partners, or other third parties before identifying them in a social media post.
- If you talk about BBSI online, clarify that your opinions are your own. When discussing the Company or its services online, you must disclose that you are a BBSI employee.
- If you come across negative or disparaging content regarding BBSI that you feel merits a response, bring it to the attention of your BBSI Representative instead of responding yourself.

Temporary Staffing Employees may not create a social media account that represents BBSI. Any employee asked to remove a post found to be in violation of this Policy must do so immediately.

Contact with the Media

To ensure that the Company communicates with the media in a consistent, timely and professional manner about matters related to the Company, you should notify BBSI's Director of Marketing and Communications if you are contacted by the media to speak on behalf of the Company. Do not respond to media inquiries on the Company's behalf without authorization.

Section 4. Compensation

Wage and Hour Policies

It is the policy of BBSI to pay its employees all compensation they are entitled to receive in compliance with all applicable state, local, and federal laws. This policy describes some of BBSI's basic rules concerning pay, timekeeping and payroll procedures, as well as the steps employees should follow to ensure that they are paid properly for all time worked.

Recording Time

You must record the time you work each day. Your arrival, departure, and meal break times must be recorded accurately through the timekeeping system where you work. When you receive your paycheck, please verify immediately that your working time was recorded accurately and that you were paid correctly for all hours worked. If you believe there are errors in the time reflected in your paycheck, follow the contact procedure described above.

When you work, you must report all the time you work. Employees are prohibited from working "off the clock" (i.e., without reporting the time worked). Employees should not work any time that is not authorized by their supervisors. Do not start work early, finish work late, work during a rest or meal break, or perform any extra or overtime work unless you are requested to do so. If you have any questions about when or how many hours you are expected to work, contact your supervisor.

It is a violation of BBSI policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If anyone directs or encourages you to incorrectly report your hours worked, or to alter another employee's time records, you should report the incident immediately using the contact procedure described above.

Review Your Pay Stub

BBSI works hard to ensure that all employees are paid correctly, but mistakes can happen. When mistakes occur and are called to the Company's attention, BBSI will promptly make any corrections necessary. Please review your pay records when you receive them to make sure your pay, spelling of your name, and your address are correct.

Contact Procedure

If you have questions or concerns regarding your pay, or regarding any of the procedures described herein, please promptly report the matter to your BBSI Representative. Timekeeping discrepancies will be investigated with the client company supervisor. If you do not feel comfortable discussing the matter with your manager or supervisor, or if your manager or supervisor fails to address the matter promptly and completely, contact BBSI's Director of Human Resources immediately.

Overtime

Under federal wage and hour laws, non-exempt employees must receive overtime pay at one and a half times their regular rate of pay for all time worked in excess of 40 hours in one workweek. Non-exempt employees will also be paid for overtime in accordance with the requirements of applicable state laws..

Work days and workweeks are defined by each client company. A work day is a 24-hour period and a work week is a 7-day period. Employees may be required to work overtime as necessary and as approved by a supervisor. Only actual hours worked in a given workday or workweek can apply in calculating overtime.

Meal and Rest Breaks

Employees are encouraged and expected to take all required meal and rest breaks under applicable law. Please discuss with your BBSI Representative or work assignment supervisor any questions about scheduling meal and rest breaks.

Exempt Employees

Exempt employees paid on a “salary basis” regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for a workweek in which they perform no work, subject to BBSI benefits programs and policies.

Your salary may be reduced as permitted by law for certain types of deductions such as your portion of health premiums, when applicable,; garnishments; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) plan.

If you believe that an improper deduction from your salary has been made, you should immediately report this information using the contact procedure described above. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Reporting Errors and Obtaining More Information

If you have questions about deductions from your pay, if you believe you have been subject to any improper deductions, or if your pay does not accurately reflect your hours worked, please follow the contact procedure described above.

Every report will be investigated and BBSI will make every effort to ensure that you receive the pay to which you are entitled. BBSI will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in BBSI’s investigation of such reports, even if the reports do not reveal any errors or wrongdoing. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge. If BBSI concludes that an employee has violated this Policy, corrective action will be taken, where appropriate, up to and including discharge.

Pay Cycle

The pay cycle for Temporary Staffing employees is weekly, paid on Friday. There are some exceptions to pay cycles determined by client companies and those changes will be communicated to you by your BBSI Representative at the time of placement.

How You Receive Your Pay

You have three options for receiving your pay, as follows:

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution account of your choice. Your pay is normally deposited into your account by 12:15 a.m. on payday, or the time set by your financial institution. You will receive a check stub for verification purposes, either in electronic or paper form.

Payroll Card

As an alternative to traditional direct deposit, employees may have all or a portion of their pay

deposited on a Visa payroll card. Employees using this option will have access to their pay records electronically.

Payroll Check

You may receive your pay in the form of a negotiable check.

Mandatory Deductions from Payroll Check

BBSI is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the withholdings will depend on your earnings and on the information you furnish on your W-4 form regarding the amount of withholding you claim. Changes can be made by contacting your BBSI Representative.

Garnishments

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever BBSI is ordered to make such deductions. A nominal fee will be taken to handle these deductions, as allowed by law.

Expenses

It is not expected that you will incur personal expenses related to your assigned work while with BBSI. However, in the event that you do, it must be authorized in advance by your BBSI Representative. Further, you must contact your BBSI Representative regarding reimbursement, and be prepared to submit receipts and other documentation.

Section 5. Benefits

Eligibility for Benefits

Temporary Staffing Employees are eligible for a health care plan when they meet the eligibility requirement for the coming calendar year. Each November, BBSI conducts a 52-week lookback for hours worked. Any temporary staffing employee who has worked 1,560 hours during the lookback period (average of 30 hours per week) is eligible to enroll in the health plan for the following calendar year beginning January 1. Employees may choose employee-only coverage or may choose to enroll dependents.

The Staffing Benefit Guide is available to you to review and can be obtained by your BBSI Representative. Temporary staffing employees who are eligible for the calendar year must continue to pay monthly premiums, either via payroll deduction or direct pay, to continue benefits through the calendar year.

Premiums

BBSI does not contribute to your group health coverage. In accordance with our Section 125 Cafeteria Plan all applicable employee contributions will be deducted from your paycheck on a pre-tax basis unless otherwise noted or requested. Per IRS regulations premiums for an employee's non-registered domestic partner (same and opposite sex) will be taken post-tax.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with BBSI or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

Employee 401(k) Retirement Savings Plan

BBSI offers a 401(k) Plan to eligible employees to save money on a pre-tax basis for their retirement. All temporary staffing employees who: work at least 6 months without a break in service; are at least age 21; are not a non-resident alien; and/or do not belong to a collective bargaining union, are eligible to participate in the 401(k) Plan. Initial entry into the Plan is limited to the first day of a month once eligibility has been met, and the employee has enrolled in the Plan through Milliman, Inc. See the BBSI Corporate 401(k) Administrator for additional Plan information.

Participants in BBSI's 401(k) Plan are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

If you have any questions about your Plan, please contact the BBSI Corporate 401(k) Administrator.

Other Benefits

Employee Assistance Program

Temporary staffing employees and members of their household have access to resources, tools online, consultants by telephone, and some face-to-face visits with counselors for help with personal challenges. Your BBSI Representative will have additional information regarding this program upon request.

Section 6. Leaves of Absence and Paid Time Off

BBSI provides (1) family care, medical, and military family leave for up to 12 or 26 weeks per year, depending on the reason, in accordance with the federal Family and Medical Leave Act of 1993 (“FMLA”); (2) disability leave as required to reasonably accommodate employees with a workplace injury or a qualified disability under the Americans with Disabilities Act (“ADA”) or state law; and (3) leave for other legally required absences as required by law. Employees in certain states may be eligible for additional leaves under the laws of the state where they reside, and the Company will comply with applicable laws in all states.

Employees having any questions regarding this policy should contact their BBSI Representative.

Family Care, Medical, and Military Family Leave

Eligibility

To be eligible for family care, medical, and military family leave, an employee must (1) have worked for the Company for at least twelve months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave. However, employees who work at a location where the Company employs fewer than 50 persons within 75-miles are not eligible for family care, medical, or military family leave.

In the case of a pregnancy-related or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all of the above requirements. In such circumstances, the employee should contact their BBSI Representative to coordinate with Corporate Human Resources for clarification about his or her rights for other types of leave.

Permissible Reasons for Leave & Amount of Leave

Family Care & Medical Leave; Military Exigency Leave: You may take Family Care and Medical Leave for any of the following reasons: (1) the birth of a son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, domestic partner, son, daughter or parent (“covered relation”) with a serious health condition; (4) because of your own serious health condition which renders you unable to perform an essential function of your position (including pregnancy-related disability). Family care leave because of reasons (1) or (2) must be completed within the 12-month period beginning on the date of birth or placement.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves (a) an inpatient stay in a hospital, hospice, or medical care facility or (b) continuing treatment by a health care provider, as defined under the FMLA. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Eligible employees may use up to 12 weeks of FMLA leave for “any qualifying exigency” arising out of a covered military family member serving in the National Guard, Reserves, or Armed Forces on covered active duty or called to covered active duty. A “qualifying exigency” includes issues arising from short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any additional activities agreed to by the employer and the employee.

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care, medical, and military exigency leave in a rolling 12-month period measured backward from the date of any FMLA leave usage.

Military Caregiver Leave: An employee who is the spouse, son, daughter, parent, or next of kin to a covered servicemember may take up to 26 workweeks of leave in a single 12-month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty, including a preexisting injury or illness that was aggravated in the line of duty on active duty. This 12-month period will be measured forward from the first day leave is taken. This leave also covers family members of a veteran who is undergoing medical treatment. Specifically, it covers family members of veterans who: (1) are undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness incurred in the line of duty on active duty; and (2) were members of the Armed Forces, including the National Guard or Reserves, at some point during the five-year period before undergoing the treatment, recuperation, or therapy. Spouses who are both employed by the Company may take a maximum combined total of 26 weeks in the 12-month period for the care of the servicemember and the birth, adoption, or foster care of their child or to care for an ill parent, provided that no more than 12 weeks of this combined 26-week period may be taken for reasons other than to care for the servicemember.

Intermittent or Reduced Schedule Leave

An employee may take leave covered under this policy intermittently or on a reduced leave schedule when the leave is due to a serious health condition of the employee, a covered family member, or covered military servicemember, provided that a healthcare provider's certification establishes that intermittent leave is medically necessary and, when possible, includes a reasonable estimate of the dates and duration of the leave. Military exigency leave also may be taken intermittently or on a reduced schedule.

Where the intermittent or reduced schedule leave is for a chronic condition, the healthcare provider's certification will need to address whether the employee is incapacitated as of the time of the certification, and the likely duration and frequency of episodes of incapacity.

Where the intermittent or reduced schedule leave is for planned medical treatment, the healthcare provider's certification will need to provide: (a) an estimate of the probable number and interval between such treatments; (b) actual or estimated dates of treatment if known; and, (c) the period required for recovery if any. In addition, the employee must make an attempt to schedule the treatment so as not to unduly disrupt the Company's operations. When the leave is for planned medical treatment, the Company may temporarily transfer an employee requiring intermittent leave or leave on a reduced work schedule to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave. When the employee no longer needs leave on an intermittent or reduced leave schedule basis, the employee will be returned to the substantially same or equivalent job that he or she held when the leave began.

The employee is required to respond satisfactorily to any reasonable inquiries permitted under the law that the Company may make about the circumstances substantiating any particular request for leave on an intermittent basis. Failure to respond satisfactorily to any such inquiries may result in denial of leave. Where the family care leave is to be taken in connection with the birth, adoption, or foster placement of a child, the minimum duration for each period of leave is two weeks, except that the employee may request leave of less than two weeks duration on any two occasions.

Reinstatement

An employee returning to work following approved leave under this policy is entitled to return to the substantially same position the employee held prior to taking leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Reinstatement is based on availability of client work assignments at the time of the request for reinstatement. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. The Company will comply with all applicable laws pertaining to reinstatement of employees, including where required, the reasonable accommodation of employees who have been on an approved leave.

Substitution of Paid Leave

Except as to any time period for which the employee receives pay replacement benefits from another source, such as state disability insurance, eligible employees may be required to use, to the extent permissible under applicable law, any available sick leave during FMLA leave taken because of the employee's own serious health condition. Employees may elect, but are not required, to use any available sick leave during FMLA leave taken to care for a family member or bond with a new child. Except to the extent sick leave and/or Paid Leave are used during FMLA leave, FMLA leave is unpaid.

The Company may require usage of any sick leave and/or any pay replacement benefits provided by the Company to run concurrently with the FMLA leave, to the extent permissible under applicable law. In addition, if an employee is off of work due to an injury covered by worker's compensation, if the injury qualifies as a "serious health condition," the Company may designate the leave as FMLA leave and the worker's compensation leave and FMLA leave will run concurrently.

Procedure for Requesting FMLA Leave

If the need for family care, medical, military exigency, or military caregiver leave is foreseeable, an employee must provide the Company with at least 30 days advance notice before the leave is to begin. If 30 days' notice is not practicable due to a medical emergency or the date for leave is not known, the employee must provide notice to the Company as soon as practicable based on the facts and circumstances of the individual case. Generally, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day after learning of the need for leave. If the employee fails to provide notice 30 days beforehand (for foreseeable leave) or as soon as practicable (for unforeseeable leave), the Company may determine that the absence does not qualify for FMLA leave and treat the absence as unexcused, to the extent permitted by law.

When planning medical treatment, an employee must consult with the Company and make a reasonable effort to schedule the treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider.

When the need for leave is not foreseeable and absent unusual circumstances, the employee must comply with the Company's usual and customary call-in procedures to report their absence from work. All requests for family care, medical, military exigency, and military caregiver leave should include enough information to make the Company aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Medical and Other Certification Requirements

Any request for medical leave for an employee's own serious health condition or that of a covered family member must be supported by medical certification from a health care provider. Employees generally must provide the required certification within 15 calendar days after the Company's request for certification. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after the Company's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.

The Company also may request periodic recertification of the need for leave taken because of an employee's own serious health condition or the serious health condition of a family member, to the extent permitted by law.

For an employee requesting leave because of a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the Company requires that the employee provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status and the dates of that service.

For an employee requesting leave to care for a covered servicemember with a serious injury or illness, the Company requires that the employee obtain a certification completed by an authorized health care provider of the covered servicemember.

Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued leave.

Fitness for Duty Certification

The Company requires that an employee seeking to return to work following leave due to the employee's own serious health condition provide certification from the employee's health care provider that the employee is able to come back to work and is able to perform the essential functions of the employee's job. The Company may delay restoring the employee to employment or terminate the employee without such certification.

Company Notification of Eligibility and Designation of Leave

The Company will inform employees requesting leave whether they are eligible under FMLA and if not eligible, will provide a reason for the ineligibility. The Company also will inform employees if leave will be designated as FMLA-protected leave and the amount of leave counted against the employee's FMLA leave entitlement.

FMLA Rights and State Law

The Company will not interfere with, restrain or deny the exercise of any right provided under FMLA. Nor will the Company discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

A number of states have family leave laws that provide leave benefits which exceed those available to employees under FMLA. Employees should refer to the State Addenda to this handbook or contact a Corporate Human Resources Representative for additional information.

Other Disability Leave

In addition to the leaves described above, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a disability under the

Americans with Disabilities Act or state law. Any disability leave under this section will run concurrently with any medical leave to which the employee is entitled under the FMLA or other applicable law. Disability leaves under this section will be unpaid.

Employees taking disability leave must comply with the Family Care, Medical and Military Family Leave provisions regarding substitution of paid leaves, notice, and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be a medical leave.

Unless the employee is also eligible for leave under the FMLA, the employee will not be entitled to any continued employer contributions towards any employee benefit plan unless otherwise required by law. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. An employee desiring to return to work from temporary-disability leave shall be reinstated in accordance with applicable law and every effort will be made to restore the employee to a similar assignment. The Company cannot, however, guarantee that the employee's former position, or any other position, will be available upon the expiration of the scheduled leave.

If the disability leave is needed due to a work-related injury, all matters relating to an employee's leave rights, including compensation, benefits, substitution of paid leave, notice and certification requirements, and reinstatement shall be governed by state workers' compensation laws. Employees having questions about such rights should contact their BBSI Representative to coordinate with the Corporate Human Resources Representative.

Sick Leave

In various states, counties, and cities throughout the Country, employees may be entitled to paid sick leave. Each of these jurisdictions has their own laws and regulations regarding eligibility, accrual, and use of sick leave. To see paid sick leave that you may be eligible for, please refer to the applicable State Addendum or speak to your BBSI Representative.

While specifics of paid sick leave will vary, employees will be required to provide their BBSI representative and client supervisor with reasonable advance notice of their intention to use sick leave. If the need for sick leave is unforeseeable, an employee must notify their BBSI Representative and client supervisor as soon as it is practical.

Pregnancy Disability Leave

The Company's policy is to accommodate requests for leave for pregnancy-related disabilities in accordance with applicable law. Various states require employers to provide their employees with additional leaves of absence regarding pregnancies.

Other Leaves of Absence

Various laws around the Country provide for leave for employees, and BBSI will follow all federal, state, and local requirements. Depending on your work location, this may include leave to serve on a jury, serve in the military, grieve the loss of a family member, vote, address issues related to being a victim of domestic violence, sexual assault, stalking, or other crimes, or to serve as a volunteer rescue worker, firefighter, or peace officer. See the applicable State Addendum for the location where you work for additional details, or ask your BBSI Representative.

BBSI asks that employees provide reasonable advance notice of any such leave, to the extent permitted by law. In addition, where permitted by law, BBSI may request documentation establishing the need for leave.

Section 8. Safety

Work-Related Injuries

Federal law (Occupational Safety and Health Administration) and in some instances state laws, require that we keep records of all illnesses and accidents that occur during the workday. You are required to report any workplace illness or injury to your BBSI Representative. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job.

Employees returning to work after being absent due to a work-related injury must report to their manager/risk manager prior to beginning work and must bring a doctor's clearance for returning to work.

Should you have any questions or concerns, contact your manager for more information.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and any accidents to your BBSI Representative.

Weapons

BBSI believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, BBSI prohibits all persons who enter company or customer property or, unless prohibited by state law, company parking areas, from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards, and similar protective and security personnel in the performance of their duties.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your manager if fire extinguishers are not present, are used or if the seal is broken

Section 9. Separation of Employment

BBSI employees are employed on an at-will basis, meaning that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment.

Leaving the Company

An employee may voluntarily choose to end the working relationship with the Company. This may take the form of written or verbal resignation, retirement, or job abandonment. An employee is considered to have abandoned the job if they fail to report to work without notification for a period of three (3) consecutive scheduled workdays.

Employees who voluntarily leave the Company are encouraged to provide their supervisor with written notice in order to allow a reasonable amount of time to reassign the work. We would appreciate you giving us at least two (2) weeks written notice. Upon resignation, an employee must return all keys and any other company-issued property.

Employees in good standing who retire or resign from their positions may be eligible for re-hire.

Pay and Benefits Upon Termination

Final wages will be paid in accordance with applicable law.

Return of Company Property

Employees are required to immediately return all company property (e.g., computers, passwords, ID badges) that is in their possession or control in the event of termination of employment, resignation, retirement or layoff, or at any time upon request. No information belonging to the Company can be copied, downloaded, or retained for the employee's use without authorization from management. BBSI may take action it deems appropriate to recover or protect company property.

Section 10. Receipt and Acknowledgment of BBSI Temporary Employee Handbook

I acknowledge that I have received and read a copy of the BBSI Temporary Employee Handbook and the applicable State Addendum for the state in which I work. I understand that the Handbook sets forth the terms and conditions of my employment with the Company as well as the duties, responsibilities, and obligations of employment with the Company. I understand that I am responsible for knowing and complying with the policies set forth in the Handbook during my employment with BBSI. I also understand that BBSI has provided channels to raise concerns of violations of this Handbook or Company policies, and encourages me to do so in order to effectively address such situations, and that nothing herein is intended to prohibit me from filing a charge, making lawful disclosures to, or otherwise participating in an action by a governmental agency. I agree to abide by the policies and standards set forth in the Handbook.

I further understand, however, that the guidelines contained in the Handbook are not intended to create any contractual rights or obligations, express or implied. I also understand that, except for the Company's at-will employment policy, BBSI may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because BBSI cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the Company's guidelines or procedures, I should consult my BBSI Representative or a Corporate Human Resources Representative.

I also acknowledge that my employment with BBSI is at will and not guaranteed for a specified length of time and can be terminated at any time, for any reason or for no reason, with or without cause or notice, by me or by BBSI. I acknowledge that no statements or representations regarding my employment can alter this policy except for a written agreement signed by BBSI's CEO. Finally, I understand and agree that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment. Nothing about the policies and procedures in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including § 7 of the National Labor Relations Act.

Employee's Printed Name

Position

Employee's Signature

Date

Manager Use Only

Copy to Employee

Copy to Manager

Original in Personnel File
at Corporate Office