



POLICY HANDBOOK
TEMPORARY EMPLOYEE

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INTRODUCTION

Welcome to Building Technology Staffing (BTS)! We are delighted to have you with us. As a BTS employee, you have the unique opportunity to work for a very fast paced and rapidly growing business

The dedication and cooperation of our employees has been a key factor in the growth and success of BTS. We work together to achieve common goals, share many responsibilities, as well as enjoy individual initiative and creativity in our work. We endeavor to provide an environment of personal growth and professional advancement.

It is our philosophy to recognize and respect the individual rights of our employees, to treat each employee with respect and consideration, and to recognize personal achievement. Your contributions as an employee will play a vital role in the continuing success of our company.

We consider the employees of BTS to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. BTS reserves the right to modify, supplement, deviate from or rescind any of its policies, procedures, employee benefits or other terms and conditions of employment or any provision of this handbook at any time, with or without cause or notice, as it deems appropriate in its sole and absolute discretion. To be effective, any such changes must be in a writing signed by one of the following members of company management: CEO; President; Manager, Human Resources. We will try to inform you of any changes when they occur.

Third, this handbook is not an employment contract. Neither this handbook nor any other Company document confers any contractual right; either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specified or definite period of time and may be terminated at any time at the will of either you or the Company, with or without cause and with or without prior notice. No supervisor or other representative of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to at will employment except for the CEO or President of the Company and then only expressly in writing signed by one of them.

Throughout this handbook, we ask you to consult with Human Resources before proceeding on certain personnel or employment-related matters. There are several reasons for this. It enables Human Resources to help you with difficult personnel issues. Additionally, many practices that seem perfectly reasonable to you may, under certain circumstances, lead to legal issues. Additionally, Human Resources professionals can offer professional support and assistance to help resolve your issues and concerns.

BUILDING TECHNOLOGY STAFFING CORPORATE POLICIES

EQUAL EMPLOYMENT/DISCRIMINATION FREE/HARASSMENT FREE WORKPLACE POLICY

BTS is committed to providing equal employment and career opportunities, without discrimination or harassment on the basis of race, color, sex, age, disability, religion, national origin, marital or veteran status, sexual orientation, ancestry, political belief or activity, cancer related medical condition, genetic characteristics or any other category protected by law. All Company decisions, including but not limited to compensation, benefits, transfers, promotions, dismissals, Company-sponsored training and educational programs and any other terms and conditions of employment will be made without regard to those factors. Further, BTS will not tolerate discrimination or harassment based on these or any other legally protected categories.

Definitions Of Harassment

a. Sexual harassment constitutes discrimination and is illegal under the law. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any characteristic protected by law and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and BTS employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to BTS (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation Is Prohibited

BTS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

BTS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to BTS policy or who have concerns about such matters should file their complaint, preferably in writing, with Human Resources.

IMPORTANT NOTICE: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An associate's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. Employees also have the right to contact the Equal Employment Opportunity Commission or comparable state agency.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action

such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as BTS believes appropriate under the circumstances.

If an associate making a complaint does not agree with its resolution, the associate may appeal to BTS Chief Executive Officer.

Individuals who have questions or concerns about these policies should contact Human Resources

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of BTS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

AMERICANS WITH DISABILITIES ACT POLICY

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"), and state law prohibiting employment discrimination based on disability. It is the Company's policy not to discriminate against any qualified associate or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability or known record or history of a disability, so long as the applicant or associate can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or applicable state law, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. BTS encourages individuals with disabilities to come forward and request reasonable accommodation.

FAMILY AND MEDICAL LEAVE

BTS recognizes that an associate may need to be absent from work for an extended period of time for family and/or medical reasons. BTS complies with federal and state law provisions for family, medical and pregnancy disability leaves. BTS will grant these leaves to employees as required by state and federal law in effect at the time the leave is granted.

Please contact the Human Resources department if you have any questions regarding these guidelines.

PREGNANCY DISABILITY LEAVE (CALIFORNIA EMPLOYEES ONLY)

Pregnant California employees are entitled to take leave if they are disabled by pregnancy, childbirth or a related medical condition. Pregnancy disability leave begins on the first day that the employee's health care provider certifies she is unable to work and ends when her health care provider certifies she is able to return to work, or after a total of four (4) months of leave, whichever occurs first. Family leave to care for a newborn child may be available following pregnancy disability leave.

PAID FAMILY LEAVE (CALIFORNIA EMPLOYEES ONLY)

All California employees are entitled to PFL, a new state-sponsored insurance program within the SDI program. This program has been created to provide employees with partial wage replacement for up to six weeks in any twelve-month period while they are absent from work to care for a seriously ill or injured family member or bonding with a minor child within one year of the birth or placement of the child in connection with foster care or adoption. Like SDI, PFL does not create the right to a leave of absence and does not require you to create a leave of absence policy or guarantee reinstatement rights other than those already mandated by law. PFL employee deductions will begin on January 1, 2004 and employees will be eligible to collect benefits under this program beginning on or after July 1, 2004

An employee who is entitled to leave of absence under the FMLA and the CFRA must take PFL concurrent with those leaves.

HOLIDAYS

Temporary employees are eligible for Holiday Pay after meeting the following requirements:

- **Perfect safety record.** No on the job injuries in the quarter preceding the holiday.
- **Good performance rating.** Based on input from our clients, your account manager and your recruiter will rate you every quarter on technical competency, punctuality, professionalism and appearance. **Your rating must be good or excellent in all four categories for the quarter preceding the holiday.**
- **Timely submission of weekly timecards.** Submit your weekly timecard by **5 PM** each Monday. If you have more than one late timecard during the quarter, you will be disqualified.
- **Work at least 935 hours in the preceding six (6) months or 1650 hours in the prior year before the holiday.**

All benefits, including paid Holidays are at the sole discretion of BTS and may be modified or discontinued with or without notice.

Following is the list of paid holidays you will receive should you meet the above-mentioned criteria. (The eligibility must be met at the quarter previous to the holiday)

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

DRUG FREE WORKPLACE POLICY

The use, manufacture, purchase, sale, offer for sale, distribution or possession of any illegal drugs or controlled substances on BTS premises is prohibited, as is being under the influence of illegal drugs or controlled substances upon reporting to work, while working or on duty or while on BTS property or in a BTS vehicle. Reporting to work or working while under the influence of alcohol is also prohibited. Violation of this policy is considered gross misconduct and may result in immediate dismissal.

Any associate who has information concerning possible violations of BTS Drug Free Workplace policy should contact Human Resources. Similarly, if a supervisor suspects that an associate has a drug or alcohol abuse problem, the supervisor should contact Human Resources.

BTS encourages employees with drug or alcohol problems to obtain treatment. Notwithstanding such problems, employees are subject to dismissal if the problems persist and they are unable to perform their jobs satisfactorily.

Drug Tests will be required in the following situations:

Pre – employment

If there is a reasonable suspicion that an employee is under the influence of alcohol or drugs while on duty

Post - injury

The following will result in disciplinary action up to and including termination of employment:

- Drug screen results that are positive (based on federally prescribed cut-off levels) for prohibited drugs
- Alcohol screen results that indicate an alcohol level of 0.04% or greater
- Refusal to participate in the screening process

CONFIDENTIALITY

All BTS records and information relating to BTS or its customers are confidential and employees must, therefore, treat all matters accordingly. No BTS or BTS-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from BTS premises without permission from BTS except in the ordinary course of performing duties on behalf of BTS. Additionally, the contents of BTS records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for revealing information of a confidential nature.

INVENTIONS

All BTS employees must be aware that BTS retains legal ownership of the product of their work. No work product created while employed by BTS using BTS time, resources, equipment, supplies, facilities or trade secrets or relating to BTS business or research or development or the work performed by the associate for BTS can be claimed, construed, or presented as property of the individual, even after employment by BTS has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, and also any concepts, ideas, or other intellectual property developed for BTS, regardless of whether the intellectual property is actually used by BTS. Although it is acceptable for an associate to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a résumé), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any case, it must always be made clear that the work product is the sole and exclusive property of BTS. Contract workers must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of BTS. Employees are required to sign an Inventions Agreement prepared by the Company as a condition of their employment.

EMPLOYEE STATUS

Temporary Workers

Temporary workers are hired for specific client based assignments and may work an irregular schedule. Temporary employees do not receive any additional compensation or benefits provided by the Company.

As a temporary assignment worker:

- There will be no employment relationship between you and the Company's Client or any sub contractor of the Client;
- You will not be a common law employee of the Client or any sub contractor of the Client for any purpose;
- Failure to report to an assignment, or failure to complete an assignment, without proper notice to the Company is a substantial breach of duty and job abandonment, you are thereby forfeiting your eligibility for unemployment;
- You are prohibited from providing temporary assignment or contractor services to any Company Client or sub contractor of the Client for a period of 120 days following the termination of your employment with the Company, without the express written authorization of the Company. If you fail to abide by this clause, you agree to pay the Company a sum equal to your standard hourly wage (as outlined in your employment offer letter), multiplied by 200 hours;
- You agree to indemnify and hold the Company harmless from and against any and all liability, claims, damages, losses, judgments, suits, decrees, costs and expenses including attorney's fees, which may be caused by your negligence or failure to perform your duty under the terms of this agreement. You also agree to hold the Company harmless from and against any and all liability, claims, damages, losses, judgments, suits, decrees, costs and expenses, including attorney's fees, which may be caused by your intentional and/or negligent acts of harassment as defined by Title VII;
- You agree not to make any claims or file suit of any kind against the Company's Client or any of their affiliates in conjunction with your employment with the Company;
- You agree that any dispute or controversy arising out of or related to any interpretation, construction, performance or breach of this agreement, will be settled by arbitration to be held in Los Angeles County in accordance with the rules then in effect of the American Arbitration Association.

When you should call

During your interview, your Recruiter will tell you how often you need to call in with your weekly availability. **If you do not call in, you will be considered unavailable for assignments.** When calling in, leave your name and availability to work. Your status will be updated in our computer system. You will be contacted when we have an assignment to present to you.

While on an assignment through BTS, you should call:

- Within 24 hours of the end of your assignment. *Please call even if you don't want to go back to work right away so we can keep your status updated in our computer system.*
- If you are going to be late reporting to work for any reason.
- If you can't make it to your assignment for any reason.
- If we leave you a message about an assignment. If we don't hear from you, you may be deactivated from our database.

- If you've been injured at work or have a safety concern. Please contact our Risk Dept. at 888-671-2278, for after hours, please contact Tom Patton at 949-442-1980.
- If you need time off from your assignment (e.g. jury duty, medical issue, family emergency, etc.)
- If you no longer want to be considered for temporary assignments.
- If you change your address or phone number.
- If your job is different from what you were told or you did not receive appropriate training.
- If you are offered regular full-time employment by our client while on assignment.
- If you have any issues or concerns with your assignment, including problems with your supervisor or co-workers.
- If you have any questions regarding your assignment or client policies or procedures.

Because you are an employee of BTS, it is not appropriate for you to discuss issues or make arrangements directly with our clients. Please be sure to keep your Recruiter updated on all aspects of your assignment.

HOURS

BASIC POLICY

As a BTS associate, your workweek must be flexible to meet the needs of your assignment.

The normal workday may vary according to each assignment's needs. Start and end of day hours may vary. Meal periods are unpaid and are not counted as working time.

The client representative must approve all hours.

OVERTIME HOURS

CA employees only: For payroll purposes, overtime for all overtime-eligible employees is computed on a daily basis for hours worked in excess of 8 hours per work day and a weekly basis for hours worked in excess of 40 hours per work week (except where state laws designate otherwise). The workweek is defined as beginning on Monday (Day 1) and ending Sunday (Day 7).

Overtime is normally paid at the following rates:

- Time worked beyond 8 hours in a work day or 40 in a work week is calculated at time and one half
- Time worked beyond 12 hours in a work day is calculated at double time
- Time worked on the 7th consecutive day in a workweek is calculated at time and one half up to 8 hours
- Time worked beyond 8 hours on the 7th consecutive day worked in a workweek is calculated at double time

PROFESSIONAL PRESENTATION

It is critical that temporary assignment employees maintain the highest level of service, customer care and professionalism. While BTS recognizes that each individual is unique, and values that quality; we also understand our obligation to ensure an outstanding customer experience. To that end, temporary assignment employees must adhere to the following guidelines:

Employees will report to their assignment neatly groomed

- Clean, collared shirt; free of holes, stains, logos or advertisements (client provided shirts with client's logo or advertising is acceptable)
- Fitted, long pants; free of holes, stains, logos or advertisements (jeans are acceptable, but oversized or baggy pants are not acceptable)
- Work boots (steel toe required for telecom employees)
- All tattoos must be covered at all times (may require long sleeved shirts to be worn under short sleeved shirts)
- Jewelry may not be worn in any facial (external or internal) or body piercing
- Facial hair must be neatly groomed, long hair must be tied back

Employees will report to their assignment fully prepared to work

- Telecom employees must have all tools on their person and accessible at the beginning of the assignment

Employees will uphold BTS commitment to an outstanding customer experience

- Profanity is not acceptable at any time, including but not limited to
 - the job site
 - in front of the client
 - among peers
 - during phone conversations
 - in the offices of BTS
- The use of personal cell phones, pagers, two way radios and all other personal electronic communication devices is prohibited during working hours. All such devices must be turned off at all working times during the associate's assignment (employees are permitted to use personal communication devices during designated break times)
- Smoking inside any client building and/or other area designated by the client, is prohibited
- Smoking during working hours is prohibited (subject to client policies, smoking may be permitted during designated break times)
- Smoking in BTS offices is prohibited
- Unauthorized use or consumption of client property is strictly prohibited, this includes but is not limited to:
 - food
 - beverages
 - televisions/radios/stereo equipment
 - electronic communication devices (i.e. cell phones, pagers, two way radios)
 - computer equipment
 - office equipment

Failure to abide by these guidelines may result in immediate termination of assignment and further disciplinary action, up to and including termination.

ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Because BTS depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. Employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an associate must notify his/her supervisor as far in advance as possible, but not later than one hour before his/her scheduled starting time, if he/she expects to be late or absent. An associate who fails to contact his/her immediate supervisor or the Human Resources Department may be considered as having abandoned their position. All notices must be

delivered via personal contact; voicemails, emails, pages and other passive contact methods do not satisfy the notice requirement.

Temporary assignment employees are not eligible for sick day accrual.

Notwithstanding the possible effect on your compensation, failure to report to or complete an assignment without proper notice to your Company representative is a substantial breach of duty, and job abandonment. And as such, may impact your eligibility for unemployment insurance.

DISMISSALS

Every BTS associate has the status of "employment-at-will," meaning that no one has a contractual right, express or implied, to remain in BTS employ. BTS may terminate an associate's employment, or an associate may terminate his/her employment, with or without cause, and with or without notice, at any time and for any reason. No supervisor or other representative of the Company has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above except for the CEO or President of the Company and then only expressly in writing signed by one of them.

The following guidelines may be applied at the discretion of BTS management:

Immediate Dismissals — Misconduct

Any associate whose conduct, actions or performance violates or conflicts with BTS policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an associate:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card or sign-in book violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of BTS
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of BTS
- Excessive absenteeism or lateness.
- Marring, defacing or other willful destruction of any supplies, equipment or property of BTS or it's Clients
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the Company's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Leaving the work premises without authorization during work hours.
- Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the associate and the Company.

Unemployment insurance benefits may not be available to anyone dismissed from BTS for gross misconduct.

Gross negligence

Gross negligence is the commission of an act or the omission of an act exhibiting reckless disregard for the business consequences to BTS of that act or any gross default.

Disciplinary Action

The Dept. Head of Human Resources and the charged associate's department head shall determine, in their absolute discretion, the appropriate disciplinary action, if any, in response to such allegations. Such discipline may include warning, restitution, suspension without pay, and/or termination. Application of these outcomes is at the discretion of the Dept. Head of Human Resources and BTS senior management.

ADDITIONAL CORPORATE POLICIES

REFERENCE CHECKS

All inquiries regarding a current or former associate must be referred to the Human Resources Department.

Should an associate, supervisor or manager receive a written request for a reference, he/she should refer the request to the Human Resources Department for handling. No one at BTS may issue a reference letter to any current or former associate without the permission of the Human Resources Department.

Under no circumstances should any BTS associate, supervisor or manager release any information about any current or former BTS associate over the telephone. All telephone inquiries regarding any current or former associate of BTS must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former BTS associate, the Human Resources Department will furnish or verify only an associate's name, dates of employment, job title and department. No other data or information regarding any current or former BTS associate, or his/her employment with BTS, will be furnished unless the associate authorizes BTS to furnish this information in writing that also releases BTS from liability in connection with the furnishing of this information or BTS is required by law to furnish any information.

SAFETY

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on BTS premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an associate is injured on the job, BTS provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the associate's supervisor, who in turn will notify Human Resources of the incident.

Failure to report accidents is a serious matter as it may preclude an associate's coverage under Worker's Compensation Insurance.

Building Technology Staffing's's Commitment To Safety And Health

Safety and Health Policy

BTS is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, BTS has implemented a comprehensive Injury and Illness Prevention Program. This program is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained in each BTS office and is available for your review. A general information pamphlet is also provided to you.

Company Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accident and injuries. Well-organized work areas also increase the ability of employees to perform their jobs efficiently. Each associate is responsible for keeping his or her work area neat and orderly.

Responsibility for Safety and Health

All employees of BTS are responsible for working safely and maintaining a safe and healthful work environment.

Employees

Employees are responsible for attending scheduled safety meetings; complying with safe and healthy work practices described in BTS Illness and Prevention Program; utilizing all office equipment safely in accordance with their design and immediately reporting any potentially unsafe condition to the Program Administrator.

VIOLENCE IN THE WORKPLACE

The Company strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the associate's supervisor and/or the Human Resources Department. All complaints will be fully investigated.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

PRIVACY

BTS management and all BTS employees should respect the personal privacy of other BTS employees. Personal information should be protected in the same manner as the Company's confidential information. Disclosing confidential information about a fellow associate without his or her permission may be viewed as gross misconduct or gross negligence. Some of the categories of information that should be carefully guarded include the following:

- An associate's home address, phone number and age
- Performance evaluations
- Personnel or medical records
- Any other information which might be sensitive or damaging to another associate's reputation

Do not give any confidential information to outside attorneys who contact you. This policy applies not only to attorneys and other persons associated with lawsuits against BTS, but also to any representatives of parties involved in litigation against BTS staffers (e.g., divorce, bankruptcy, etc.). Any attempt at contact should be broken off immediately with an explanation that you can give no answers. The person about whom the inquiry was made should be informed immediately. Human Resources should be notified, if the case involves BTS.

Please also keep in mind; BTS reserves the right to access any file/information/data or other items located on or in BTS property. Nothing in these privacy guidelines is meant to prohibit BTS's ability to review or retain such files/information/data or other items.