

BUCKLEY STAFFING

Employee Handbook

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POLICY 101 FUNCTIONS OF THIS MANUAL

Policy:

It is the policy of Buckley Staffing that this Manual should be used as an outline of the basic personnel policies, practices, and procedures for the organization. The Manual is not intended to alter the employment-at-will relationship in any way. (See EMPLOYMENT-AT-WILL)

Comment:

(1) This Manual contains general statements of Company policy and should not be read as including all of the details of each policy. In addition, this Manual should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. Buckley Staffing may add to the policies in the Manual or revoke or modify them from time to time. It will try to keep the Manual current, but there may be times when policy will change before this material can be revised.

(2) All Manuals are Company property and are assigned to the job position and not to the individual. All Manuals must be returned.

(3) As used in the Manual:

- (a) The masculine gender should be interpreted to include the feminine gender;
- (b) Client companies refer to corporations that Buckley Staffing assigns employees to

POLICY 102 CODE OF EMPLOYER-EMPLOYEE RELATIONS

Policy:

It is the policy of Buckley Staffing to attempt to implement effective personnel policies and to require all employees to support the organization's best interests.

Comment:

(1) Buckley Staffing is committed to a mutually rewarding and direct relationship with its employees without the intervention of outside groups, such as unions. Thus, Buckley Staffing attempts to:

- (a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, or military status (see EQUAL EMPLOYMENT OPPORTUNITY);
- (b) Provide compensation and benefits commensurate with the work performed

(2) Employment is on an at-will basis, so that either Buckley Staffing or its employees may end the relationship at any time and without cause or prior notice. Nothing in this Manual changes the employment-at-will relationship or creates an express or implied contract or promise concerning Buckley Staffing's policies or practices, including policies or practices it will implement in the future. Accordingly, Buckley Staffing retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.

POLICY 103 EMPLOYMENT-AT-WILL

Policy:

It is the policy of Buckley Staffing that all employees who do not have a written employment contract with Buckley Staffing for a specific, fixed term of employment are employed at the will of Buckley Staffing for an indefinite period.

Comment:

(1) This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, Company recruiting materials, Company memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, Company policies and practices with respect to any matter should not be considered as creating any contractual obligation on Buckley Staffing's part or as stating in any way that termination will occur only "for cause." Statements of specific grounds for termination set forth in this Manual or in any other Company documents are examples only, not all-inclusive lists, and are not intended to restrict the Company's right to terminate at-will.

(2) At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of Buckley Staffing and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

POLICY 201 EQUAL EMPLOYMENT OPPORTUNITY

Policy:

It is the policy of Buckley Staffing to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law.

Comment:

(1) This policy applies to all terms, conditions, and privileges of employment and all policies of Buckley Staffing.

(2) Complaints of discrimination will be handled and investigated under Buckley Staffing's dispute resolution policy (see DISPUTE RESOLUTION PROCEDURE), unless special procedures are considered appropriate. All complaints of discrimination will be investigated promptly and in as impartial and confidential a manner as possible and a timely resolution of each complaint should be reached and communicated to the parties involved. Buckley Staffing prohibits any form of retaliation against employees for bringing good faith complaints or providing information about discrimination.

POLICY 202 PRODUCTIVE WORK ENVIRONMENT

Policy:

It is the policy of Buckley Staffing to promote a productive work environment and not to tolerate verbal or physical conduct by any employee who harasses, disrupts, or interferes with another's work performance or who creates an intimidating, offensive, or hostile environment.

Comment:

(1) Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.

(2) Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

(3) Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, nonsupervisory employees, or nonemployees, is also prohibited. This conduct includes:

- (a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- (b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- (c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- (d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- (e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, and Internet materials)

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

(4) Any employee who believes that a supervisor's, manager's, other employee's, or nonemployee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the president of Buckley Staffing.

(5) Complaints of harassment will be handled and investigated under Buckley Staffing's dispute resolution policy (see DISPUTE RESOLUTION PROCEDURE), unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

POLICY 203 HARRASSMENT POLICY

Policy:

It is the policy of Buckley Staffing to prohibit harassment of one employee by another employee, supervisor or even customers on the basis of sex or because of any other personal protected

characteristic, such as race, color, age, citizenship, national origin, veteran status, marital status, religion or disability. The purpose of this policy is not to regulate an employee's personal morality. Rather, it is to insure that, in the workplace, no one may harass another individual. For example, while it is not easy to define precisely what sexual harassment is, it certainly includes unwelcomed sexual advances, requests of sexual favors and other verbal or physical conduct of a sexual nature such as uninvited touching or sexually related comments. Harassment can also include improper joking, teasing or other conduct that creates an unprofessional and hostile environment.

Comment:

Any employee who feels that he or she has been subjected to harassment should immediately report the matter to Thomas Buckley, President of Buckley Staffing. Every report of actual or perceived harassment will be investigated and corrective action will be taken where appropriate (See DISPUTE RESOLUTION PROCEDURE). No one will be retaliated, against for making any report under this policy.

POLICY 204 HIRING

Policy:

It is the policy of Buckley Staffing to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Buckley Staffing is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason. (See EMPLOYMENT-AT-WILL)

POLICY 205 HOURS OF WORK

Policy:

It is the policy of Buckley Staffing to establish the time and duration of working hours as required by work load and production flow, customer service needs, and any applicable law.

Comment:

(1) The normal workweek is Monday through Sunday, beginning and ending at midnight on Sunday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period. Rest or coffee breaks are considered as time worked.

(2) Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. For the purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted.

(3) Nonexempt employees normally will be granted a minimum of four hours of "reporting pay." Reporting pay will be granted when employees report for work and no work is available. When work is not available, Buckley Staffing will make a reasonable effort before starting time to notify employees not to report to work.

(4) All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and must be completed by the close of each workweek. The following points should be considered in filling out time records:

- (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday.
- (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without their supervisor's prior approval.
- (c) Employees are required to take scheduled lunch or meal breaks, unless advised otherwise.
- (d) Employee time records should be checked and signed by the supervisor involved.
- (e) Filling out another employee's time record or falsifying any time record is prohibited.

POLICY 301 SALARY ADMINISTRATION

Policy:

It is the policy of Buckley Staffing to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration Buckley Staffing's overall financial condition and competitive position.

POLICY 302 PAY PROCEDURES

Policy:

It is the policy of Buckley Staffing to pay by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comment:

(1) Timesheets are to be sent in by 12:00 PM on Tuesdays for the preceding workweek. Payroll will be processed every Tuesday for the preceding workweek and checks will be made available on Wednesdays. Employees can pick up their checks or have them mailed to them. Employees who choose direct deposit will have funds available by Thursday.

(2) Employees will receive on each payday, in addition to their check or deposit, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

(3) Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Human Resources Department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, Buckley Staffing will attempt to stop payment on the check and reissue a new one to the employee.

(4) Nonexempt employees (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work in excess of forty hours during their normal workweek.

POLICY 401 DISCLOSURE OF BENEFITS

Policy:

It is the policy of Buckley Staffing to provide qualified employees with the choice of participating in a Simple IRA. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The Company reserves the right to modify, amend, or terminate the Simple IRA.

POLICY 402 VACATIONS

Policy:

It is the policy of Buckley Staffing to grant annual vacations with pay to full-time and part-time employees in accordance with the guidelines established below.

POLICY 403 HOLIDAYS

Policy:

It is the policy of Buckley Staffing to designate and observe certain days each year as holidays. There is no holiday pay. Workers are paid only for hours worked, excluding vacation pay.

POLICY 501 PERSONAL PROPERTY

Policy:

It is the policy of Buckley Staffing to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Comment:

(1) Buckley Staffing recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees.

(2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. Buckley Staffing is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

POLICY 601 ATTENDANCE AND PUNCTUALITY

Policy:

It is the policy of Buckley Staffing to require employees to report for work punctually and to work all scheduled hours and any required overtime. Tardiness and poor attendance disrupt work flow and customer service and will not be tolerated.

POLICY 701 BEHAVIOR OF EMPLOYEES

Policy:

It is the policy of Buckley Staffing that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits Buckley Staffing, or is offensive to customers or coworkers will not be tolerated.

POLICY 702 PERSONAL APPEARANCE OF EMPLOYEES

Policy:

It is the policy of Buckley Staffing that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

POLICY 703 CONFLICTS OF INTEREST

Policy:

It is the policy of Buckley Staffing to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of Buckley Staffing, or its customers.

Comment:

(1) Employees are expected to represent Buckley Staffing in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Top management and employees who have contact with customers and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.

(2) Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to Buckley Staffing. Prohibited activity also includes any illegal acts in restraint of trade.

POLICY 704 CONFIDENTIAL NATURE OF COMPANY AFFAIRS

Policy:

It is the policy of Buckley Staffing that the internal business affairs of client companies, particularly confidential information and trade secrets, represent client companies' assets that each employee has a continuing obligation to protect.

Comment:

(1) Information designated as confidential may not be discussed with anyone outside the organization and may be discussed within the organization only on a "need-to-know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about client companies, its customers, and its suppliers.

(2) Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary client companies, property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

(3) Employees are prohibited from disclosing "material inside" information that could affect the market value of the client companies' financial securities to anyone outside the organization until that information has been made available to the public by management. Employees also are prohibited from using that information for their own personal profit.

POLICY 705 DRUGS, NARCOTICS, AND ALCOHOL

Policy:

It is the policy of Buckley Staffing to maintain a workplace that is free from the effects of substance abuse.

Comment:

(1) Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Company premises or work sites.

(2) Buckley Staffing may test applicants for employment for the presence of illegal drugs or alcohol. Whenever such tests are to be administered to applicants, they are to be informed in advance and in writing.

POLICY 801 PERSONNEL RECORDS

Policy:

It is the policy of Buckley Staffing to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government recordkeeping and reporting requirements.

Comment:

(1) Buckley Staffing tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law.

(2) Employees have a responsibility to keep their personnel records up to date and should notify Buckley Staffing in writing of any changes in at least the following:

- (a) Name;
- (b) Address;
- (c) Telephone number;
- (d) Marital status (for benefits and tax withholding purposes only);
- (e) Number of dependents;
- (f) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
- (g) Persons to be notified in case of emergency.

POLICY 802 DISPUTE RESOLUTION PROCEDURE

Policy:

It is the policy of Buckley Staffing that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. Buckley Staffing will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

Comment:

(1) An appropriate dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate disputes under this policy include:

- (a) Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment), or intimidation;
- (b) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability.

(2) Employees should notify Buckley Staffing in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean thirty days.

(3) The dispute resolution procedure has a maximum of three steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

The procedure established for handling complaints of actual or even perceived harassment is:

Step 1

You should report the problem (including all incidents) to Thomas Buckley, President of Buckley Staffing. To resolve problems quickly, you should report any discriminatory or harassing act quickly, in less than thirty (30) days after the complaint of incident occurred if possible. Of course, we want employees to come forward regardless of the time that has expired.

Step 2

Thomas Buckley will make a thorough investigation; in as confidential a manner as is reasonable under the circumstances. Upon completion of this investigation, a determination will be made as to whether the facts establish that harassment occurred. If a violation of this policy has taken place, corrective action will be taken as warranted by the circumstances.

Step 3

Since we are committed to providing a discrimination-free workplace, we encourage you to report all incidents of actual or perceived harassment. No one will be retaliated against for having done so, even if the report cannot be verified by our investigation. Remember, if you do not tell us, we are unable to take action.

- (4) Information concerning an employee dispute should be confidential.