

ABC RECRUITING COMPANY

EMPLOYEE HANDBOOK

GENERAL EQUAL EMPLOYMENT POLICY

ABC Recruiting Company through responsible managers, will recruit, hire, upgrade, train, and promote in all job titles without regard to race, color, religion, sex, national origin, age, or handicap, or the fact that an individual is a disabled veteran or a veteran of the Vietnam War, except when age or sex is an essential bona fide occupational requirement, or when handicap is a bona fide occupational disqualification.

This company is committed to equality of opportunity. Profitable, responsible growth and business success of the company, as well as the personal growth of individuals, result from enhancing and using the abilities of all individuals to the fullest extent practical within the framework of the business environment. By hiring, compensating, training, promoting, and in all ways providing fair treatment to employees on the basis of merit, the effectiveness of the company's operations can be maintained while enhancing both the nation's economic progress and that of individuals.

OPERATING PRINCIPLES: ORIGINALITY, PLANNING, FOCUS AND GUTS

OUR PHILISOPHY

Internal: ABC Recruiting Company is committed to the development of the family unit. It is our feeling that people work hard to make their lives outside work higher in quality. If the company shares and supports our associates vision for their own families development, corporate alignment will occur. When our associates begin to share the same vision with the company, success will come to all.

Because our associates are such an important asset, we believe strongly in providing pay, benefits, working conditions and advancement opportunities that will attract and retain highly qualified, motivated associates. We think you will find the benefits and policies outlined in this manual achieve that aim.

We encourage individual creativity and initiative in an environment not found in many companies. We hope that each of you will find personal and professional fulfillment in your job.

However, we recognize that an associate at any time may terminate his employment, at his option, for any reason. Conversely, the Company reserves the same right to terminate an associate, at its option, for any reason.

External: We will grow only if we cause our clients to grow. We recognize that genuine concern, honesty, and integrity are the keys to long term relationships.

HOURS OF WORK

The work day begins at 8:00 am and ends at 4:30 pm. Usually, a half hour lunch period is observed. The normal work week consists of five (5) workdays, Monday through Friday.

PAY DAYS

Employees are paid twice a month, on the fifteenth and the last day of the month. Your check will be personally distributed at your place of work. If either payday falls on a weekend or holiday, you will receive your check on the last scheduled work day of the pay period. If your first day at work is within the first five (5) working days of a semi monthly pay period, a paycheck will be received at the end of that pay period.

PAYROLL DEDUCTIONS

Certain deductions are required from your paycheck by state and federal law. These include Social Security Insurance, and Federal and State Withholding Taxes. Your signature will authorize certain voluntary deductions. Please contact your supervisor immediately for an explanation of any questionable entries on your paycheck.

Candidates offered jobs will be advised in writing that, solely for purposes of compliance with the Immigration Reform and Control Act of 1986, they will be required to produce satisfactory evidence of eligibility to work in the United States and that such proof will be a condition of employment. They will be

asked to make an appointment with human resources on or before the time they are scheduled to report to work. A listing of acceptable verification documents will be provided to candidates ahead of time.

Restrictive Agreement

The Employee recognizes and acknowledges the confidentiality of the Employer's former and present accounts and that they are valuable, special and unique assets to the Employer. The Employee will not, during or after the term of his employment, disclose any such confidential information relating to the Employer's customer lists or any other confidential information to any person, firm, corporation, association or other entity for any reason or purpose whatsoever.

Upon the termination of employment, the Employee agrees to return to Employer all of its property of which he/she has custody, including, but not limited to, any customer lists or any information regarding them; or any other special data, calculations, letters, documents or copies thereof; or any other data of the Employer; or to work conducted or performed by it.

Agreement Not To Compete

During the term of this Agreement, and for a period of one (1) year from the date of termination of his/her employment, the Employee will not, directly or indirectly, call upon the then existing or former customers of the Employer or solicit from them any order in connection with the business in which the Employer is engaged. Employee further agrees that he/she will not engage directly or indirectly, either in person; as a stockholder in; or employee of any other person, corporation, partnership or association, or as a member of any partnership or association, for a period of one (1) year from the date of termination of his/her employment, whether such termination is with or without cause, in the operation or continuance of any business engaged in or relating services and contract staffing.

Employee further agrees that he/she will not commit any act interfering with the business, goodwill, trade or customers of the Company.

Employee agrees that in the event of a breach or threatened breach by the Employee of the provisions of this Agreement; the Employer shall be entitled to immediate injunctive relief restraining the Employee from engaging in such activities within the area described above. In addition, Employer shall be entitled to collect such damages as are capable of being established which Employer may have sustained together with any costs or expenses or enforcing this Agreement, including reasonable attorney's fees.

This agreement is acknowledged and shall be binding on the parties hereto by the signing of the acknowledgment below.

ON-THE-JOB

ABSENCES

Employees are expected to report for work on time, on a regular basis. Unnecessary absenteeism and lateness are expensive and disruptive and they place an unfair burden on the company, including other employees and supervisors. Unsatisfactory attendance will result in disciplinary action, including suspension and discharge. It will also have an adverse effect on any promotional considerations.

If an employee is going to be late or absent for any reason, he or she must telephone his or her supervisor as far in advance of his or her starting time as possible. The employee must explain the reason for the absence and when he or she expects to return to proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions.

Any employee who fails to give such notification will be charged with an unexcused absence. If an employee is absent for two consecutive days without notifying the company, he or she can be subject to discharge. If notice is given and the company does not think it justifies the absence, it will be considered unexcused. The following chart shows the discipline that will be administered for unexcused absences:

First absence – written warning

Second absence – 3 day suspension

Third absence – Discharge

Repeated lateness will also subject an employee to discipline, including suspension and discharge.

Unexpected, unapproved absences, including days that the employee calls in sick will be unpaid.

Recruiters are employed by ABC Recruiting Company to make placements, much like a sales person is employed to make sales. In order to clarify the expectations of a recruiter and the consequences should the recruiter not meet the minimum expectations, the following policy will apply:

Rookies (New Recruiters):

- Rookies are on probation for the first 12 weeks of employment.
- Rookies should close their first placement in 6-8 weeks.
- After the first 2 weeks of employment, (training), they must achieve and maintain a minimum of one sendout per day (sendout = set up a new, first interview at a facility).
- If the minimum amount of sendouts are not obtained for two consecutive weeks (ie 5 minimum per week) there will be disciplinary action taken which may include termination.
- After 12 weeks of employment, Rookies will operate under the "established recruiter's policy."

Established Recruiters:

A minimum of two placements must be made each month. Falloffs counteract a placement. In other words, if you have a falloff it is counted as minus 1. Falloffs must be replaced before a new placement can be counted in your sales. So if you make two placements but have two falloffs you have made zero placements.

If the two placement minimum is not met during a month the recruiter will be put on probation. If the two placement minimum is not met during the second (probationary month) there will be disciplinary action taken which may include termination.

COMMISSIONS:

ABC Recruiting Company pays commissions based on placements. The rates of commission will be given to each new sales employee (recruiter) at time of hire. The company reserves the right to change commission rate requirements as needed to protect the financial integrity of the company.

Commission is considered earned only when a candidate is placed and the guarantee period for the candidate is over, provided the recruiter is employed by ABC Recruiting Company. However, ABC Recruiting Company will pay its recruiters commission the on the last day of the month after the candidate has commenced employment provided the payment for the placement has been received in full by ABC Recruiting Company. If the payment in full is not received by the last day of the month after the candidate has commenced employment, commission will be paid on the last day of the month that the check is received.

When an employee leaves ABC Recruiting Company for any reason whatsoever, no commissions will be due after the last date of the employee's employment with ABC Recruiting Company. There is a considerable amount of work to be done between the time a candidate accepts a job offer, they commence employment and they get through the guarantee period. Any placements made prior to the employees last date of employment will not be eligible for commissions because the commission will not have been earned during their employment at ABC Recruiting Company.

Probation

Recruiters on probation are required to maintain the very minimum level of activity. Recruiters who are on probation are required to schedule a minimum of eight sendouts per week. The recruiter will come off probation at the end of the following month if the sendout minimum is met that month AND they have reached their two placement minimum for that month. However, if sendout minimum is not met during the probationary month, there will be disciplinary action taken which may include termination.

Recruiters will be allowed to be placed on and come out of probation three times. The fourth time will result in disciplinary action which may include termination.

Management is available at all times to answer any queries and address any problems. We encourage you to set up strategizing appointments to help you maintain and achieve your goals.

SAFETY AND SECURITY

All employees are expected to be safety-conscious and to assist the company in finding conditions on the premises that might cause an accident. Unsafe conditions or injuries received while at work, even though very slight, are to be reported to the appropriate supervisor or division head, and by that person to the company manager within 24 hours.

Horseplay

Horseplay and practical joking can result in serious injuries or death; therefore, anyone engaging in horseplay or practical joking will be subject to discipline and possibly even dismissal.

Housekeeping

A clean work area makes for a more pleasant, as well as a safer, place to work. Employees are asked to help keep the surroundings as neat and orderly as possible. Trash receptacles that are easily accessible

are to be located throughout the building, and all litter from lunches, scrap materials, and so forth is to be placed in these receptacles. Employees are encouraged to be conscious of health, safety, and fire protection.

Employee Referral Bonus

If you refer someone for employment to ABC Recruiting Company and they are employed, you will receive \$100 after they commence employment and remain employed for at least one month.

SOLICITATION

The Company believes that associates should not be unreasonably bothered by solicitation and literature distribution from outside organizations and causes.

- Solicitation by an associate of another associate for any cause or organization is prohibited where either person is on work time.
- Distribution of non-company literature in work areas is prohibited.
- Posting of non-company literature is prohibited in all areas except bulletin boards designated for associate use.
- Non-associates are not permitted to solicit or distribute literature for any company or organization on company premises at any time.

PARKING

The Company provides parking for all its employees. Proper maintenance and security requires your help. Please lock your car and observe all parking lot rules.

SEXUAL HARRASSMENT POLICY

It is ABC Recruiting Company, Inc's (ABC RECRUITING COMPANY) policy that all employees must be allowed to work in an environment free from unsolicited and unwelcome verbal or physical sexual advances. Sexual harassment is a form of unlawful conduct which undermines the integrity of the employment relationship. Therefore, it is ABC RECRUITING COMPANY' position that sexual harassment is unacceptable conduct in the workplace and will not be tolerated. Immediate corrective action will be taken to stop sexual harassment in the workplace by promptly investigating any allegation of work-related sexual harassment. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct. Violations of this policy can result in legal action and dismissal.

Purpose

The purpose of this policy is to remove from the working environment activities of a sexual nature which create an intimidating, hostile, or offensive work environment or impede the ability of a person to perform a job. In addition, this policy serves to create an atmosphere which allows and encourages those who may be the victims of harassment to first inform the person indulging in the harassment, that the action is offensive. If the harassment continues, then the complaint process should be used to address this form of conduct. The scope of activities that this policy addresses can range from harassment as a result of joking to cases of soliciting sexual favors.

Definition

ABC Recruiting Company has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment
- submission to or rejection of such conduct by is used as the basis for employment decisions affecting you
- such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

What is *not* sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

Employees will comply with the ABC RECRUITING COMPANY policy against sexual harassment. In addition, employees who feel that they are victims of sexual harassment have several avenues of redress. They may confront the harasser, or seek help from their supervisor or higher level official who will promptly handle the matter.

Complaint Procedure

If you experience or witness sexual harassment in the workplace, report it immediately to _____. You may also report harassment to any other member of ABC RECRUITING COMPANY's management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Retaliation Prohibited

ABC RECRUITING COMPANY will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Anyone who falsely reports allegations of harassment, intimidation or bullying as a means of retaliation or as a means of harassment will also be subject to investigation which may result in legal action under the defamation laws and possible dismissal.

PERSONAL TELEPHONE CALLS

Telephone courtesy is essential. An employee answering the phone is to state the name of the Company and then his or her own name.

Whether using the company phone or personal cell phones, if it becomes necessary to make or take personal phone calls, an employee is to make them as brief as possible. Employees are not allowed to make and receive personal phone calls on cell phones during company time unless there is a real emergency.

INTERNET, E-MAIL AND ELECTRONIC COMMUNICATIONS POLICY

ABC RECRUITING COMPANY's business is driven in large measure by the Internet and e-mail communication. Accordingly, the company has expended significant resources to provide computers to conduct business. In order to ensure that all individuals who use the company's computers and resources do so in a lawful, ethical and appropriate manner, ABC RECRUITING COMPANY has established this Internet, E-Mail and Electronic Communications Policy.

This policy applies to the entire network of the company's technological resources. The term "Communications Systems" is intended to apply broadly to all of ABC RECRUITING COMPANY's various forms of electronic communication including, but not limited to, e-mail, connections to the Internet, World Wide Web and other external networks, voice mail, facsimiles and telephones, as well as any other form of electronic communication used in or by any employee of ABC RECRUITING COMPANY.

ABC RECRUITING COMPANY's Communications Systems are the property of and are accessible at all times by ABC RECRUITING COMPANY and its management. ABC RECRUITING COMPANY reserves the right to make periodic unannounced inspections to investigate potential abuse.

1. Employees should not use or access ABC RECRUITING COMPANY's Communications Systems in any manner that is unlawful, inappropriate or contrary to ABC RECRUITING COMPANY's best interest.
2. ABC RECRUITING COMPANY's strict anti-discrimination policies extend to the use of ABC RECRUITING COMPANY's Communications Systems. No person shall download, transmit, solicit the receipt of, print, record or forward any information which is discriminatory, or offensive in any way based upon race, color, creed, religion, sex, pregnancy, sexual orientation, marital status, national origin, ancestry, citizenship, age, physical or mental disability, medical condition or any other basis prohibited by law.
3. ABC RECRUITING COMPANY's strict policy against unlawful harassment, including sexual harassment, extends to the use of ABC RECRUITING COMPANY's Communications Systems. The use of ABC RECRUITING COMPANY's Communications Systems to disseminate, display, store, transmit, publish, solicit or purposely receive any pornographic, obscene, or sexually suggestive or explicit materials is strictly prohibited.
4. Use of ABC RECRUITING COMPANY's Communications Systems for the purpose of transmitting confidential information about the company to outside individuals is prohibited.

5. In no event may ABC RECRUITING COMPANY's Communications Systems be used to establish or maintain a personal business.
6. Employees may not use or allow ABC RECRUITING COMPANY to be used for any purpose that is either damaging to or creates an actual, potential or apparent conflict of interest.
7. Employees are prohibited from the unauthorized use of the passwords and access codes of other employees. Employees are also prohibited from changing passwords assigned to the company without express written approval of _____.

Misuses of Electronic-mail and Voice-mail Misuse of E-mail/V-mail can result in disciplinary action up to and including termination. Examples of misuse includes the following:

- prohibits obscene, profane or offensive material from being transmitted over any company communication system. This includes, for example, accessing erotic materials via news groups. Also, messages, jokes, or forms which violate our harassment policy or create an intimidating or hostile work environment are prohibited.
- Use of company communications systems to set up personal businesses or send chain letters is prohibited.
- Company confidential messages should be distributed to personnel only. Forwarding to locations outside is prohibited.
- Accessing copyrighted information in a way that violates the copyright is prohibited.
- Breaking into the system or unauthorized use of a password/mailbox is prohibited.
- Broadcasting ABC RECRUITING COMPANY solicited personal views on social, political, religious or other non-business related matters is prohibited.
- Solicitation to buy or sell goods or services is prohibited except on junkmail or ad-hoc mail groups.

Any person who is in breach of this policy will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

CHANGES IN PERSONAL STATUS

Immediately notify your supervisor in writing of any changes in your address, phone number, marital status, dependents, etc or any change that may affect your employment.

BUSINESS AND TRAVEL EXPENSES

Employees authorized by virtue of their positions to entertain non-employees with meals will be reimbursed for reasonable expenses, providing the meal is business related, the employee is present, and the employee submits vouchers showing the date(s), miles traveled, and business purpose(s) of each meal. A charge card or restaurant receipt must also be submitted. Similar rules apply to travel and to employee meals and entertaining while traveling.

When you travel on Company business, please refer to our current travel policy.

ADVANCEMENT OPPORTUNITIES

Advancement at ABC Recruiting Company is based upon recognition of individual contribution and performance. You are encouraged to review your capabilities and skills with your immediate supervisor during your regular performance reviews.

PERFORMANCE REVIEWS AND SALARY

It is our policy to administer the salary program to attract the most qualified people available and encourage them to build their careers with us. In keeping with this policy, it is our intent to classify positions according to job responsibilities into a salary structure that is internally consistent and externally competitive within our industry and the local community. Within this structure, each employee will be compensated on the basis of performance and contribution to the accomplishment of the organization's objectives.

Bonuses are not automatic but are granted based on performance, attendance and overall contribution.

LEAVES OF ABSENCE

If you find it necessary to take extended time off the job, you should discuss a leave of absence with your supervisor. If at all possible, a request for a leave of absence will be granted for a specific period of time in excess of five days for the following reasons:

Medical Leave

Requests for medical leaves, including maternity leaves, must be supported by a physician's statement indicating the reason for the leave and its anticipated duration. Additional unpaid leave time is available on request for maternity leaves.

Leaves of absence are also permitted upon adoption of a child.

When you return from a medical leave you must have your physician's signed release.

Personal Leave

Leaves of absence for compelling personal reasons may be granted. These leaves may be granted for renewable 30 day periods up to 90 days.

VOLUNTARY TERMINATION

As stated in our Employee Relations Philosophy, either the associate or the Company may terminate the employment "at will" arrangement at any time for any reason.

HOLIDAYS

ABC Recruiting Company observes 6 paid holidays:

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

ANNUAL VACATIONS

If you are a full-time employee you will accrue (and may take) vacation according to the following schedule:

Length of Employment	Vacation
1 year but less than 5 years	10 days
5 years but less than 10 years	15 days
10 years but less than 15 years	17 days
15 years but less than 25 years	20 days
25 years or more	25 days

You must complete each year of employment in order to earn the time off stated above. After six months of employment and with managements written approval, you may take the time off during a year in which it is earned.

The Company feels that it is very beneficial for you to take your vacation. Vacations will be scheduled according to work load and vacation days may be taken at any time during the year in increments of 1 day or more. Any vacation that is not taken within the allotted time frame will not be brought forward to the following year.

GROUP INSURANCE PLANS

Medical Insurance – provides you and your eligible dependents with hospital, surgical and medical expense protection. The company has medical insurance through Blue Shield and you can select an HMO or PPO plan. The company will pay 50% of the premium due for the PPO plan. You will be expected to pay for your eligible dependents. This benefit is available after three full calendar months of employment

Sick Leave – is unpaid

Worker's Compensation – You are covered by Worker's Compensation Insurance for accidents which occur while pursuing the normal duties of your job. If you are injured on the job, the Administrative Manager should be notified immediately. Worker's Compensation forms must be completed to report the accident. Unless an emergency situation exists, do not see a doctor before reporting an injury.

PERSONAL BUSINESS

You may request up to two (2) days per year unpaid time off to attend to urgent personal business matters. This time must be approved by your supervisor in advance, if possible.

DEATH OR ILLNESS IN FAMILY

In the event of a death in your immediate family (your spouse, children, parents, brothers, sisters, or parents of spouse) you may take up to a maximum of five days off without pay in order to attend the funeral and take care of any necessary arrangements. You may take one day off without pay in the event of the death of a grandparent, aunt, uncle, cousin, or brother or sister-in-law.

Consideration for authorized time off without pay will be given in case of an illness in your immediate family. Requests of this nature should be directed to your supervisor.

JURY DUTY AND VOTING TIME OFF

You will receive unpaid leave time during the period you are required to serve in court for jury duty. Please inform your supervisor immediately upon receiving notice of a call for jury duty interview.

If you find that you do not have sufficient time prior to or after regular working hours, you will be permitted the necessary time off with pay to vote in Municipal, State or Federal elections.

MARRIAGE AND BIRTH GIFTS

To honor the special events in your life, you will be eligible to receive a cash gift of \$50.00 for your marriage while at ABC Recruiting Company. The Company will purchase a \$75.00 savings bond for the birth or adoption of each child.

SMOKING

Smoking will not be permitted in the office at any time. You are also not permitted to take "smoke breaks" during office hours. Repeated "breaks" will also subject an employee to discipline, including discharge.

IN CONCLUSION

We hope this manual will help you to better understand ABC Recruiting Company. We are proud of our company and the beneficial role it plays in the employment industry. We are equally proud of our fellow employees and have developed policies which we hope reflect that pride and respect.

If you have any further questions, please contact your supervisor and they will provide you with any additional information you might request.

ABC RECRUITING COMPANY**ACKNOWLEDGEMENT FORM****EMPLOYEE HANDBOOK**

I acknowledge that I have received a copy of the employee handbook. I acknowledge that I am expected to know and be familiar with the contents and that I have read the handbook.

I understand:

- That this handbook will be updated from time to time and that I will be responsible for reading and filing the updates; and
- That this handbook and its contents in no way, shape, or form means any contract of employment.

SIGNATURE

DATE