

EMPLOYEE HANDBOOK

Contents

TOC \o "1-3" \h \z \u

HYPERLINK \l "_Toc506544858" [WELCOME TO CORE](#)

4

HYPERLINK \l "_Toc506544859" [**GENERAL EMPLOYMENT POLICIES**](#)

5

HYPERLINK \l "_Toc506544860" [Employment At-Will](#)

5

HYPERLINK \l "_Toc506544861" [Right to Revise](#)

5

HYPERLINK \l "_Toc506544862" [Equal Employment Opportunity Policy](#)

5

HYPERLINK \l "_Toc506544863" [Discrimination & Retaliation Prevention](#)

5

HYPERLINK \l "_Toc506544864" [**HIRING**](#)

9

HYPERLINK \l "_Toc506544865" [Proof Of Eligibility To Work In The United States](#)

9

HYPERLINK \l "_Toc506544866" [Background Check Policy](#)

9

HYPERLINK \l "_Toc506544869" [Job Responsibilities](#)

9

HYPERLINK \l "_Toc506544870" [**LEAVES OF ABSENSE**](#)

10

HYPERLINK \l "_Toc506544871" [Vacation](#)

10

HYPERLINK \l "_Toc506544872" [Sick Leave](#)

10

HYPERLINK \l "_Toc506544873" [Bereavement Leave](#)

12

HYPERLINK \l "_Toc506544877" [Extended Medical Leave](#)

12

HYPERLINK \l "_Toc506544878" [Family and Medical Leave for 50 or More Employees](#)

13

HYPERLINK \l "_Toc506544883" [Pregnancy Disability Leave](#)

17

HYPERLINK \l "_Toc506544884" [San Francisco Paid Parental Leave](#)

18

HYPERLINK \l "_Toc506544886" [Paid Family Leave](#)

19

HYPERLINK \l "_Toc506544891" [**BENEFITS**](#)

21

HYPERLINK \l "_Toc506544892" [Benefits Overview](#)

22

HYPERLINK \l "_Toc506544893" [Holidays](#)

22

HYPERLINK \l "_Toc506544897" [**MANAGEMENT**](#)

22

HYPERLINK \l "_Toc506544898" [Employee Property](#)

22

HYPERLINK \l "_Toc506544899" [Open Door Policy](#)

22

HYPERLINK \1 "_Toc506544900" [Performance Review Policy](#)

23

HYPERLINK \1 "_Toc506544901" [Probation Period](#)

24

HYPERLINK \1 "_Toc506544902" [Personnel Administration & Records](#)

24

HYPERLINK \1 "_Toc506544903" [COMPANY PROPERTY](#)

25

HYPERLINK \1 "_Toc506544904" [Internet, Voicemail and Phone Policy](#)

26

HYPERLINK \1 "_Toc506544905" [Employer Property](#)

27

HYPERLINK \1 "_Toc506544907" [Off-Duty Use Of Facilities](#)

27

HYPERLINK \1 "_Toc506544908" [Smoking](#)

27

HYPERLINK \1 "_Toc506544909" [EMPLOYEE CONDUCT](#)

28

HYPERLINK \1 "_Toc506544910" [Standards Of Conduct](#)

28

HYPERLINK \1 "_Toc506544911" [Confidential Information](#)

29

HYPERLINK \1 "_Toc506544912" [Non-Fraternization/Conflict of Interest](#)

29

HYPERLINK \1 "_Toc506544913" [Customer Relations](#)

30

HYPERLINK \l "_Toc506544915" [Drug and Alcohol Abuse](#)

30

HYPERLINK \l "_Toc506544917" [Off-Duty Conduct](#)

32

HYPERLINK \l "_Toc506544918" [Prohibited Conduct](#)

32

HYPERLINK \l "_Toc506544919" [Prohibited Use of Company Cell Phone While Driving](#)

33

HYPERLINK \l "_Toc506544920" [Punctuality & Attendance](#)

34

HYPERLINK \l "_Toc506544921" [Grievance Procedure](#)

34

HYPERLINK \l "_Toc506544922" [WAGES](#)

35

HYPERLINK \l "_Toc506544923" [Reporting-Time Pay](#)

35

HYPERLINK \l "_Toc506544924" [Timekeeping Requirements](#)

36

HYPERLINK \l "_Toc506544925" [Work Schedule](#)

36

HYPERLINK \l "_Toc506544926" [Meal & Rest Periods](#)

37

HYPERLINK \l "_Toc506544927" [Overtime for Non-Exempt Employees](#)

38

HYPERLINK \l "_Toc506544929" [General Staff Roles, Expectations & Responsibilities](#)

39

HYPERLINK \l "_Toc506544930" [HEALTH & SAFETY](#)

40

HYPERLINK \l "_Toc506544931" [Employees Who Are Required to Drive](#)

40

HYPERLINK \l "_Toc506544932" [Health and Safety](#)

40

HYPERLINK \l "_Toc506544933" [Heat Illness](#)

41

HYPERLINK \l "_Toc506544935" [Security](#)

41

HYPERLINK \l "_Toc506544936" [Workplace Violence Policy](#)

41

HYPERLINK \l "_Toc506544937" [TERMINATION](#)

42

HYPERLINK \l "_Toc506544938" [Employee References](#)

42

HYPERLINK \l "_Toc506544939" [Involuntary Termination and Progressive Discipline](#)

43

HYPERLINK \l "_Toc506544940" [Reductions in Force](#)

43

HYPERLINK \l "_Toc506544941" [Voluntary Resignation](#)

43

HYPERLINK \l "_Toc506544942" [**CONFIRMATION OF HARASSMENT
DISCRIMINATION & RETALIATION PREVENTION POLICY**](#)

44

HYPERLINK \l "_Toc506544943" [**CONFIRMATION OF RECEIPT OF CORE
SECURITY SOLUTION'S HANDBOOK**](#)

45

WELCOME TO CORE

It is our pleasure to welcome you as a member of Core Security Solutions. We sincerely hope that your relationship with us will be mutually enjoyable and beneficial.

It is our desire that our workplace be pleasant and friendly, yet highly professional. Please be assured that we have an open-door policy to all employees at all times.

Mission: Our mission is to provide quality security solutions with the highest level of professionalism.

Vision: To become a leader in the security industry, with a strong focus on treating our clients, employees and community members with dignity and respect.

Our 'CORE' Values:

Integrity: We believe that maintaining an organization based on ethics and principles are paramount to our success. Core employees are expected to embrace and uphold these codes of conduct.

Courtesy: We believe courteous and friendly interactions with our clients, community members and employees are the first step to creating personal and organizational trust and confidence.

Respect: We believe that treating people with dignity and respect are the key to building on and maintaining trust and confidence. Core Security Solutions employees are constantly reminded to work within their circle of influence in maintaining respectful relationships with our clients and the community.

Trust: Core Security Solutions is built on trust. Trust in our ability to serve our clients and community is the backbone of our industry. Our commitment to the mission and organizational values will set us apart in the industry.

Introduction to Handbook

Throughout the handbook the terms “Core” or “Company” will be used in place of Core Security Solutions.

Core has prepared this handbook summarizes the policies and practices in effect at the time of publication and supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. It is intended to familiarize the employees with important information about the organization, as well as information regarding their own privileges and responsibilities. As a condition of employment, all employees must read, understand and follow the provisions set forth in the handbook.

Nothing in the handbook creates or is intended to create a promise or representation of continued employment. Rather, employment at Core is at-will and for an indefinite period of time. This means that employees are free to resign at any time and that the Company has the right to terminate employment at any time, with or without cause, and with or without advance notice.

GENERAL EMPLOYMENT POLICIES

Employment At-Will

Core personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, Supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Managing Partner and General Manager of

Core have the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Right to Revise

This employee handbook contains the employment policies and practices of Core in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Core reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Managing Partner of Core.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

Discrimination & Retaliation Prevention

Core is an equal opportunity employer. The Company is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

Race

Religion (including religious dress and grooming practices)

Color

Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation

National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9])

Ancestry

Physical or mental disability

Medical condition

Genetic information/characteristics
Marital status/registered domestic partner status
Age (40 and over)
Sexual orientation
Military or veteran status
Any other basis protected by federal, state or local law or ordinance or regulation

Core also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

Harassment Prevention

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including Supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;

Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;

Retaliation for reporting or threatening to report harassment; and

Communication via electronic media of any type that includes any conduct that is prohibited by

state and/or federal law or by company policy

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including Supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law.

Employees will not be retaliated against for inquiring about or discussing wages. However, Core is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help

the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your Supervisor, the Operations Manager, or to the Managing Partner as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Managing Partner. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Managing Partner so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

Responded to in a timely manner

Kept confidential to the extent possible

Investigated impartially by qualified personnel in a timely manner

Documented and tracked for reasonable progress

Given appropriate options for remedial action and resolution

Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company also will take appropriate action to deter future misconduct.

Any employee determined by the Company to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

HIRING

Proof of Eligibility to Work In The United States

The Immigration Control and Reform Act of 1986, requires that all employees submit proof of employment eligibility in the United States. This proof must be submitted no later than 3 business days after your first day of work along with a completed I-9 form. If you do not produce this documentation, your employment with Core will be terminated.

Background Check Policy

Core will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes after you have accepted an offer of employment. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports

will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a third-party consumer reporting agency. To prepare the reports, the agency may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

Core will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act. For example, the Americans with Disabilities Act prohibit organizations from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace.

Core guarantees that all information obtained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Be aware, only appropriate Management personnel at Core will have access to this information.

Job Responsibilities

Your Supervisor will explain your job responsibilities and the performance standards expected of you. Understand that your job responsibilities may change at any time during your employment. You may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or of Core. Business conditions may determine that an employee's job responsibilities be modified or changed. In that event, Core must reserve the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. Your cooperation and assistance in responding to such changes is essential to Core's ongoing success.

LEAVES OF ABSENCE

Vacation

Salaried employees are entitled to accrue .019 hours of vacation for each hour worked, this equals to one week per year. Unused vacation accrual will continue to roll over each year and will max

at 160 hours. After an employee has reached this maximum amount, no additional vacation will be accrued until some of the employee's accrued paid vacation is used. Any unused and accrued vacation will be paid out in full upon termination.

Use of Vacation Before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you are taking and/or federal and state leave requirements.

****Non-exempt, temporary and part-time employees do not accrue paid vacation****

Sick Leave

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact the Managing Partner.

Eligible Employees

Beginning July 1, 2015, all employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

Core will provide eligible employees with three days or 24 hours of paid sick time on their first day of employment. However, employees are not eligible to take paid sick time until they have worked for the Company for 90 days from their date of hire.

Sick Pay Amount

Eligible employees will receive sick leave as follows:

Eligible employees earn sick leave at the rate of .033 hours for each hour worked.

You will need to meet the 90 days employment requirement before taking any leave.

Salaried employees are presumed to work 37.5 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 37.5 hours, accrual will be based on their normal workweek.

The Company does not pay employees for unused paid sick leave

Cap on Accrual

Employees may earn a maximum of 9 days or 72 hours paid sick time. After an employee has reached this maximum amount, no additional paid sick time will be earned until some or all of the employee's accrued paid sick time is used.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.

Preventive care for an employee or an employee's covered family member.

For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.

A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.

A spouse.

A registered domestic partner.

A grandparent.

A grandchild.

A sibling.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their Supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to their Supervisor as soon as practicable.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Incremental Use

Paid sick leave can be used in one (1) hour increments.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance.

However, workers' compensation benefits usually do not cover absences for medical treatment.

When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may use paid sick leave to receive pay for these absences.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation, if available, for further absences from work related to your illness or injury.

Bereavement Leave

Core grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to two (2) consecutive scheduled workdays off with the approval of the Company. The employee's Supervisor may approve additional unpaid time off.

Exempt employees may take this time off as paid.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities

(other than pregnancy, childbirth and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your Supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Core makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Core will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodations should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Family and Medical Leave for 50 or More Employees

California's California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA) provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);

You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and

You are employed at a work site where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

The birth of your child, or placement of a child with you for adoption or foster care (FMLA/CFRA);

Incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);

Your serious health condition that makes you unable to perform your job (FMLA/CFRA);

To care for your spouse, child or parent who has a serious health condition (FMLA/CFRA);

To care for your registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the Managing Partner.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken, Core uses Calendar Year.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (CFRA). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

Please contact the Managing Partner as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your Supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.

If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.

If the FMLA/CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the Company. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Medical Certification

Core requires you to provide medical certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, you must provide a certification from the health care provider stating:

Date of commencement of the serious health condition;

Probable duration of the condition;

Estimated amount of time for care by the health care provider; and

Confirmation that the serious health condition warrants your participation.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

Date of commencement of the serious health condition;

Probable duration of the condition; and

Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking family medical leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group

health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due on the same schedule as payments that are made under COBRA , no later than the fifth (5th) of the month.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Managing Partner.

Reinstatement

Under most circumstances, upon return from family/medical leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;

The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;

The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and

If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the Managing Partner with any questions regarding accrual of other Company provided paid leave benefits (such as vacation or sick leave) during unpaid FMLA/CFRA leave.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for your serious health condition or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

Pregnancy Disability Leave (PDL)

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise your Supervisor as early as possible. The employee should make an appointment with the Managing Partner to discuss the following conditions:

Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

Core will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.

Employees who need to take pregnancy disability must inform Core when a leave is expected to

begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with their Supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;

For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave.

Failure to comply with these notice requirements may result may result in delay of leave, reasonable accommodation, or transfer;

Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Core with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Company. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health provider.

Leave returns will be allowed only when the employee's physician sends a release;

An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and

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

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premium paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the Managing Partner for more information.

San Francisco Paid Parental Leave

Employees who receive California Paid Family Leave (PFL) payments from the California Employment Development Department (EDD) for purposes of new child bonding during the first year after the child's birth or placement with the employee through foster care or adoption may be eligible to receive Supplemental Compensation from Core as required by San Francisco's Paid Parental Leave Ordinance (PPLO). The PPLO program does not provide employees with a right to a leave of absence; it is limited to a city-mandated wage replacement benefit for employees receiving PFL benefits from the state for new child bonding purposes.

Core will provide Supplemental Compensation in an amount equal to 100 percent of your gross weekly wages, less the amount of PFL benefits, up to a cap if you are receiving the Maximum Weekly Benefit Amount under the PFL law. The total amount of Supplemental Compensation you receive from all employers, combined with PFL benefits, may not exceed 100 percent of your current normal gross weekly wages.

For more information about Supplemental Compensation, please contact the Managing Partner.

To be eligible to receive Supplemental Compensation, you must:

Have been employed with Core at least 180 days prior to the start of the leave period;

Perform at least eight hours of work per week for Core in San Francisco;

Perform at least 40 percent of your total work hours for Core in San Francisco;

Apply for and receive paid family leave compensation from the state of California under the California PFL law for the purpose of bonding with a new child; and

Agree to one of the following options:

Option 1: Agree to allow Core to apply up to two weeks of accrued unused vacation, if eligible, to

help Core meet its obligation to provide Supplemental Compensation.

Option 2: Agree to allow Core to apply up to two weeks of accrued unused vacation in excess of 72 hours to help Core meet its obligation to provide Supplemental Compensation.

Before you can receive Supplemental Compensation, you must complete and submit a Paid Parental Leave Form (PPL Form) to Managing Partner. On the PPL Form, you must:

Indicate how you will provide Core with notice of the EED's PFL benefit amount you will receive from EDD (see below for options available);

Agree to reimburse Core the full amount of Supplemental Compensation you received if you voluntarily separate from employment within 90 days of the end of the leave period and Core requests reimbursement in writing; and

Report wages from other employer(s), if any, and submit a copy of the completed PPL Form to each employer.

You can notify Core of the amount of PFL you are receiving by selecting one or both of the following options:

Option 1: Providing Core with a copy of the Notice of Computation as soon as you receive it from EDD, notifying the Company when you receive your first PFL payment from the EDD and providing the Company with the Notice of Payment you receive from the EDD; and/or

Option 2: Providing the EDD with written authorization to disclose the weekly PFL benefit amount to Core upon request, and then notify the Company on the PPL Form that you have granted such permission to EDD.

If you plan to receive PFL benefits intermittently, you must notify Core of the schedule of intermittent leave you provided to the EDD.

Paid Family Leave

For many working Californians, finding time to be with a loved one when they need it most can be difficult. California's Paid Family Leave program was created for those moments that matter; when you are bonding with a new child or caring for a seriously ill family member.

Fast Facts About California Paid Family Leave

Provides up to six weeks of partial wage replacement benefits to bond with a new child (either by birth, adoption, or foster care placement) or to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered

domestic partner).

Doesn't have to be taken all at once.

Provides approximately 60 to 70 percent of your salary during your leave.

Funded through your State Disability Insurance tax withholding, so you are most likely eligible if you've paid into State Disability Insurance (noted as "CASDI" on paystubs) or a qualifying voluntary plan in the past 5 to 18 months.

Bonding claims can be used at any time in the first 12 months after a child enters your family.

Do I Qualify for California Paid Family Leave?

To qualify for Paid Family Leave benefits, you must meet the following requirements:

Need to take time off from work to care for a seriously ill family member or to bond with a new child.

Be covered by State Disability Insurance (or a voluntary plan in lieu of State Disability Insurance).

Have earned at least \$300 in the past 5 to 18 months.

Submit your claim no later than 41 days after you begin your family leave. Do not file before your first day of leave.

If required by your employer, you must use up to two weeks of unused vacation leave or paid time off. Check with your Supervisor to confirm the Company's requirements.

How Are Benefit Amounts Calculated?

California Paid Family Leave provides approximately 60 to 70 percent of your weekly salary (from \$50 up to \$1,216 weekly). The benefit amount is calculated from your highest quarterly earnings over the past 5 to 18 months, before the start of your claim. The Employment Development Department has an online calculator at edd.ca.gov/PFL_Calculator that can help you estimate your weekly benefit amount.

Does Paid Family Leave Provide Job Protection?

California Paid Family Leave does not provide job protection or a right to return to work. However, job protection may be provided under other laws such as the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act (if you qualify). Notify the Managing Partner of your plan to take leave and the reason for taking leave according to the company's policy.

How Do I Apply for Benefits?

Apply for Paid Family Leave benefits using SDI Online. Visit edd.ca.gov/SDI_Online for more

Information. You may also apply using a paper form. Visit edd.ca.gov/Forms to request a Claim for Paid Family Leave (PFL) Benefits, DE 2501F form.

For caregiving claims, you must supply medical certification showing that the care recipient has a serious health condition and requires your care. This needs to be completed by the care recipient's physician/practitioner. Information about the care recipient and their signature are also required.

For bonding claims, you must provide documentation showing proof of relationship between you and the child (e.g., a copy of the child's birth certificate, adoptive placement agreement, or foster care placement record).

If you are currently receiving pregnancy-related Disability Insurance benefits, it is not necessary to request a Paid Family Leave claim form. The form to file for bonding will be sent through your SDI Online account or via mail when your pregnancy-related disability claim ends.

If you are covered by a voluntary plan, contact your employer for information about your coverage and instructions on how to apply for benefits.

If your claim is denied, you are entitled to:

Know the reason for denial.

Appeal decisions about your eligibility for benefits. Visit edd.ca.gov/Disability/Appeals.htm for information about appeals.

All claim information is confidential except for purposes allowed by law.

Employee can visit a Paid Family Leave or Disability Insurance office to obtain claim forms, receive information, or speak to a representative. Visit edd.ca.gov/Disability/Contact_SDI.htm to locate an office.

For phone support, please contact:

English 1-877-238-4373

Spanish 1-877-379-3819

Cantonese 1-866-692-5595

Vietnamese 1-866-692-5596

Armenian 1-866-627-1567

Punjabi 1-866-627-1568

Tagalog 1-866-627-1569

TTY 1-800-445-1312

BENEFITS

Benefits Overview

Core is committed to providing the following benefit for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at Core. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for the employee benefit plan, you will receive a Summary Plan Description which describes the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have, contact the Managing Partner.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company offers the following employee benefit:

Medical only -

Employee coverage: Offered to all active, full-time employees, working a minimum of 30 hours per week. Employee is responsible for half the premium.

Dependents coverage: legal dependent children up to age 26, spouses, domestic partners of full-time employees. Employee is responsible for the premium.

Holidays

The Company provides the following paid holidays to eligible employees:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Regular full-time employees shall be paid eight hours pay for the holiday. Regular part-time employees will receive holiday pay based on a prorating of their regularly scheduled work week.

Temporary employees and employees on leave are not eligible for holiday pay.

If a paid holiday occurs during an employee's vacation, eligible employees will receive holiday pay and will not be charged that day as vacation.

MANAGEMENT

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Core property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Open Door Policy

Suggestions for improving Core 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 also are of concern to the Company.

If you have a complaint, suggestion or question, speak with your immediate Supervisor as soon as possible. If you are not comfortable speaking to your immediate Supervisor, please bring the issue to the Operations Manager or any other member of management.

Moreover, if you have raised the issue and if the problem persists, you may present it to the Managing Partner, who will investigate and provide a solution or explanation.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact Managing Partner.

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

Performance Review Policy

Core performance review process is designed to respect the moral, ethical and legal rights of each employee and of the organization. It is also intended to provide opportunities for feedback and professional growth, given each employee's current interests, skills and goals. Performance reviews are conducted in order for you to identify your strengths and challenges.

Core conducts formal reviews annually for each employee. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion, probation or a change in duties and responsibilities.

The annual performance review meeting includes:

Feedback about the organization and your position

Review current job description and make adjustments as necessary

Self-assessment of your work and progress towards previously set goals

Feedback between Supervisor and employee, two-way feedback.

Attendance, initiative and effort

Knowledge of your work

Attitude and willingness

The quality and quantity of your work

The conditions under which you work

Progress towards your goals

Goal setting for the next three months and the next year

Agreements: Expectations, support and outcomes.

The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Core and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your Supervisor, and that you are aware of its contents.

Probation Period

When an employee's performance is not satisfactory, based on progress towards previously set goals, the employee is placed on probation for a period of three to six weeks. During probation, the employee creates a set of required outcomes and benchmarks that must be met by the end of the probation period. The employee will also receive additional coaching and support.

At the end of the probation period, the employee and Operations Manager meet to discuss progress towards outcomes. If both agree that performance has improved satisfactorily, the

probation will end and the employee will resume the regular performance review cycle. If, after the probation period, the Operations Manager concludes that performance has not improved satisfactorily and met agreed-upon benchmarks, the employee will be transitioned or terminated.

Notwithstanding this probation procedure policy, the Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the discipline process.

These disciplinary procedures are not meant to imply any contractual policy. There is no standard series of disciplinary steps that Core must follow. Both you and Core may terminate your employment at any time, with or without cause or advance notice. Nothing in this policy alters or modifies the at-will employment relationship described previously.

Personnel Administration & Records

Personnel administration and the handling of personnel records at Core is the responsibility of the Operations Manager. The Operations Manager is the primary contact for issues related to job descriptions and work plans. The Operations Manager also maintains personnel meeting records. The Managing Partner is the primary contact for salary-related issues. Questions regarding insurance, wages, and interpretation of policies may be directed to the Operations Manager.

Core maintains a confidential personnel file on each employee. You may see the information that is kept in your own personnel file if you wish, and you may request and receive copies of any documents that you have signed. It is your responsibility to promptly notify Core of any changes in personnel data, including the following items:

Legal name

Home address

Home telephone number

Person to call in case of emergency

Number and names of dependents

Marital status

Military or draft status

Exemptions on your W-4 tax form

COMPANY PROPERTY

Internet, Voice and Phone Policy

Internet access and the voicemail and electronic mail (email) systems are maintained by the Company in order to facilitate Company business. All messages sent, received, composed and/or stored on these systems are property of the organization.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

Personal Use Extremely Limited

The Internet should be used for business purposes only. Likewise, the voicemail and email systems are to be used by employees in conducting Company business and are not for employees' personal use. The Company understands that on occasion immediate family members may need to leave messages on the voicemail system for an employee and is willing to accommodate such personal use of the system to a limited degree. However, personal use of the voicemail system which interferes with an employee's work performance will not be tolerated.

Privacy Rights

Core reserves the right to access an employee's company-provided computer, voicemail and email messages (outgoing and incoming) at any time. Therefore, an employee's outgoing voicemail message should not indicate to the caller that his/her incoming message will be confidential or private.

Employees should not have any expectation of privacy with respect to their internet activities, or messages or files sent, received or stored on the Company computer, email or voicemail systems. Voicemail and email messages and files, like other types of correspondence and Company documents, can be accessed and read at any time by authorized Company employees. Time spent on the Internet may be tracked through activity logs. Make sure your usage is limited to business purposes.

Erasure Not Reliable

Employees should be aware that even when a message has been erased, it still may be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.

Message Access

Messages on the voicemail and email systems are to be accessed only by the intended recipient and by others at the direct request of the intended recipient. However, the Company reserves the right to access messages on both systems at any time. Any attempt by persons other than authorized personnel to access messages on either system will constitute a serious violation of Company policy.

Computer access upon Termination/Resignation

Upon termination or resignation, the employee will not have access to the Company network. The Company may, however, upon request and in its sole discretion, allow limited access provided a representative of Management is present.

Harassment and Discrimination

Messages on computer screens and the Company voicemail and email systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, harassing or discriminatory content in outgoing or incoming messages or internet communications will not be tolerated.

Prohibited Activities

Employees are strictly prohibited from using the internet, voicemail or email systems in connection with any of the following activities:

Engaging in illegal, fraudulent, or malicious activities.

Engaging in activities on behalf of the Company or persons with no professional or business affiliation with the organization.

Accessing, sending or storing offensive, obscene, pornographic or defamatory material.

Annoying or harassing other individuals.

Sending uninvited email of a personal nature.

Using another individual's account or identity without explicit authorization.

Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization.

Permitting any unauthorized individual to access the organizations email system.

Distributing or storing chain letter, jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.

Telephone/Radio Use

Core phones and radios are for business purposes only, unless otherwise authorized by the Company.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and radios are Core property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. Core reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. Core reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Core may periodically need to assign and/or change "passwords" and personal codes for [e.g. email, voice mail, cell phone, and computer]. These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of Core.

Core reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voicemail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications.

Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Core. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Off-Duty Use Of Facilities

Employees are prohibited from remaining on Core or client's premises or making use of facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use. This policy is not intended to limit the ability

of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

Smoking

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of cigarettes, electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

EMPLOYEE CONDUCT

Standards of Conduct

The successful operation and reputation of Core is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Core is dependent upon our community's continued confidence and trust, and we are dedicated to preserving that trust.

Core will comply with all applicable laws and regulations and expects its managers, supervisors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, Core policies and procedures, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, should guide all employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Operations Manager.

To ensure orderly operations and provide the best possible work environment, Core expects employees also to follow specific rules of conduct that will protect the interests and safety of all students, employees and the organization.

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

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol, marijuana or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol, marijuana or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the workplace

Negligence or improper conduct leading to damage of Core-owned property
Insubordination or other disrespectful conduct
Violation of safety or health rules
Smoking in prohibited areas
Sexual or other unlawful or unwelcome harassment
Possession of dangerous or unauthorized materials, such as explosives or unauthorized/unlicensed firearms, in the workplace
Excessive absenteeism or any absence without notice
Unauthorized use of telephones, mail system, or other employer-owned equipment
Violation of personnel policies
Unsatisfactory performance or conduct

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Core or its client's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your Supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Non-Fraternization/Conflict of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a client, supplier, or subordinate employee of Core, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Core has adopted this policy in order to promote the efficient operation of the organizations business and to avoid actual and/or potential misunderstanding, complaints of favoritism, problems of supervision, security, morale, conflicts of interest, interference with the productivity of other employees, and possible claims of sexual harassment. These problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a Supervisor subordinate relationship.

Restrictions On Employee Conduct

Core does not prohibit consensual relationships between the above mentioned groups; it does impose the following restrictions:

The organization strongly discourages Supervisors and managers from engaging in romantic or sexual relationships with subordinates and requires the Supervisor or manager to immediately disclose the existence of such a relationship. Additionally, Supervisors and managers are required to take steps to resolve any actual or potential conflict of interest or impropriety created by the relationship.

At all times, all employees in all job positions must avoid romantic or sexual relationships that create potential conflicts of interest, charges of favoritism or sexual harassment, discord, distractions that interfere with other employees productivity, and problems of supervision, security or morale.

Disclosure

Any romantic relationship between a Supervisor and a subordinate employee, or a client/supplier and an employee, must be disclosed to the Operations Manager or the Managing Partner immediately. The organization will then take action to assess the situation and to resolve any actual or potential conflict of interest or impropriety created by the relationship. The recommendation can require the non-Supervisory employee to transfer to another department or facility. If a transfer is not possible, the dating couple can be required to determine which partner will resign.

Failure to Comply

Failure to make required disclosures or comply with a recommendation to resolve a conflict with this policy can result in discipline up to and including termination of employment.

Customer Relations

The Company strives to consistently provide customers with service that is of exceptional quality and value.

In order to realize our commitment to excellent customer service, we expect the following from each of our employees:

Provide courteous service in a prompt and efficient manner

Establish and maintain positive relationships with customers by gaining their trust and respect

through professional, honest interaction

Handle complaints quickly and professionally; never argue with a customer. If you are unable to resolve the complaint to the customer's satisfaction, review the situation with your Supervisor
Communicate with customers in a professional manner whether in person, over the phone, or via e-mail

Always remember that you are the Company to our customers and our reputation and the customer's perception of the company is attributed to each employee.

Drug and Alcohol Abuse

Core is concerned about the use of alcohol, marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair Company operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on Company property, at work or working on Company business. The following are strictly prohibited by Company policy:

Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.

Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)

Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

To the extent that alcohol consumption is permitted on Core or client premises during Company sponsored events, employees should be responsible and reasonable in their consumption and conduct themselves in a professional manner at all times. Employee possession of marijuana will not be allowed under any circumstances on Company or client premises or during sponsored events.

In addition, persons whose positions with the Core require driving as part of their work may be immediately removed from such positions if found to have been driving under the influence of alcohol or marijuana whether on duty or off duty.

Violation of these rules and standards of conduct will not be tolerated. Employees who are found

to be in violation of this policy will be subject to the following: a written warning and referral for drug counseling or possible termination of employment. Core also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Core reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Core. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Core will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Off-Duty Conduct

While Core does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by Core. This list of prohibited

conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

Falsifying employment records, employment information, or other Company records;

Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;

Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;

Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;

Removing or borrowing Company property without prior authorization;

Unauthorized use or misuse of Company equipment, time, materials, or facilities;

Provoking a fight or fighting during working hours or on Company property;

Participating in horseplay or practical jokes on Company time or on Company premises;

Carrying firearms or any other dangerous weapons on Company premises without consent;

Causing, creating, or participating in a disruption of any kind during working hours on Company property;

Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a Supervisor or member of management, or the use of abusive or threatening language toward a Supervisor or member of management;

Using abusive, threatening or intimidating language at any time on Company premises;

Violation of Company punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;

Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;

Failing to observe working schedules, including rest and lunch periods;

Sleeping or malingering on the job;

Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;

Working overtime without authorization or refusing to work assigned overtime;

Violation of dress standards;

Violating any safety, health, security or Company policy, rule or procedure;

Violation of the Company's drug and alcohol policy;

Committing a fraudulent act or a breach of trust under any circumstances;

Violating the Company's anti-harassment or equal employment opportunity policies; and

Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Core remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Core employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on Company business and/or Company time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, Web browsing or using any smart phone application while driving.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. Violating this policy is a violation of law and a violation of Company rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy.

Violating this policy is a violation of law and a violation of Company rules.

You must also safely pull off the road before conducting Company business.

Punctuality & Attendance

As an employee of Core, you are expected to be punctual and regular in attendance. Any tardiness

or absence causes problems for your fellow employees and your Supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work.

Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

Employees who are absent from work for any reason have a personal obligation to notify the organization by telephone, e-mail or in person as far in advance as possible, and in case of an emergency or illness, no later than 4 hours prior to the employee's assigned shift on the day of the absence. If the employee's Supervisor is unavailable for any reason, the employee should contact the Operations Manager or the Managing Partner to notify the organization of his or her absence. Employees may not report their absences through a co-employee.

Employees are required to give such notice on each day they are absent, unless other arrangements are made in advance. Since one of the primary purposes of reporting absences is to allow the organization to schedule coverage for work, employees are subject to discharge for failing to report absences in a timely manner, even if a legitimate excuse exists for missing work. Also, please keep in mind that merely reporting an absence does not necessarily excuse the absence. Employees must present an excuse for each absence that is acceptable to management. The failure to do so may result in discharge. Even if an employee reports every absence, excessive absenteeism may result in discharge. Employees who submit false information or documentation related to any absence are subject to discharge.

Grievance Procedure

Core is committed to providing the best possible working conditions for our employees. Part of this commitment means encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response by the appropriate Core manager.

A "grievance" is a complaint made by an employee relating to Core work procedures or policies.

Grievances shall not be valid for consideration unless the grievance is submitted in writing (Level One of this procedure) setting forth the facts of the alleged violation and the particular relief sought within fifteen days after the date of the event giving rise to the grievance occurred. Such grievances must be filed in writing first with the employee's direct Supervisor. Failure to file any grievance from one level to another within the time periods hereafter specified will constitute a waiver of the grievance.

The grievance procedure is as follows:

Informal Discussion:

Before a written grievance is submitted, informal discussion shall take place between the aggrieved party and the appropriate Supervisor/manager. Through these discussions, the parties shall attempt to resolve the problem.

Level One:

If the grievance is not resolved through informal discussion, the aggrieved party may submit the grievance to the Operations Manager who will then set a time to meet with the aggrieved party within fifteen days after receipt of the written grievance. Within ten days after the meeting, the Operations Manager will issue a decision, in writing, to the parties involved.

Level Two:

In the event the grievance is not resolved in Level One, the decision rendered may be appealed to the Managing Partner, provided such appeal is made in writing within five days after receipt of the decision in Level One. If the grievance is submitted to the Managing Partner in a timely manner, the Managing Partner will meet as soon as possible, but no later than ten working days of receipt of the grievance. The Managing Partner may meet in-person or through phone teleconference. Within thirty days after the meeting, the Managing Partner will issue its decision in writing to the parties.

If an employee disagrees with established rules of conduct, policies, or practices, she/he can express these concern(s) directly to the Managing Partner. No employee will be penalized, formally or informally, for voicing a complaint with Core in a reasonable manner, or for using the problem resolution procedure.

WAGES

Reporting-Time Pay

Core will comply with all applicable regulations regarding reporting-time pay for non-exempt employees.

Core will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

Core will not pay employees for reporting under the following circumstances:
Interruption of work because of the failure of any or all public utilities; or
Interruption of work because of natural causes or other circumstances beyond the Company's power to control

Timekeeping Requirements

All non-exempt employees are required to use a time-sheet to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your Supervisor. If you perform any off-the-clock work, please report the work to your Supervisor.

Employees also must record their time whenever they leave the building or client's premises for any reason other than Core business.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a Supervisor. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your Supervisor.

The timekeeping will be used to track hours worked, vacation days, personal days and sick days. Failure to clock in and out may result in a delay in receiving your paycheck.

Please also refer to Core's Meal & Rest Periods Policy below.

Work Schedule

Work schedules will vary from contract to contract, as designated by the needs of Core clientele and contractual obligations; notwithstanding, employees will be notified of schedule changes in a timely manner. Work weeks start at 12:00 am Wednesday and end on 11:59pm Tuesday.

Lunch Periods - Non-exempt employees are required to take one 10-minute paid break period for every four hours of work.

The Core is required to provide a meal break of at least 30 minutes for every work period of more than five hours. However, if six hours of work completes the day's work, the employee can choose not to take the meal break. Meal breaks can be longer than a half-hour at the Supervisor's discretion.

Meal & Rest Periods

Rest Breaks

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out.

Number of Rest Breaks

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than ten (10) hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 10-minute rest

breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four (4) hour work period.

There may be practical considerations that make this general timing infeasible and that require Core to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Your rest break will be scheduled by your Supervisor.

Meal Period

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five (5) hours per day but no more than six (6) hours, you may waive the meal period. This cannot be done without the mutual consent of you and your Supervisor. You must discuss any such waiver with your Supervisor in advance.

The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth (5th) hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by your Supervisor.

Second Meal Period

If you work more than ten (10) hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work

promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve (12) hours. This cannot be done without the mutual consent of you and your Supervisor and must be in writing. You must discuss any such waiver with your Supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. Your second meal period will be scheduled by your Supervisor.

Recording Meal Periods

Employees must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Operations Manager.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Supervisor and document the reason for the missed meal period or time worked.

Please also refer to the Core Timesheet Policy.

Overtime for Non-Exempt Employees

Employees are not permitted to work overtime without prior management approval.

If necessary, after approval has been given, only actual hours worked in a given workday or workweek can apply in calculating overtime. Core will attempt to distribute overtime evenly and accommodate individual schedules. Core provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

All hours worked in excess of eight hours** in one workday **OR** 40 hours in one workweek will be treated as overtime. A workday begins at 12:00 a.m. and ends at 11:59 p.m. 24 hours later.

Workweeks begin each Wednesday at 12:00 a.m. (**Alternative workweek schedule may result in 10 to 12-hour days which would not be considered overtime. Only if the employee works over 40 hours per week will overtime apply.)

Compensation for hours in excess of 40 for the workweek, or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;

Compensation for hours in excess of twelve (12) hours in one workday and in excess of eight (8) hours on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Payment of Wages

Core employees are paid every other Friday. Each paycheck will include earnings for all work performed through the end of the current payroll period. As required by law, Core will deduct; Federal, state and local taxes, the required FICA (Social Security and Medicare) payments along with any benefit or voluntary plans, of your choosing, from your payroll check each pay period. Payroll is managed by an external accountant. All records such as name, address, and social security are kept private and used solely for payroll purposes only. Employees are responsible for clocking in and out each day to ensure accurate time keeping and pay.

Pay checks will be available on the Friday following the end of the pay period unless otherwise notified. The office is open from 7:00am to 2:00pm that day. If you are unable to come during that time, you should call your Field Supervisor and set up other arrangements.

We highly recommend setting up direct deposit to avoid any issues with pay check pick up

General Staff Roles, Expectations & Responsibilities

A job description and Post Orders that includes specific duties, responsibilities, rate of pay, and standard of performance that you will be expected to achieve, will be given in a written form as well as explained by your Supervisor at time of hire. Be aware that your job responsibilities may change at any time during your employment.

Role/Expectation

Dedicate his/her time and energy to facilitate the highest level of security services to the client.

Commit to the mission, vision, and values of Core.

Respect ones-self and the people/community you will serve.

Be open to constructive criticism, change, insight, mentoring, development and training.

Perform job duties, responsibilities and performance standards as delineated in the job description as provided when hired.

Requirements

Must have a willingness to perform duties in a professional manner, treating all persons with dignity and respect.

Must be responsible, self-motivated, and take initiative when needed.

Must be able to work well under supervision.

Must be dedicated to embracing required professional development trainings and opportunities to enhance professional performance.

HEALTH & SAFETY

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

Core participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, Core retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of 54.5 cent per mile at the time of this Policy. The rate may change and will be paid out at the Standard Mileage rate based on the IRS website www.irs.gov.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Employees should report all work-related injuries or illnesses immediately to your Supervisor or the Managing Partner. In compliance with California law, and to promote the concept of a safe workplace, Core maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the Managing Partner's office.

In compliance with Proposition 65, Core will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Heat Illness

The Company is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All Supervisors are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please refer to the Company's Injury Illness and Prevention Program or talk to your Supervisor for details on how to ensure you are protected from heat illness dangers.

Security

Core has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Any suspicious persons or activities should be reported to Field Supervisor or Management personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your Supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence Policy

Core is committed to providing a safe and healthful workplace. In this regard, the Company strictly prohibits employees, consultants, clients, visitors, or anyone else on Core or client premises or engaging in a Core or client-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, Core seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Definition of Workplace Violence

Workplace Violence includes, but is not limited to, the following:

Threats of any kind of harm to the physical or mental well-being of any person, or damage to the property of the Company, employees, or others, whether the threat is made in person, orally or in writing, through voicemail, email, computer file, or by any other means;

Threatening, physically aggressive, or violent behavior, including intimidation or any attempt to instill fear in others;

Other behavior that suggests a propensity toward violence, which can include belligerent speech, arguing, swearing, sabotage, or threats of sabotage of property belonging to the Company, employees or others, or a refusal to follow Company policies and procedures;

Defacing or damaging the property of Core, clients, employees or others, including but not limited to equipment, facilities, products, or materials of the Core, or to the vehicles or personal property of any employee, consultant, client, vendor, or customer;

Possessing, using, or transporting guns, knives, ammunition, explosives, weapons or firearms of any kind on Core or client premises, in Core or clients parking lots, or elsewhere while conducting Company business. (This restriction does not apply to licensed, armed security officers working at a client' s site); or

Encouraging, inciting, or condoning any of the above by any means, including but not limited to being present at the scene of any workplace violence, failing to report it immediately, or participating in other forms of forbidden activity that create a risk of violence such as gambling, loan sharking, vandalism, theft, receiving stolen property, or abuse of drugs or alcohol.

Reporting

Any employee who observes or becomes aware of any of the above-listed actions or behavior by an employee, client, consultant, visitor, or anyone else, he or she should notify their Supervisor or the Managing Partner immediately. All reports of a potential violation of this policy will be taken seriously. If the organization determines that an employee has violated this policy, immediate termination may occur.

As explained elsewhere in this handbook, employment will continue only at the mutual consent

of the employee and the employer. Employment is therefore terminable at will, at any time, either by the employee or the employer, with or without cause or advance notice. Nevertheless, where the Core personnel liaison determines it to be appropriate, he or she may give an employee a prior written or oral warning and an opportunity to improve or correct a performance and/or attitude problem before discharge.

TERMINATION

Employee References

All requests for references must be directed to the Managing Partner or Controller. No other manager, Supervisor, or employee is authorized to release references for current or former employees. By policy, Core discloses only the dates of employment and the title of the last position held of former employees.

Involuntary Termination and Progressive Discipline

Violation of Core policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and Core may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, Core may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Core will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at Core, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her Supervisor (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

CONFIRMATION OF HARASSMENT DISCRIMINATION & RETALIATION PREVENTION POLICY

I have access to the Company's Harassment, Discrimination and Retaliation Prevention policy in this handbook on the Company website. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Company is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

CONFIRMATION OF RECEIPT OF CORE SECURITY SOLUTION'S HANDBOOK

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Core is employment at-will; employment may be terminated at the will of either the Company or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Core and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Core.

I understand that except for employment at-will status, any and all policies or practices can be

changed at any time by the Company. Core reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the president of Core, no manager, Supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Managing Partner has the authority to make any such agreement and then only in writing, signed by the Managing Partner.

Employee's Signature _____

Employee's Printed Name _____

Date _____