



Working  
better,  
together!

External Employee Employment Handbook



# Table of Contents

<b>WELCOME</b> .....	<b>3</b>	<b>CONDUCT</b> .....	<b>15</b>
<b>HIRING &amp; EMPLOYMENT PRACTICES</b> .....	<b>4</b>	WORKPLACE VIOLENCE	
EQUAL EMPLOYMENT OPPORTUNITY		WORKPLACE SAFETY	
AFFIRMATIVE ACTION EMPLOYER		INTERPERSONAL RELATIONSHIPS	
AMERICANS WITH DISABILITIES ACT		PERSONAL APPEARANCE	
INCLUSION AND BELONGING		CONFLICTS OF INTEREST	
PREGNANCY & CHILDBIRTH		SMOKING DRUGS AND ALCOHOL	
LACTATION AND BREASTFEEDING		FIREARMS & OTHER WEAPONS	
RELIGIOUS OBSERVANCE POLICY		SOCIAL COMPUTING GUIDELINES	
HARASSMENT PREVENTION AND REPORTING		COMPANY-PROVIDED TECHNOLOGY: MONITORING & RECORDING POLICY	
PRE-EMPLOYMENT SCREENING		CONFLICT RESOLUTION	
BENEFITS PACKAGE		EMPLOYEE DISCIPLINE	
PROFESSIONAL REFERENCES EMPLOYMENT VERIFICATIONS			
<b>WORK SCHEDULE &amp; PAY DETAILS</b> .....	<b>8</b>	<b>CONFIDENTIALITY</b> .....	<b>22</b>
ATTENDANCE AND WORK SCHEDULES		CONFIDENTIALITY	
TIMESHEET REPORTING		SOLICITATION AND DISTRIBUTION	
WORK HOURS AND OVERTIME		HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996	
PAYDAYS		<b>SEPARATION FROM SERVICE</b> .....	<b>23</b>
PAYSTUBS		AT-WILL EMPLOYMENT	
PAYROLL DEDUCTIONS		RESIGNATION NOTICE LAST	
EXPENSE REIMBURSEMENT		PAYCHECK BENEFITS	
<b>ABSENCES FROM WORK</b> .....	<b>10</b>	<b>PROLINK CONTACTS</b> .....	<b>24</b>
UNPLANNED ABSENCES		<b>SIGNATURE PAGE</b> .....	<b>25</b>
FAMILY AND MEDICAL LEAVE ACT (FMLA)		<b>STATE ADDENDUMS</b> .....	<b>26</b>
MILITARY LEAVE			
BEREAVEMENT LEAVE			
LEAVES OF ABSENCE			
<b>SAFETY</b> .....	<b>16</b>		
A SAFE WORKPLACE			
EMPLOYEE HEALTH AND SAFETY ACTION PLAN			
WORKPLACE INJURIES			
FIRE PREVENTION AND SAFETY ADVERSE			
WEATHER ACTION PLAN			
EMERGENCY CLOSURES			
ACTIVE ATTACK PREPAREDNESS AND RESPONSE			

# Welcome!

Welcome to Prolink! We're thrilled you've chosen to join us and look forward to having you on our team. As you get to know our culture and mission, we hope you'll seize opportunities to grow your career while helping us all achieve our goals.

Prolink is known for its exceptional leadership, opportunities, and expertise. Our employees demonstrate strong determination and have immense talent which they use to serve our clients, impact our communities, and provide the best workforce solutions in the industry. With your active involvement, motivation, and support, Prolink will continue to reach new heights. We hope you'll take pride in contributing to Prolink's success, both now and in the future.

This handbook outlines the employment policies and procedures for Prolink Staffing Services, LLC, and all related entities (collectively referred to as "Prolink" or the "Company").

Key points to remember:

- All Prolink employees are "at will." This handbook should not be viewed as a contract, express or implied, for employment, hours of work, or benefits.
- In addition to this handbook, you may be subject to certain policies and procedures required by the client to whom you are assigned.
- Policies in this handbook are subject to change at any time, with or without notice. Always refer to the latest version of this handbook on Prolink's external employee site for the most recent version.
- If anything in this handbook conflicts with state or local law, Prolink will follow the applicable law where you are employed.

Please take the time to review the policies in this handbook as well as the State Addendums at the end and the separate California Addendum for additional applicable policies that may apply to you based on the state in which you work. If you have any questions, feel free to ask your supervisor or contact the Prolink Human Resources department.

**Vision: Prolink is the vehicle to get you where you want to go personally, professionally, and financially.**

**Purpose: Our purpose is to bring your legacy to life.**

**Mission: To connect work and workers in meaningful ways where everyone can reach their potential and thrive.**

# Hiring & Employment Practices

## EQUAL EMPLOYMENT OPPORTUNITY

The Company is committed to Equal Employment Opportunity (“EEO”) and compliance with all applicable laws prohibiting workplace discrimination, harassment, and retaliation. Prolink offers equal opportunity to all qualified employees and applicants for employment without regard to race, ancestry, ethnicity, legally protected medical condition, color, religion, national origin, sex, pregnancy (including childbirth and related medical conditions), sexual orientation, gender identity or expression, age, marital status, military or veteran status, physical or mental disability, genetic information, or any other category protected by applicable federal, state or local laws.

Prolink will not discriminate against employees or applicants because they have inquired about, discussed, or disclosed their pay or the pay of another employee or applicant.

It is also Prolink’s policy not to discriminate because of a person’s relationship or association with a protected veteran. This includes spouses and other family members. Prolink will safeguard the fair and equitable treatment of protected veteran spouses and family members concerning all employment actions and prohibit harassment of applicants and employees because of their relationship or association with a protected veteran.



This policy applies to recruitment, hiring, rates of pay, job assignments, promotion, training, discipline, and all other terms and conditions of employment. All employees, including but not limited to supervisors, co-workers, and third parties are expected to comply with this policy. Supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our EEO objectives.

If you believe, are aware of, or have been subject to conduct that violates this policy, you must immediately report the concern to Human Resources. Once a complaint is received, Human Resources or another appropriate individual will begin a prompt and thorough investigation. You will not be retaliated against for making complaints or participating in an investigation. Violations of Prolink’s policy against discrimination will result in discipline up to and including termination.

## AFFIRMATIVE ACTION EMPLOYER

Prolink is a federal contractor or subcontractor subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act, as amended, and Section 503 of the Rehabilitation Act of 1973, as amended. It has been and shall continue to be both the official policy and the commitment of Prolink to further equal employment opportunities for all persons regardless of status as a protected veteran or as a qualified individual with a disability. Prolink’s EEO policy, as well as its affirmative action obligations, includes the complete support of Prolink, including its Owners.

Prolink maintains an Affirmative Action Plan to proactively seek employment and advancement in employment of protected veterans and individuals with disabilities. Upon request, Prolink will make the Affirmative Action Plan for protected veterans and individuals with a disability available to individuals. If you are interested, please submit a written request to [hr@prolinkstaff.com](mailto:hr@prolinkstaff.com) between 8:00 am EST and 5:00 pm EST, Monday through Friday. Prolink then will

schedule a mutually convenient time for you to review the Affirmative Action Plan.

### AMERICANS WITH DISABILITIES ACT (ADA)

Prolink complies with the Americans with Disabilities Act (ADA) the ADA Amendments Act (ADAAA) and applicable state and local laws in ensuring equal opportunity and employment for qualified individuals with disabilities. As such, Prolink will make reasonable accommodation to known physical or mental disabilities of a qualified and disabled applicant or employee, unless the accommodation would cause an undue hardship on the operations of Prolink. Because the need for accommodation is often not apparent, it is your responsibility to request accommodation, if needed. Requests should be made to Human Resources. You may be asked to provide medical evidence to support the need for the requested accommodation.

### INCLUSION AND BELONGING

The Company is committed to fostering, cultivating, and preserving a culture of inclusion and belonging. The collective sum of individual backgrounds, life experiences, and capabilities that our Employees bring to their work affirms this culture. The Company embraces the differences that make each of us a unique contributor to the organization – our race, age, ancestry, ethnicity, nationality or national origin, gender, gender identity or expression, sexual orientation, language, family or marital status, physical attributes and abilities, religion or belief, social or economic class, education, work and behavioral styles, political affiliation, military service, and other characteristics. We value the unique perspectives, experiences, and approaches that make us a stronger, smarter, and more informed Company.

### PREGNANCY AND CHILDBIRTH-RELATED ADJUSTMENTS

Prolink will make reasonable accommodations to an employee with known limitations related to pregnancy, childbirth, or unrelated medical conditions unless the accommodation would cause an undue hardship on Prolink. It is your responsibility to request accommodation if needed. Requests should be made to Human Resources.

### LACTATION AND BREASTFEEDING

For up to one year after a child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Please contact your facility supervisor and/or Human Resources if you need assistance identifying a designated, private, secure, sanitary, non-bathroom area for lactation needs at the client facility where you are assigned. Prolink also complies with all state and local laws regarding lactation accommodations.

### RELIGIOUS OBSERVANCE POLICY

Prolink respects the religious beliefs and practices of all employees and will make, upon request, reasonable accommodation for such observances unless the accommodation would cause an undue hardship on Prolink's operations. If your religious beliefs or practices conflict with your job, work schedule, or Prolink's policy on dress and appearance, or with other aspects of employment, and you seek a reasonable religious accommodation, you must submit a written request for the accommodation to PS&O. The written request should include your suggested accommodation.

### HARASSMENT PREVENTION AND REPORTING

Prolink is committed to supporting a working environment free from all harassment and intimidation based on any category protected by applicable federal, state, or local laws. Harassment in any manner or form is expressly prohibited and will not be tolerated. Prolink is committed to vigorously enforcing this policy.

Prolink will not condone or tolerate harassment of employees by coworkers, talent, supervisors, contractors, clients, vendors, suppliers, or other third parties in the workplace or at any job site. Consequently, any employee who engages in

such conduct will be subject to discipline up to and including termination.

#### Definition of Harassment

Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. While it is difficult to define what constitutes illegal harassment under the law, Prolink realizes that any type of harassing behavior based on race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity or expression, age, marital status, military or veteran status, physical or mental disability, genetic information, or any other category protected by law is inappropriate in the workplace. Prolink will not tolerate any behavior that creates an intimidating, offensive, or hostile work environment or that interferes with work performance.

Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws);
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault (including sexual assault) or unwanted touching; and
- Visual images, such as derogatory or offensive pictures, posters, emails, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.
- Cyber harassment, including online bullying, offensive comments, or sharing inappropriate content

#### Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### Inappropriate Behavior

Prolink's goal is to have a work environment where all employees treat each other respectfully and professionally. Any unprofessional, disrespectful, or otherwise inappropriate behavior, even if not illegal, interferes with that goal and will not be tolerated.

#### Reporting Harassment and Discrimination

The purpose of this policy is to provide employees with a convenient, confidential, and reliable method for reporting incidents of alleged conduct. If you feel that you have been a victim of some form of workplace harassment, discrimination, or conduct that otherwise violates this policy, you must immediately report the incident to your facility supervisor and your recruiter, Human Resources, or another member of Prolink management. Reports can also be made by submitting a ticket to Human Resources by emailing [hr@prolinkstaff.com](mailto:hr@prolinkstaff.com). All reports of harassment will be treated seriously and, to the greatest extent practicable, confidentiality will be maintained consistent with a fair and thorough investigation.

#### Investigation of Complaints

Once a complaint is received, a Human Resources professional or another appropriate person will undertake a fair, timely, and thorough investigation. Information received in an investigation will be kept confidential to the extent possible consistent with a fair and thorough investigation.

A separate, confidential file on the investigation will be maintained with limited access. Investigative documents will not be placed in personnel files. If it is determined that inappropriate conduct has occurred prompt, appropriate remedial action will be taken, including discipline, up to and including termination.

#### Prohibition on Retaliation

Prolink will not tolerate retaliation against any employee for making a complaint under this policy or for cooperating in an investigation of any complaint under this policy.

### PRE-EMPLOYMENT SCREENING

The drug and alcohol abuse policy of Prolink prohibits the presence of illicit substances in the systems of its employees while on the job. As a condition of employment, you are required to take a drug and alcohol screening test, pass a background check, and complete other compliance requirements as determined by Prolink and by the client to which you will be assigned.

Prolink considers a verbal and/or written acceptance of an assignment a commitment to the assignment for the duration of the assignment. You may exit the Company at any time, for any reason; however, you may not be considered for another assignment or eligible for rehire if you cancel an assignment or otherwise fail to start after accepting an assignment.

### BENEFITS PACKAGE

Prolink offers a comprehensive benefits package to all regular employees who regularly work a minimum of 30 hours per week. The Prolink benefits package includes medical health insurance, 401k, life insurance, long-term disability, short-term disability, dental insurance, vision insurance, accidental insurance, and critical illness insurance. It is the employee's responsibility to review the benefits package offerings, to make any selections that may be required, and to complete all necessary enrollment forms on a timely basis and within the deadline provided.

Completion of the necessary forms by the employee will also serve as acknowledgment and authorization by the employee that any applicable premium charges may be deducted by Prolink through payroll. You have 30 days from your start date to enroll in benefits; however, immediate enrollment is encouraged. Medical benefits will be effective the first day of the month following your first day on assignment. Insurance cards are sent to the address we have on file at the time of enrollment. It may take up to 30 days to receive your insurance cards.



To recap, health benefits with Anthem begin on your first day on assignment (if elected). All other benefits will begin the first day of the month following your first day on assignment (if elected). For benefit coverage, we offer retroactive enrollment during the first 30 days of work in the event you do not enroll immediately. Premiums are withheld in advance for the following month's coverage. We encourage immediate enrollment to ensure you only receive the premiums withheld in advance for the following month's coverage. This totals one month of premiums we request in advance.

The premiums requested in advance will be deducted through payroll over four weeks. If your enrollment is not immediate or changes to benefits elections are made after your first day on assignment, the four weeks may be extended. Any extra premiums deducted for the month in advance will be reimbursed at the end of your contract, depending on your end-of-service date. Please see the Separation from Service section of this handbook for details regarding Benefits when employment with Prolink ends. Refer to the actual plan documents and summary plan descriptions for specific questions regarding the benefit plans. Those documents are controlling.

## PROFESSIONAL REFERENCES

Prolink employees will not provide professional references requested by former employees. All requests will be forwarded to the Human Resources department.

## EMPLOYMENT VERIFICATIONS

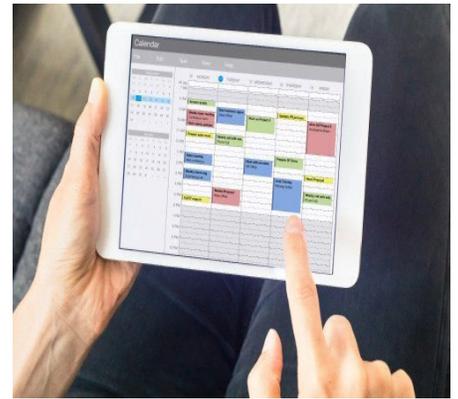
Equifax (The Work Number) completes employment verifications for Prolink employees. For employment verifications, please visit [www.theworknumber.com](http://www.theworknumber.com) or call 800-367-5690.

If a banker, property manager, car dealer, or caseworker asks you how much money you make or to prove where you work, send them to [www.theworknumber.com](http://www.theworknumber.com), [member@equifax.com](mailto:member@equifax.com), or 800-367-5690. They can call, email, or visit The Work Number online to complete the employment verification.

# Work Schedule & Pay Details

## ATTENDANCE AND WORK SCHEDULES

Punctual and regular attendance is an essential responsibility of each employee at Prolink. 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 unless directed by their facility supervisor. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. They may also lead to discipline up to and including termination.



Employees' workhours and work schedules are outlined in the employee's offer letter and will be communicated by your recruiter and defined by the facility in which you are assigned. Prolink and the facility reserve the right to adjust an employee's schedule and/or work hours during the course of the assignment. Prolink will notify an employee as soon as possible of the need for such an adjustment.

Employees adjusting their workdays or hours may do so only with prior approval from their facility supervisor. Adjustments to work schedules (call-ins, call-offs, sick time, etc.) should be communicated by you to the facility and your recruiter as soon as possible.

## TIMESHEET REPORTING

Hourly employees are required to accurately report their time worked on a Prolink timesheet or other facility-approved method for timekeeping for the current pay cycle and submit to payroll by no later than 8:00 a.m. EST on Sunday of each week unless otherwise indicated by Payroll. The facility supervisor or other facility/client designee and hourly employee are required to verify and sign the time records at the end of each timekeeping period. The facility supervisor or other facility/client designee and hourly employee are also required to initial the time record when corrections or modifications are made. Prolink restricts hourly employees from reporting to work early and departing late unless approved by the recruiter or facility supervisor to prevent hourly employees from going into unnecessary overtime.

It is the responsibility of each hourly employee to gain the necessary approval and submit their timesheet by the deadlines published and failure to do so may result in disciplinary action.

Any corrections to your time must be promptly reported to your recruiter and facility supervisor. Falsifying time records or the time records of co-workers, or working off the clock, will subject an employee to disciplinary action up to and including termination. An employee must immediately report to their recruiter and/or Human Resources, any facility supervisor, manager, or other individual at Prolink, or the client who falsifies time entries or encourages or requires anyone to falsify time entries or work off the clock.

### WORK HOURS AND OVERTIME

Any reference to “guaranteed hours” in your offer letter requires that you be available to work for all scheduled hours. In other words, if you are unable to work all or a portion of a scheduled shift, if you are unable to fulfill a schedule that meets weekly expected hours, are terminated or if you volunteer/agree to leave a shift early or arrive late at the request of the client, you will be paid for the number of hours you worked that week – not the amount “guaranteed” in the offer letter. Similarly, if the client cancels a given shift and offers a make-up shift, and you do not work the make-up shift within the same work week, you forfeit guaranteed hours for a given week. Guaranteed hours do not start until orientation has been completed. Guaranteed hours are prorated for your first week based on expected hours worked.



Hourly employees who work overtime are eligible for overtime pay as stated in their offer letter and aligned with state law and the Fair Labor Standard Act. Overtime is calculated per the laws of the state in which the employee works.

Overtime must be approved by the employee’s facility supervisor before working it.

### PAYDAYS

Employees are paid weekly for hours worked during the previous workweek. It is the responsibility of each

hourly employee to gain the necessary approval and submit their timesheet by the deadlines published and failure to do so may result in disciplinary action.

### PAYSTUBS

To view your paystubs, navigate to the “Pay” section in your Workday profile. Employees are responsible for reviewing their pay stubs. If you believe there is an error in your pay you must notify Human Resources or the Payroll team immediately.

### PAYROLL DEDUCTIONS

Each pay period the amount of money withheld or deducted from your pay will be listed on your paycheck. By law, the Company is required to make certain deductions such as withholding federal income, Social Security, and Medicare taxes from your paycheck. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions.



It is Prolink’s policy and practice to accurately compensate employees and to do so in compliance with all applicable federal, state, and local laws. To ensure that employees are paid properly for all time worked and that no improper

deductions are made, employees must correctly record all time worked and review paychecks promptly to identify and report all errors. Employees also must not engage in off-the-clock or unrecorded work.

### EXPENSE REIMBURSEMENT

Employees may qualify for expense reimbursements as outlined in their offer letter and as required by state or local law. For assignments for which per diem expense reimbursement is available, an employee may qualify for a per diem payment if:

- The employee completes and signs a Permanent Tax Home Declaration Form confirming that the employee has a permanent tax home (as explained more fully on the form); and
- The employee's assignment is outside the commuting distance of the employee's permanent tax home.

Additional information and requirements related to per diem reimbursements may be found in the Per Diem Policy.

Employees may also, for certain assignments, qualify for travel expense reimbursement as indicated in their offer letter, in which case employees must follow the Talent on Assignment Travel Expense Reimbursement Policy.

If you have any questions about expense reimbursements, including but not limited to whether you qualify or how to request reimbursement, please contact your Recruiter or Human Resources.

## Absences From Work

### UNPLANNED ABSENCES

Employees who will be absent from or late to work for any reason must be reported to their recruiter and the appropriate supervisor on-site at least 3 hours in advance, or as soon as practicable before a scheduled shift when the need for time off is unforeseeable, except as otherwise required by law. If unable to reach either the facility supervisor and/or your Recruiter, employees must leave a voicemail message, email, or text message noting the absence. Employees should follow this procedure for every absence unless they have previously made their manager aware that they will be out for a longer period and have been expressly excused from calling every day. Excessive tardiness or absenteeism, or failure to give appropriate notice, may result in disciplinary action up to and including termination to the extent permitted under applicable state and local law.

Please note that absence from work without communication from the employee may be interpreted as job abandonment and may result in disciplinary action, up to and including termination. Please make every effort to communicate with Prolink promptly in the event of any work absence. Any employee who fails to report to work without notification to his or her manager for a period of one day or more will be considered to have voluntarily terminated his or her employment relationship.

### FAMILY AND MEDICAL LEAVE ACT (FMLA)

#### Eligibility Requirements

To be eligible for FMLA, an employee must:

- (1) Have worked for Prolink for at least 12 months,
- (2) Have at least 1,250 hours of service in the 12 months before taking leave, and
- (3) Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

#### Leave Entitlements

The FMLA entitles eligible employees to up to 12 weeks of unpaid, job-protected leave in 12 months for the

following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's qualifying health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

For purposes of calculating FMLA eligibility, the 12 months is calculated on a rolling basis.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice, or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other activities.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. The 12 months are determined on a rolling basis.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. An employee who has been approved for intermittent FMLA must be clear when time off work is intermittent FMLA time. Simply calling off, or even calling off "sick," will not be enough notice for Prolink to know an absence is FMLA-related.

Employees are required to concurrently use any workers' compensation leave, paid sick leave, and up to 40 hours of available PTO while taking FMLA leave. The employee must otherwise comply with Prolink's Multi-State Sick Leave and Paid Time Off policies. If an employee has more than 40 hours available, the employee may – but is not required to – rely on more than 40 hours of PTO to cover time off for FMLA leave. Any FMLA leave not covered by sick time, PTO, workers' compensation, or some other form of paid leave will be unpaid.

#### Benefits & Protections

While employees are on FMLA leave, Prolink will continue health insurance coverage as if the employee were not on leave. Upon return from FMLA leave, most employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Prolink will not interfere with an employee's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

#### Requesting Leave

Generally, employees must give 30 days' advance notice to HR the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify HR as soon as possible and follow Prolink's normal procedures for calling off and submitting FMLA requests.

Employees do not have to share a medical diagnosis but must provide enough information for Prolink to determine if the leave qualifies for FMLA protection. Sufficient information could include that the employee will be unable to perform his

or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform Prolink if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Prolink may require a certification or periodic recertification supporting the need for leave. If Prolink determines that the certification is incomplete, it will provide a written notice indicating what information is required.

#### Additional Information

Once Prolink becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Prolink will notify the employee if he or she is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Prolink will provide a reason for ineligibility.

Prolink will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

#### Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit to enforce their rights under the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

#### MILITARY LEAVE

Prolink is committed to complying with all laws that protect the job rights of employees absent on military leave. Per federal and state law, it is Prolink's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States.

Qualifying Prolink employees who serve in the uniformed service will be granted an unpaid leave of absence for service in the uniformed services as required by state and federal law. When an employee intends to leave employment to perform service in the uniformed services, the employee, or an appropriate officer, must provide reasonable notice to Prolink, unless it is impossible or unreasonable to give notice or military necessity prevents the giving of notice.

#### BEREAVEMENT LEAVE

Prolink does not offer formal bereavement leave while on assignment unless otherwise required by state or local law. Prolink encourages our clients to try to be accommodating and flexible with employees on assignment who are impacted by the passing of a family member. If you have a loved one pass away while on assignment, ensure to reach out to your facility supervisor and recruiter as soon as you are able. We will make every effort to collaborate and make appropriate recommendations to the client that would support both your needs during a difficult time and the needs of the clients.

You must ensure to have your facility supervisor and recruiter's approval in advance of any scheduling changes and/or accommodations, as an absence from work without communication may be interpreted as job abandonment.

#### JURY AND WITNESS DUTY TIME OFF

If an employee is called for jury duty, they must notify their facility supervisor and their Recruiter as soon as they are made aware. Jury duty will not be paid except as otherwise required by applicable state or local law. Employees may be required to provide their recruiter and/or the Prolink Service Center via [he@prolinkstaff.com](mailto:he@prolinkstaff.com) with court documentation of the time spent serving on a jury or providing witnesses.



## LEAVES OF ABSENCE

Prolink will provide employees with any leave – whether paid or unpaid – required under applicable federal, state, or local laws. However, employees who are hired for short-term assignments may not be eligible to take leaves of absence other than those that qualify for FMLA, Short-Term or Long-Term Disability, or any other form of leave allowable under federal, state, or local law.

# Safety

## A SAFE WORKPLACE

Prolink provides a healthy and safe environment. Working safely is a term and condition of working at Prolink. Prompt reporting of all accidents, safety concerns, and dangerous situations to a facility supervisor, Prolink Recruiter, or the Human Resources team immediately following helps address safety issues or concerns quickly.

## EMPLOYEE HEALTH AND SAFETY ACTION PLAN

Employees must abide by the health and safety policies and procedures of Prolink, the client facility, the Occupational Safety and Health Administration (“OSHA”), applicable Executive Orders, and all appropriate governing bodies, both state and federal. Additionally, all employees are required to ensure they review and follow all applicable protocols related to health and safety including but not limited to COVID practices, patient care, personal safety, OSHA requirements, and other related standards.

Employees are required to promptly share any safety concerns and dangerous workplace conditions observed or witnessed with a facility supervisor or manager, and/or a Prolink Recruiter/Human Resources representative. Unsafe or unhealthy workplace conditions, practices, or procedures in our clients’ workplaces shall be corrected in a timely manner based on the severity of the hazards when observed or discovered.

Prolink employees are required to report any incidents, workplace injuries, property damage, or near misses to their worksite supervisor, Prolink Recruiter, and Prolink Human Resources team. Employees have the right to refuse any task to which they are assigned by the client facility if they reasonably believe that a task presents a danger to their health and safety until such danger is eliminated, including a possibility of bodily harm and/or a violation of any Prolink’s or the client facility’s safety rules. Employees will not be disciplined in any manner for reporting hazards or refusing to perform a task under the circumstances set forth above. However, employees shall not refuse job assignments or tasks simply because they do not agree with the clinical patient care decisions, including the patient-to-nurse ratio or client or Prolink decisions.

## WORKPLACE INJURIES

Prolink provides comprehensive workers’ compensation insurance at no cost to employees. This insurance covers qualifying injuries or illnesses sustained in the course and zone of employment that require medical, surgical, or hospital treatment. Employees injured on the job must report injuries immediately (or as soon as possible) to their worksite supervisor, their Prolink Recruiter, or the Human Resources team via the Prolink Service Desk at [hr@prolinkstaff.com](mailto:hr@prolinkstaff.com). Employees are required to report any incidents, workplace injuries, property damage, or near misses to the individuals listed above at first knowledge. Workers’ compensation is regulated by the state. Prolink abides by the employee’s corresponding state’s laws for each claim. Prolink also works directly with an external vendor for administration and processing. For additional information, contact Human Resources.

## FIRE PREVENTION AND SAFETY

Prolink employees must ensure they are familiar with the Client Facility's emergency plan and participate in fire evacuation/drill procedures; know the floor warden for their workplace; report to the manager at the facility or Prolink Human Resources representative any concerns about fire safety; be familiar with all escape routes; do not wedge fire doors open, nor block or obstruct them; be aware of the action to be taken upon discovering a fire, hearing a fire alarm, raising the alarm, and calling the fire and rescue service; promptly evacuate the premises per the emergency action plan; not attempt to extinguish a fire unless they have been specifically trained; and comply with the No Smoking legislation.

## ADVERSE WEATHER ACTION PLAN

Preparation for hurricanes, earthquakes, tornadoes, severe storms, floods, and other adverse weather conditions will be dependent upon decisions made by management at the Client Facility. To ensure protective measures are met, employees must ensure they are familiar with the Client Facility's adverse weather preparations and participate in protective measures as shared with them by the client. Employees should ensure they contact their Prolink recruiter to inform them of the event once they are at a safe location and the immediate threat has subsided.

## EMERGENCY CLOSURES

In the event a Client Facility announces an emergency closure and shuts down its operations, employees should ensure they contact their Prolink recruiter immediately for guidance. Emergency closures may apply to an entire workday, a portion of a workday, or to a specified number of hours during the workday depending on the cause for the closure.

## ACTIVE ATTACK PREPAREDNESS AND RESPONSE

Prolink is committed to maintaining a workplace that is free from violence, personal attacks, and other types of workplace violence. Employees must ensure they are familiar with the client facility's safety and emergency plan and participate in emergency drills; be familiar with all escape routes; be aware of the action to be taken, including calling local law enforcement if applicable; and promptly evacuate the premises per the emergency action plan. Employees should seek safety immediately and notify their Prolink recruiter or Human Resources as soon as they are able.

# Conduct

## WORKPLACE VIOLENCE

Prolink Staffing Services, LLC and all related entities (collective "Prolink" or the "Company") are committed to maintaining a workplace that is free from violence, threats of violence, harassment, intimidation, and any other disruptive behavior. This policy applies equally to all employees, contractors, public visitors, clients, and anyone else with whom employees may come in contact during work. Any threatening or violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin, physical location, or mode of communication.

Prolink prohibits oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, property damage, or any intentional behavior that can cause a person to feel threatened on or outside the workplace. Abusive behaviors, whether verbal, psychological, or physical, are also prohibited.

Examples of behavior that will not be tolerated include but are not limited to:

- Inappropriate physical contact (including fights, pushing, and physical intimidation)
- Intimidating or bullying others

- Possessing, displaying, or using a weapon, explosive, or firearm while on company property or engaged in company business
- Threatening or abusive language
- Threatening and/or attempting to cause, or causing, harm to Employees and others;
- Making/sending threatening telephone calls, emails, texts, or notes to Employees and others;
- Harassing surveillance or stalking of Employees and others;
- Threatening and/or attempting to cause, or causing, physical harm or sabotage to Company or customer property;
- Destructive or sabotaging actions against the company or employee's personal property Abusive or harassing phone calls.
- Stalking;
- Direct or indirect threats;
- Violation of a restraining order;
- Any of the above occurring on Prolink's systems or equipment.

Employees who witness or experience actual or threatened violence must report it to their facility supervisor, recruiter, Prolink's Human Resources (HR), Human Resources, and/or any member of management as soon as possible. Should a threat or assault require immediate attention, employees should notify local police immediately.

Human Resources will conduct an appropriate investigation of all under this policy. Prolink will not retaliate against an employee for making a report in good faith or participating in an investigation under this policy.

All employees are required to display common courtesy and engage in sage and appropriate behavior on the job at all times. Violations of this Workplace Violence policy may result in discipline up to and including immediate termination.

## WORKPLACE SAFETY

Prolink strives to provide a safe and healthful work environment. It is Company policy to comply fully with all applicable government guidelines, including but not limited to the Occupational Safety and Health Act ("OSHA") and any state occupational safety laws, and to minimize injuries and accidents through proactive accident prevention programs, high safety and health standards, and fire protection.

Unsafe acts, behaviors, and conditions result in possible injury or illness that can impact an employee's ability to work and earn income. Achieving a safe and healthy work environment requires the personal commitment of all employees to follow and maintain compliance with good manufacturing safety practices and common sense.

The following guidelines have been established as a part of this safety procedures and are not all-inclusive:

- The safe way is the right way to do each job. Shortcuts are not the way;
- Know your job procedures. If in doubt, ask your facility supervisor;
- Operate equipment only as authorized and with all safety guards in place;
- Report unsafe conditions immediately to your Manager;

## INTERPERSONAL RELATIONSHIPS

Employees in a close personal relationship, including a dating relationship, should refrain from public workplace displays of affection and excessive personal conversation while working or while representing Prolink. Prolink prohibits close personal or familial relationships between employees where one individual has influence or control over the other's terms or conditions of employment. This includes supervisors and anyone within their line of reporting. It also includes between external employees on assignment and their recruiter(s). In addition, Prolink prohibits personal relationships that create an actual potential, or give the appearance of creating a conflict of interest. Prolink reserves the right to take prompt

action, including reassignment of one or both parties if a close personal or familial relationship violates this policy.

## PERSONAL APPEARANCE

Employees must always adhere to professional standards for personal hygiene. Employees must adhere to the dress code guidelines specified by your facility.

## CONFLICTS OF INTEREST

Employees must not engage in any contact with external parties (whether customers, clients, vendors, or others) that either create could potentially create, or give the appearance of creating a conflict of interest. Employees are prohibited from receiving outside income from goods or services they produce because of their service to Prolink. Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from Human Resources. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from the Human Resources department.

## SMOKING

To promote good health, remain per state or local regulations, and improve indoor air quality, Prolink is an entirely smoke-free workplace. Employees are prohibited from smoking in Prolink or client facilities. Additionally, smoking and the use of tobacco products are banned while on company business or events, while in transit during working time, and within 50 feet of any buildings, which includes the parking lots or outdoor areas surrounding the workspace.

The Company does not allow smoking breaks off the premises. Smoking breaks must occur in designated areas and during designated times. No additional breaks beyond those allowed under the Company's break policy may be taken to use tobacco products. Employees must not have the smell of smoke or tobacco products on their person during working hours.

## DRUGS AND ALCOHOL

### Statement of Purpose

Prolink has a strong commitment to providing a safe workplace free from the effects of drug and alcohol abuse. This drug and alcohol policy has been established to aid in ensuring a safe and healthy workplace and to promote efficient operations for all employees of the Company. All Prolink employees are subject to this policy and the testing procedures contained in this policy. Implementation of this policy is subject to client requirements, and it will be implemented consistent with restrictions contained in all local, state, and federal laws, client requirements, and to the extent any state or local laws differ from this policy, the Company will follow applicable law.

### Work Site Abuse

The use, sale, purchase, dispensation, distribution, possession, transfer, concealment, storage, promotion, or manufacture or being under the influence of the items listed below is strictly prohibited while employees are working or on Prolink's premises, clients' premises, or on any other work site, facility or equipment used for business purposes:

- Illegal drugs
- Controlled substances
- Alcohol
- Drug paraphernalia

"Prolink's premises" includes, but is not limited to, vehicles owned by the Company or occasions during which the employee is performing services for, or represents, the Company, even if not on Prolink's physical property.

The term “illegal drugs”, for purposes of this policy, includes: any controlled substance, medication, or other chemical substance that is: a) not legally obtainable in the U.S.A.; b) is legally obtainable, but is not legally obtained or is not being used for the purpose(s) for which it was prescribed or was intended; or c) a substance included in Schedule I, II, III, IV, or V under the Federal Controlled Substances Act.

“Controlled substances” include but are not limited to: narcotics that require a doctor’s prescription such as Demerol and codeine, depressants and barbiturates, tranquilizers such as Valium or Librium, and stimulants or amphetamines commonly known as “speed” any other substance listed in Schedules I-V of Section 202 of the Controlled Substance Act 21 U.S.C. § 812, et seq., as amended.

“Drug paraphernalia” includes any item that has been used or could be used for administering, transferring, storing, or manufacturing an illegal drug or controlled substance, or which is specifically designed for such use.

#### Off-Duty Abuse

Prolink prohibits the unlawful use or sale of illegal drugs or controlled substances and ingesting alcohol, other mind-altering substances, and/or prescription drugs to the extent those activities adversely affect Prolink’s reputation and credibility. Likewise, improper performance of your essential job duties is not excused by off-duty ingestion of any mind-altering substances, whether such performance is a result of the mind-altering effects of the substances, or due to their after-effects, such as hangovers.

This policy, insofar as it concerns the possession and consumption of alcohol, does not apply to Company-sanctioned functions or events on or off Company property at which alcoholic beverages are served and when the employee is deemed not to be performing duties for which he or she is compensated by the Company. Notwithstanding the above, employees of Prolink are prohibited from consuming excessive amounts of alcohol at Company functions and are otherwise prohibited from being on Company premises or engaged in the performance of duties while under the influence of alcohol.

#### Reporting Obligation

Employees must report suspected or known violations of this policy. In compliance with the federal Drug-Free Workplace Act, employees must also notify their immediate supervisor of any arrest, indictment, or conviction relating to drugs or alcohol no later than 5 days after such arrest, indictment, or conviction.

#### Exclusion of Prescription Drugs

Employees whose physicians prescribe controlled substances for continued usage should report this treatment to their immediate supervisor for duty status evaluation when they are using any prescription or over-the-counter drug that contains instructions, restrictions, or warnings indicating that the use of the drug may cause them to become impaired from safely performing their job duties (for example, indications that the drug may cause drowsiness or that it should not be used while the person is driving or operating equipment). Prescription or over-the-counter medication must be kept in its original container.

#### Investigations and Testing

Employees reasonably suspected of violating this policy may be suspended without pay, pending investigation of circumstances. To enforce the provisions of this policy, the Company reserves the right to:

- Observe the actions of employees;
- Search an employee’s property and possessions including, but not limited to, automobiles, lockers, lunches, and packages;
- Conduct canine searches; and/or

- Require chemical screening.

Prolink may determine that an employee has violated this policy without the need to perform drug and/or alcohol testing. However, the Company reserves the right to require an employee to submit to a test for drugs or alcohol by relying upon a sample of the employee's urine, blood, breath, saliva, hair, or other substances per applicable law.

Testing is performed by a company-approved medical person or center consistent with state and federal law. Prolink may require post-hire, pre-start testing of certain employees, including but not limited to employees of Prolink Tests may also be ordered if the Company, in its sole discretion, believes there is reasonable cause to suspect the employee has violated the drug and alcohol policy. "Reasonable suspicion" testing may include but is not limited to post-accident testing or any event of irrational or unusual behavior, injury, accident, injury to other personnel, damage to property or equipment, negligence or carelessness, disregard for safety, life, or well-being of oneself or others, an arrest for a drug-related offense, a report by any employee or other person that any employee has or is using illegal drugs, or reporting to or remaining at work in an unfit condition.

Employees may be subject to unannounced testing based on random selection, except as otherwise limited by state or local law. The random selection program will be administered by an objective third-party vendor.

The following substances may be tested for: Alcohol, Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Methadone, Methamphetamine, Opiates, Oxycodone, Phencyclidine, Propoxyphene, Cannabinoids (THC), and Tricyclic Antidepressants or their metabolites. The collection of samples will be performed under reasonable and sanitary conditions. Such testing will include confirmatory testing of any positive test results per applicable state or local law. Employees have the right to request an explanation of their test results in a confidential setting and to obtain written test results on request. Prolink will keep test results confidential, except to the extent there is a need to know (e.g., Human Resources, the employee's supervisor, Compliance).

Employees are expected to be able to always perform the essential functions of their job responsibilities. Employees must not report to work or continue working when they are unable to perform their duties safely and effectively due to the influence of alcohol, drugs, medication, or any other condition that impairs their ability to perform their jobs safely.

Employees who believe that they may be impaired and unable to perform their jobs safely must immediately inform their facility supervisor as soon as possible. If the client or Prolink believes that the employee may be impaired, they will take appropriate action, which may include removing the employee from duty temporarily and requiring them to complete drug and alcohol testing.

Prolink reserves the right to conduct drug, alcohol, and physical limitations testing per applicable laws and regulations and client requirements including but not limited to reasonable suspicion of impairment, post-accident testing, random testing (when applicable), and return-to-duty testing.

Violation of this policy or refusal to submit to drug and alcohol testing may result in disciplinary action, up to and including termination.

#### Violations of Policy and/or Procedure

Refusal to consent to any such test or sign all applicable forms; failure to cooperate during any testing procedure; tampering with a test or test results; diluting a sample; failure to notify the Company of any arrest, indictment, or conviction relating to drugs or alcohol; or failure to meet any or all of the requirements outlined in this policy – including

without test results which indicate illegal drug and/or alcohol use – will result in discipline up to and including termination of employment. Likewise, any attempt to evade, tamper with, invalidate, or circumvent an alcohol or drug test will also result in immediate termination.

#### Resources

Prolink has a drug-free awareness program to explain this policy to employees. The program provides information about the dangers and effects of substance abuse at work, explains the resources available, and provides information about what can happen if this policy is violated.

If testing shows the use of drugs/and or alcohol, you may be required to participate in substance abuse rehabilitation or a treatment program as a contingency to employment; or it may lead to disciplinary action, up to and including immediate termination of your employment.

If your substance abuse problem has not already resulted in disciplinary action or termination, you may request unpaid time off to participate in a rehabilitation or treatment program on your own. We may approve the time off if you agree to stop using the problem substance, follow all Prolink policies and rules relating to conduct at work, and allow you the time off will not cause the Company undue hardship.

If you have questions or concerns about substance dependency or abuse, you are encouraged to use the Employee Assistance Program(EAP) which you can access by calling 1-888-319-7819 or visiting [metlifeeap.lifeworks.com](http://metlifeeap.lifeworks.com), 24 hours per day, 7 days per week. You can also discuss these matters with your supervisor or Human Resources to get help and referrals to community resources.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your recruiter or Human Resources without fear of reprisal.

#### FIREARMS & OTHER WEAPONS

To protect the safety and security of all employees, customers, visitors, and other individuals while on Prolink or client facility premises or interacting with Prolink employees or affiliates in any other way, the Company has instituted a strict policy against weapons in the workplace. Except to the extent otherwise permitted under state or local law, Prolink prohibits any employee from carrying a concealed or unconcealed weapon during work hours or on Company premises for any reason, whether licensed or unlicensed. Employees are also required to comply with client restrictions and expectations regarding firearms and/or weapons in their facilities.

#### Workplace Searches

To safeguard the property of our employees, our clients, our contractors, and Prolink, and in keeping with the enforcement and intent of Prolink's other policies such as its Workplace Violence and Drug and Alcohol policies, Prolink and its client facilities reserve the right to question and/or search employees and all other persons entering and leaving our premises, and to inspect any property, packages, parcels, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from Prolink's property.

In addition, Prolink and its clients reserve the right to search any employee's office, desk, files, locker, or any other area or article on Prolink's or its client's premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of Prolink or the client's where the employee is assigned and are issued for the use of employees only during their employment with Prolink. You do not have an expectation of privacy in anything that you bring onto Prolink or the client's property, except as otherwise required by state and local law.

There is also no expectation of privacy in any activity conducted on any of Prolink's electronic devices or Prolink's systems. Prolink reserves the right to review, survey, and/or conduct searches on any Prolink-issued equipment or devices as well as any information and activity on its electronic systems.

### SOCIAL COMPUTING GUIDELINES

Prolink fully respects the legal rights of all employees. In general, an individual's activities in personal time are considered private and outside of the Company's concern. However, activities in or outside of work that may affect job performance, the performance of others, or Prolink's reputation or business interests are within the Company's scope of concern.

When the Company wishes to communicate publicly as a company whether to the marketplace or the public, it has established a means to do so. Only those officially designated by Prolink have the authorization to speak on behalf of the Company.



- Prolink employees are personally responsible for the content they publish on blogs, wikis, texts, or any other form of user-generated media or electronic communication. Be mindful that all publishing using these means becomes public and may be public for a long time. Protect privacy.
- Prolink's policies, including without limitation its antidiscrimination, antiharassment, personal relationships, conflicts of interest, and workplace violence policies, fully apply to your conduct on social media platforms, even if the conduct violating those policies occurs outside of work.
- Employees must make it clear that they are speaking for themselves and not on behalf of Prolink when referring to the Company or Company-related matters.
- When publishing content to any website outside of Prolink, or it has something to do with work or subjects associated with Prolink, use a disclaimer such as: "The postings on this site are my own and don't necessarily represent Prolink's positions or opinions".
- Follow copyright, fair use, and financial disclosure laws, including those protecting Prolink's brands.
- Be aware of your association with Prolink in online social networks. If you identify yourself as a Prolink employee, ensure your profile and related content are consistent with how you wish to present yourself to colleagues and clients. Remember you are bound by all Prolink rules on confidentiality.

### COMPANY-PROVIDED TECHNOLOGY: MONITORING & RECORDING POLICY

In accordance with Applicable Law, this will serve as notice that Prolink Services, LLC (hereafter "Prolink"), engages in the Electronic Monitoring of Employees' activities or communications.

**NOTICE:** Prolink engages in Electronic Monitoring of Employees activities and communications. Employees may be subject to Electronic Monitoring at any time, except that employees will not be subject to any such monitoring or recording in areas designated for the health or personal comfort of Employees or for safeguarding Employees' possessions, such as those areas designated as rest rooms, changing areas, wellness rooms or break rooms. Employees should understand that their activities both on and offline, including email and internet usage, are subject to being monitored, recorded and reviewed. Further, Employees should be aware that even where they have "deleted" a document, data or communication, it does not mean that the item cannot be retrieved, reviewed or otherwise monitored.

Applicable Law means laws requiring the notice of electronic monitoring of employees, contractors, and temporary workers, including, Conn. Gen. Stat. Ann. §31-48d, and N.Y. Civ. Rights Law § 52-c, Del. Code Ann. tit. 19, § 705.

Electronic Monitoring means the lawful collection of deviation concerning employees' activities or communication on any Prolink premises, including an employer owned devices, or devices which access remotely the Prolink's networks and/or systems, by any means other than direct observation, permitted by state or federal law. Electronic monitoring includes, but is not limited to, the following:

- Telephone conversations or transmissions – including recording phone conversations, accessing voicemail recordings, monitoring phone use (such as phone numbers dialed or calls received), monitoring duration of calls, etc.
- Electronic mail or transmissions – including scanning emails for sensitive data, personal data, or confidential information, reviewing emails, accessing contacts, etc.
- Cameras (including hidden cameras) – the use of video surveillance cameras, not including the use of CCTV cameras that are made known to Employees and members of the public.
- Computer – software installed on devices, networks and systems to track the activities of employees.
- Radio – computerized systems that monitor and analyze the electromagnetic environment.
- Wire – using a device to listen in on a transmission.
- Electromagnetic – measures the frequency of electricity emanating from devices.
- Photoelectronic – sensing module that uses light to detect objects in its field to detect either the presence or absence of an object or measuring the distance between a point and an object.
- Photo-optical – a system designed to analyze and measure real time photo or video images using cameras and specialized sensors.
- Internet access or usage of or by an Employee, including the usage of Prolink networks and systems.

Employee means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished.

## CONFLICT RESOLUTION

Problems, misunderstandings, and frustrations may arise in the workplace. Prolink intends to be responsive to its employees and their concerns. Conflict resolution is a broad term covering informal and formal procedures for hearing and resolving employee complaints. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

Initially, employees should bring their concerns or complaints to their facility supervisor and their Recruiter, who may work with the client, facility, or other Prolink employees to resolve the issue. If the initial discussion does not resolve the problem, if the employee is uncomfortable reporting to their Recruiter, or if the Recruiter is unable to respond to the complaint, the employee should contact Human Resources. No Prolink employee will be subject to retaliation for filing a complaint under this procedure.

## EMPLOYEE DISCIPLINE

Prolink reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. Prolink may impose discipline based on information shared by the facility or client to whom an employee is assigned. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record, and the impact of the conduct on the organization.



# Confidentiality

## CONFIDENTIALITY

A full copy of Prolink's Confidentiality agreement is provided to applicable employees upon hire. Employees must abide by their obligations under such agreements.

Employees must protect confidential, proprietary, and trade secret information of Prolink and of the facility and/or client to which the employee is assigned. Such information must only be used for business purposes. Employees shall hold Confidential Information received from Prolink and its clients in strict confidence and exercise a reasonable degree of care to prevent disclosure to others, both during employment and after separation from employment. Employees agree not to disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Prolink's management. Employees should not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Prolink and/or its clients. Employee shall, upon request or termination of his/her relationship with Prolink, deliver to Prolink any drawings, notes, documents, equipment, and materials received from Prolink and/or clients of Prolink. Prolink reserves the right to take disciplinary action, up to and including termination and to exercise other options necessary to protect its information and interests.

## SOLICITATION AND DISTRIBUTION

Solicitation by employees, for all causes or organizations, on Company or client property or in Company vehicles during their working time is prohibited unless approved in advance by their facility supervisor or Human Resources. Solicitation is prohibited if either the soliciting employee or the person being solicited is on working time. For purposes of this policy, "working time" includes those periods when an employee is scheduled to perform job duties. "Working time" does not include authorized break periods or mealtimes, other periods during the workday when the employee is authorized not to be engaged in the performance of job duties, or time immediately before and after work. "Work area" under this policy includes any place(s) where employees are required to work, including a client's facility. Examples of such prohibited solicitation include, without limitation, asking employees for funds or contributions, asking employees to purchase goods or services, requesting employees to join an organization, or seeking support for a particular cause, group, or interest. Under no circumstances shall clients or their employees be solicited for personal, non-work-related reasons. Additionally, employee distribution of literature or other items (in paper form) shall be limited to non-work areas (e.g. lunchroom) and at

non-work times (for the employee engaging in distribution and the employee(s) to whom the literature is distributed). Posting (or removal) of any material on Company or client property or in Company or client vehicles without advance written authorization is prohibited. Non-employees are prohibited from entering Company property to solicit and/or distribute non-business-related literature or other items on behalf of any organization, fund, or cause.

The only exceptions to this policy are a) any other Company-wide community benefit projects that are authorized specifically by the CEO; and b) any approved business-related vendor or Company events.

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (“HIPAA”)

It is the policy of Prolink to comply with federal laws and regulations associated with HIPAA. During employment, employees may have access to a patient’s individually identifiable health information in any form, electronic or non-electronic, that is maintained or transmitted by Prolink’s clients. This information is referred to as Protected Health Information (“PHI”). Employees are not permitted to access, use, or disclose PHI for personal reasons or any reason unrelated to a job-specific task on behalf of the client. Employees are required to always comply with HIPAA.

## Separation From Service

### AT-WILL EMPLOYMENT

Prolink is an at-will employer. Employment may be terminated at any time, with or without advance notice, by either Prolink or its employees, and for any reason or no particular cause. The at-will employment relationship cannot be modified except by a written agreement signed by the Chief Executive Officer of Prolink. The Company may also change policies, benefits, compensation, job titles, and employment duties at any time.



### RESIGNATION NOTICE

All employees who wish to leave the Company voluntarily are asked to provide two weeks (10 working days) advance notice in writing as a professional courtesy to assist with preparing for the employee’s departure and replacement. The Company may determine the notice period is not necessary and end employment sooner. Final wages will be paid per applicable law.

### LAST PAYCHECK

In the case of termination, wages will be remitted on the next pay cycle or sooner as required by state law.

### BENEFITS

Enrolled benefits (insurance and retirement policies) will terminate at the end of the calendar month in which the employee is separated from Prolink. The separated employee will be contacted about the continuation of health benefits if eligible.

### PROPERTY AND CLIENT PROPERTY

Personal information on any Prolink or client facility electronic device is Prolink/client property and upon separation from service will not be made accessible to former employees. All Prolink/client property is to be returned to the company

upon separation from service or request.

## Prolink Contacts

Your Prolink Recruiter is your first point of contact for questions regarding your onboarding, assignment, pay, and performance. You may check your Workday profile to view your paystubs, benefits, and personal information.

The following resources are email addresses for our Prolink team members in the event your Recruiter is not able to adequately respond to your question.

### Timecards

timecards@prolinkstaff.com

### Payroll

payroll@prolinkstaff.com

### Human Resources

hr@prolinkstaff.com

### General Work Access Questions:

workday@prolinkstaff.com

### General Clinical questions or concerns:

clinicalhotline@prolinkstaff.com

### Urgent Clinical questions or concerns:

The 24/7 hotline is 513-400-4088

### Workers Compensation Contact

If working outside of Ohio is listed below,  
for all other calls please email  
hr@prolinkstaff.com.

AmCares: 1-833-494-0657 Option 1

Prolink's information: Policy #:SWC1488007 Company Name: Prolink Staffing LLC

Company Address: 4600 Montgomery Rd, Suite 300 Cincinnati, OH 45212



## Employee Handbook Acknowledgement and Agreement

This employee handbook has been prepared for your information and understanding of the goals, policies, benefits, and expectations of Prolink. Please read it carefully. Upon completion of your review of this handbook, sign the statement below.

I have received and read a copy of the Prolink External Employee Handbook which outlines the goals, policies, benefits, and expectations of Prolink as well as my responsibilities as an employee.

I understand this handbook is not intended to cover every situation that may arise during my employment but is simply a general guide to the goals, policies, practices, procedures, benefits, programs, and expectations of Prolink Staffing. I also understand that Prolink may from time to time, change its policies, practices, procedures, benefits, programs, and expectations and that when made, those changes will apply to me.

I understand that my employment is at will, and both Prolink and I have the right to terminate my employment at any time and for any reason, with or without notice, and that my at-will employment relationship cannot be modified except by a written agreement signed by the Chief Executive Officer of Prolink. I further understand that the Prolink External Employee Handbook is not, nor is it intended to be, a contract of employment and should not be deemed as such.

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Employee Name

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Employee Signature

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Date

## State Addendums

The following Addendums establish state-specific policies, procedures, benefits, and working conditions in addition to those contained in the Handbook for Prolink employees who work in the states identified in the addendums below.

None of the addendums is a contract of employment or otherwise intended to alter your at-will employment relationship with the Company or to create contractual obligations of any kind.

Please note that whenever a state law and/or policies in a state addendum provide for or offer greater protections to employees than those contained in the handbook, then the applicable state or local law and/or the policies in the addendum will govern. These addendums do not anticipate every possible difference in a state's laws. If anything contained in the handbook or Addendums differs from or conflicts with state or local law, the Company will follow the applicable law.

All of the policies set forth below may not apply to all employees. Please contact a member of management or Human Resources if you have any questions about the application of or any policies in one of the following addendums.

Please note that California employees should specifically refer to the separate California Handbook Addendum document.

## Arizona Addendum

### Your Rights and Obligations under the Arizona Employment Protection Act (AEPA):

You are encouraged to communicate to Prolink whenever you believe working conditions may become intolerable to you and may cause you to resign. Under section 23-1502, Arizona Revised Statutes, you may be required to notify an appropriate Prolink representative in writing that a working condition exists that you believe is intolerable, that will compel you to resign, or that constitutes a constructive discharge, if you want to preserve the right to bring a claim against Prolink alleging that the working condition forced you to resign.

Under Arizona law, you may be required to wait for fifteen calendar days after providing written notice to Prolink before you may resign if you desire to preserve the right to bring a constructive discharge claim against Prolink. Under certain circumstances, you may be entitled to a paid or unpaid leave of absence of up to fifteen calendar days while waiting for Prolink to respond to your written communication about the working conditions.

Please contact a member of management or Human Resources if you wish to report any such working conditions or if you have any questions about this Addendum.

## Colorado Addendum

### REST BREAKS

Prolink provides all non-exempt employees in Colorado with the opportunity to take a 10-minute duty-free rest break for every 4 hours worked (or a major fraction thereof). No rest break is required for employees working no more than two hours. These rest breaks should be taken per a predetermined break schedule or else in a manner that does not impact business operations and is as far as practicable in the middle of each 4-hour work period (which would mean two 10-

minute duty-free rest periods for every 8 hours worked). Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose.

If you have been deprived of the opportunity to take a rest break or are deprived of the opportunity to take a timely uninterrupted duty-free 10-minute rest break, you should always immediately report the instance to your supervisor or Human Resources.

### COLORADO FAMILY-LEAVE INSURANCE

Eligible employees may receive family-leave insurance benefits when they take leave for a personal serious health condition, a family member's serious health condition, the birth of their child, the placement of a child with them for adoption or foster care, to care for an infant in the NICU, to attend to matters arising from a family member being on active military duty, or for reasons related to domestic violence, sexual assault, stalking, or harassment. Employees must provide advance notice of leave to PS&O of at least 30 days before the leave is to begin. If the need for leave is not foreseeable or the employee is not able to provide 30 days' notice, the employee must notify PS&O as soon as possible. Leave provided under this program will run concurrently with any other applicable leave (e.g., FMLA). For additional information, see Home | Family and Medical Leave Insurance ([colorado.gov](http://colorado.gov)).

## Connecticut Addendum

### EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT PREVENTION AND REPORTING

In addition to Prolink's complaint procedure, employees in Connecticut may contact the US Equal Employment Opportunity Commission or the Connecticut Commission on Human Rights and Opportunities with complaints. These agencies will, in appropriate cases, prepare and investigate complaints of harassment, discrimination, or retaliation, and may commence civil proceedings in court. If successful, employees injured because of such conduct may be awarded damages and other remedies.

## Delaware Addendum

### EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT PREVENTION AND REPORTING

In addition to Prolink's complaint procedure, employees in Delaware may contact the US Equal Employment Opportunity Commission or the Delaware Department of Labor Office of Anti-Discrimination with complaints. These agencies will, in appropriate cases, prepare and investigate complaints of harassment, discrimination, or retaliation, and may commence civil proceedings in court. If successful, employees injured because of such conduct may be awarded damages and other remedies.

## Georgia Addendum

### Lactation Accommodations

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Lactation breaks taken at the Company's worksite are paid.

# Illinois Addendum



## YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.



### REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



### RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.



## REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:  
555 W Monroe Street, 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield:  
524 S. 2nd St., Suite 300  
Springfield, IL 62701  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Website: [dhr.illinois.gov](http://dhr.illinois.gov)

Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

Printed by the Authority of the State of Illinois version IDHR 9/2022



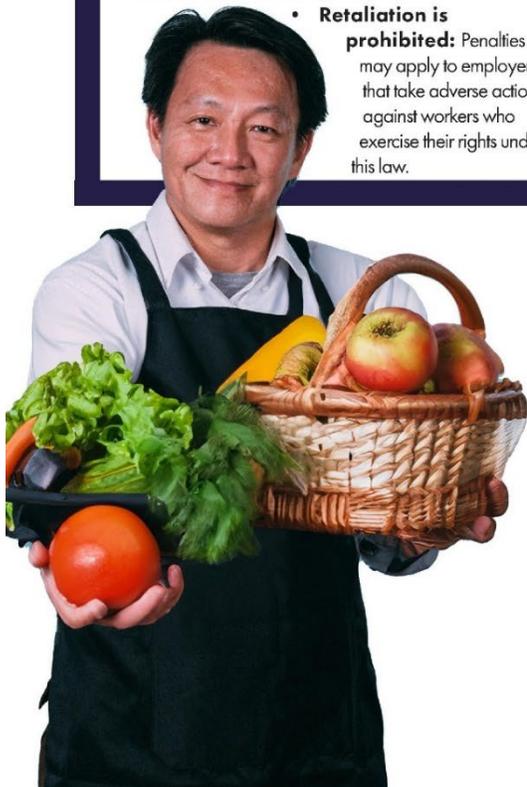
# PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

## Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



## Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

## Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

## Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at:

[www.labor.illinois.gov](http://www.labor.illinois.gov)

For more information or to file a Complaint, contact us at:

[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)

312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**



**State of Illinois**  
Department of Human Rights

# DDHHR



## **PREGNANCY** and your **RIGHTS** in the **WORKPLACE**

**Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?**

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

**Your employer cannot:**

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

## **PREGNANCY** and your **RIGHTS** in the **WORKPLACE**

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at [dhr.illinois.gov](https://dhr.illinois.gov)

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite [dhr.illinois.gov](https://dhr.illinois.gov)



**For immediate help or if you have questions, call  
(312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)**

### **CHICAGO**

555 West Monroe St.  
Suite 700, Intake Unit  
Chicago, IL 60661  
(312) 814-6200

### **SPRINGFIELD**

524 S. 2nd St.  
Suite 300, Intake Unit  
Springfield, IL 62701  
(217) 785-5100

Learn more, contact IDHR, or initiate a charge at:

<https://dhr.illinois.gov>



# Victims' Economic Security and Safety Act (VESSA)

## REQUIRED NOTICE FOR EMPLOYERS

**VESSA** provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation.

This time may be used if the employee or the employee's family or household member is:

- Experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence
- Recovering from the violence;
- Seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
- Temporarily or permanently relocating;
- Taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or any other crime of violence, or to ensure economic security.
- Attending the funeral or alternative to a funeral if death is caused by crime of violence;
- Making arrangements necessitated by a death caused by a crime of violence; or
- Grieving a death caused by a crime of violence.

**NOTICE AND CERTIFICATION** Employees must provide the employer with at least 48 hours advance notice of the intention to take leave, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

Certification may be provided to the employer by a sworn statement of the employee and other documentation, if the employee has possession, such as the following:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professional assisting in addressing the violence;
- A police, court, or military record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services, or
- Other corroborating evidence.

### AMOUNT OF LEAVE permitted during a 12-month period under the VESSA based on number of employees:

Number of employees	Leave permitted
1-14 employees	4 weeks
15-49 employees	8 weeks
50 or more employees	12 weeks*

Leave may be taken consecutively, intermittently, or on a reduced work schedule basis.

\*As of January 1, 2024, employees who have worked at least 1250 hours in the previous 12 months working for employers with 50 or more employees (employees eligible under the Family Bereavement Leave Act, 820 ILCS 154 et seq.) are entitled to 2 additional weeks unpaid leave for certain reasons relating to a family or household member's death due to a crime of violence to be completed within 60 days after the date the employee received notice of the death of the victim.

**ACCOMMODATIONS** VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating assignment, or physical security of the work area. An employee has the right to access any digital documents or communications stored on an employer-issued device relating to domestic, sexual, or gender violence, or any other crime of violence.

**DISCRIMINATION AND RETALIATION** VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved:

- Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other crime of violence;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence;
- Requested or took VESSA leave for any reason;
- Requested an accommodation, regardless of whether the accommodation was granted;
- Used employer-issued equipment to record domestic, sexual, or gender violence, or any other crime of violence committed against them or a family or household member.
- The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member; or
- Exercised any other rights under VESSA.

## Lactation Breaks

Eligible employees are entitled to a reasonable, paid break time to express breast milk for their nursing infant. Employees are entitled to this reasonable, paid break time for up to one year after the child's birth.

# Iowa Addendum

## DRUG AND ALCOHOL POLICY

Prolink will provide for rehabilitation through an employer-provided or approved rehabilitation, treatment, or counseling program if:

- The employee's confirmed positive alcohol test indicates an alcohol concentration that violates this policy;
- The employee has been employed by the Company for at least 12 of the past 18 months;
- The employee agrees to rehabilitation; and
- The employee has not previously violated Prolink's Drug and Alcohol Policy.

The rehabilitation cost will be covered by the employee benefit plan, as provided for by the plan or the healthcare plan, with any remaining costs paid equally by the Company and the employee.

The Company will not take adverse action against an employee who is required to undergo rehabilitation if they comply with the requirements and successfully complete rehabilitation.

# Kentucky Addendum

## REST BREAKS

Prolink provides all non-exempt employees in Kentucky with the opportunity to take a 10-minute duty-free rest break for every 4 hours worked (or a major fraction thereof). These rest breaks should be taken per a predetermined break schedule or else in a manner that does not impact business operations and is as far as practicable in the middle of each 4-hour work period (which would mean two 10-minute duty-free rest periods for every 8 hours worked). Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose (e.g., with a meal break).

If you have been deprived of the opportunity to take a rest break or are deprived of the opportunity to take a timely uninterrupted duty-free 10-minute rest break, you should always immediately report the instance to your supervisor or Human Resources.

# Maine Addendum

## EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT PREVENTION AND REPORTING

## External Talent Handbook

In addition to Prolink's complaint procedure, employees in Maine may contact the US Equal Employment Opportunity Commission or the Main Human Rights Commission with complaints. These agencies will, in appropriate cases, prepare and investigate complaints of harassment, discrimination, or retaliation, and may commence civil proceedings in court. If successful, employees injured because of such conduct may be awarded damages and other remedies. Please see additional information in the Maine Government Harassment Notice.

### REST BREAKS

Prolink provides all non-exempt employees in Maine with the opportunity to take a 30-minute duty-free rest break before 6 hours of consecutive work, except when the employee has waived this break, in emergencies, and when the employee's role allows for frequent breaks during the work day. These meal breaks should be taken per a predetermined break schedule or else in a manner that does not impact business operations. Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Duty-free rest breaks of 30 minutes or more are not counted as hours worked, and thus, employees are required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Rest breaks may be waived.

## Massachusetts Addendum

### HARASSMENT PREVENTION AND REPORTING

If you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both government agencies set forth below. Using the Company's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC - 300 days; MCAD - 300 days).

The United States Equal Employment Opportunity Commission ("EEOC")  
The Massachusetts Commission Against Discrimination ("MCAD")

### MASSACHUSETTS PAID FAMILY MEDICAL LEAVE "PFML"

Massachusetts employees will be required to make contributions toward PFML benefits. Employees on PFML may supplement their weekly PFML benefit amount with PTO to receive up to 100% wage replacement during their PFML-qualified leave.

## Minnesota Addendum

### DRUG AND ALCOHOL POLICY

Employees in Minnesota have the right to refuse a drug or alcohol test. However, such refusal will result in discipline up to and including termination.

Employees in Minnesota have a right to explain a positive result for a confirmatory test or to request and pay for a confirmatory retest. However, such explanation(s) will not necessarily change the Company's decision regarding discipline or termination. Prolink will keep any information shared confidential.

### Lactation Breaks

An employee's compensation will not be reduced for time used for purpose of expressing breast milk.

# Earned sick and safe time (ESST)

**Effective: Jan. 1, 2024**

## What is ESST?

ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

ESST must be paid at the same base rate an employee earns when they are working.

## Who is eligible for ESST?

An employee is eligible for ESST if they:

- are anticipated to work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Part-time, seasonal and temporary employees are eligible for ESST.

## How do you accrue and use ESST?

- Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer front loads ESST hours as allowed by law.
- ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
- Employers must allow an employee to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
- Employers can require documentation from employees when ESST is used for more than two consecutive scheduled workdays.

## What can you use ESST for?

ESST can be used for reasons that include:

- the mental or physical illness, treatment or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

## Retaliation is against the law.

An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.



### Sick time

For mental or physical illness, treatment or preventive care



### Safe time

To address domestic abuse, sexual assault or stalking

## Mississippi Addendum

### DRUG AND ALCOHOL POLICY

The state law in Mississippi governing drug and alcohol testing is Mississippi Code § 71-7-3.

Employees may confidentially report the use of prescription or nonprescription medications before being tested. An employee who receives a positive confirmed drug and alcohol test may contest the accuracy of that result or explain it. However, such explanation(s) will not necessarily change the Company's decision regarding discipline or termination.

## Montana Addendum

### DRUG AND ALCOHOL POLICY

Employees in Montana have the right to explain drug or alcohol test results to Prolink. However, such explanation(s) will not necessarily change the Company's decision regarding discipline or termination. Prolink will keep any information shared confidential.

## Nevada Addendum

### REST BREAKS

Prolink provides all non-exempt employees in Nevada with the opportunity to take a 10-minute duty-free rest break for every 4 hours worked (or a major fraction thereof). Employees will not necessarily receive a meal period if they work less than 3.5 hours. These rest breaks should be taken per a predetermined break schedule or else so far as practicable in the middle of each 4-hour work period (which would mean two 10-minute duty-free rest periods for every 8 hours worked). Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Employees may voluntarily agree to forego any rest period and should do so in writing submitted to their manager.

If an employee has been deprived of the opportunity to take a rest break and has not otherwise waived the break, the employee should always immediately report the instance to his/her supervisor or Human Resources.

## New York Addendum

## EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT PREVENTION AND REPORTING

### Legal Protections and External Remedies

Sexual harassment is not only prohibited by Prolink but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal processes at the Company, employees may also choose to pursue legal remedies with the following governmental entities at any time.

#### New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State regarding sexual harassment and protects employees, paid or unpaid interns, and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in the New York State Supreme Court.

Complaints with DHR may be filed at any time within one year of the alleged harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to Prolink does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of alleged harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

#### United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days of the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

#### Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

#### Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

#### Submitting a Complaint

If you believe that you have been subjected to sexual harassment, you are encouraged to submit a written complaint to HR. You may also request a form from HR where you can detail your complaint. Complaints will be investigated as outlined in Prolink's Harassment Prevention and Reporting Policy. You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, please notify your supervisor or HR and someone from Prolink will assist you.

### REST BREAKS

Prolink provides all non-exempt employees in New York who begin working before 11 a.m. and continue working later than 7 p.m. with a 20-minute rest break between the hours of 5 p.m. and 7 p.m. Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards.

If you have been deprived of the opportunity to take a rest break, and have not otherwise waived the break, you should always immediately report the instance to your supervisor or HR.

### PAID FAMILY LEAVE ACT

New York's Paid Family Leave provides job-protected, paid time off so you can:

- Bond with a newly born, adopted, or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

You can continue your health insurance while on leave and are guaranteed the same or comparable job after your leave ends. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on paid leave.

### BENEFITS – TIME

New York Paid Family Leave provides 12 weeks of paid leave. Leaves can be taken either all at once or in full-day increments. You may take the maximum time-off benefit in any given 52-week period. This leave runs concurrently with any applicable federal

Family and Medical Leave and Parental Leave.

## BENEFITS – PAY

New York Paid Family Leave pay benefits also phase in over four years. Benefits are a percentage of your average weekly wage, capped at that same percentage of the New York State Average Weekly Wage, as calculated annually by the New York State's Department of Labor.

## ELIGIBILITY

All New York eligible employees are entitled to participate in New York Paid Family Leave.

Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.

Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status.

## FUNDING

New York Paid Family Leave is funded through employee payroll contributions that are set each

Year to match the cost of coverage. The rate of employee contributions is reviewed annually and is subject to change by the New York State Department of Financial Services. You can use the calculator at [www.ny.gov/PFLcalculator](http://www.ny.gov/PFLcalculator) to get an estimate of your weekly deduction.

## QUALIFYING EVENTS

**New Child:** You can take New York Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take New York Paid Family Leave for their pregnancy. New York Paid Family Leave for the birth of a child begins after the birth. It is not available for prenatal conditions.

**Serious Illness:** You can take New York Paid Family Leave to care for a close relative with a serious health condition. These relatives can live outside of New York State and even outside the country. You cannot take New York Paid Family Leave for your health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential healthcare facility, or (2) continuing treatment or continuing supervision by a healthcare provider. A close relative includes: a spouse, domestic partner, child and stepchild, parent and stepparent, parent-in-law, grandparent, and grandchild.

**Military Active Service Deployment:** You can take New York Paid Family Leave to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use New York Paid Family Leave for your qualifying military event.

## RIGHTS AND PROTECTIONS

- You have job protection, ensuring you can return to the same job (or a comparable one) when you return from New York Paid Family Leave.
- You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.
- The Company will not discriminate or retaliate against you for requesting or taking New York Paid Family Leave.
- You do not have to take all your sick and/or vacation time before using New York Paid Family Leave.

## QUALIFYING EVENTS

The following are steps to taking New York Paid Family Leave.

1. Notify the Company. You must notify the HR department at least 30 days before your leave will start if it's foreseeable. Otherwise, notify HR as soon as possible.
2. Obtain the required forms.
3. Complete and submit the forms to HR. The Company will fill out its section of the form and return it to you within three business days.
4. Obtain and attach supporting documentation. The specific documentation or additional forms required for each type of leave are described on the form and at <https://www.ny.gov/PaidFamilyLeaveAppl>
5. Submit your request forms and supporting documentation. Submit to the Company's New York Paid Family Leave insurance carrier (the HR team will provide contact information). You can submit your claim before or within 30 days after the start of your leave. The insurance carrier must pay or deny your request within 18 calendar days of receiving your completed forms.

## DISPUTES

If your New York Paid Family Leave claim is denied, the insurance carrier will provide you with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes.

## COMPLAINTS

Employees are protected from discrimination and retaliation for requesting or taking New York Paid Family Leave. If you suspect you have been terminated, received reduced pay and/or benefits, or disciplined as a result of requesting or taking New York Paid Family Leave, please contact Human Resources immediately. You may also submit a formal request for job reinstatement using the form found at <ny.gov/PaidFamilyLeave>. File the completed form with HR at [hr@Prolinkstaff.com](mailto:hr@Prolinkstaff.com) If the Company does not respond within 30 days, you may file a New York Paid Family Leave discrimination complaint with the Workers' Compensation Board using the New York Paid Family Leave Discrimination Complaint Form, which is also available at <ny.gov/PaidFamilyLeave>. Once your complaint is received, the Board will assemble your case and schedule a preliminary hearing in front of a Worker's Compensation Law Judge.

## Lactation Breaks

Eligible employees are entitled to a thirty-minute paid break to express breast milk when the employee has a reasonable need to express breast milk.

# Oklahoma Addendum

## DRUG AND ALCOHOL POLICY

Employees in Oklahoma have the right to explain drug or alcohol test results to Prolink. However, such explanation(s) will not necessarily change Prolink's decision regarding discipline or termination. Prolink will keep any information shared confidential.

# Oregon Addendum

### Documentation

The Company and employees may document any incidents involving conduct prohibited by Prolink's policy and/or Oregon law.

### Nondisclosure, non-disparagement, and/or No Rehire Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A non-disparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows a company to not rehire that individual in the future.

Prolink will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance per a collective bargaining agreement, if applicable, the Oregon Bureau of Labor and Industries' Civil Rights Division, or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082, or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

## REST BREAKS

Prolink provides all non-exempt employees in Oregon with the opportunity to take a 10-minute duty-free rest break for every 4 hours worked (or a major fraction thereof). These rest breaks should be taken per a predetermined break schedule or else so far as practicable in the middle of each 4-hour work period (which would mean two 10-minute duty-free rest periods for every 8 hours worked). Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose.

If an employee has been deprived of the opportunity to take a rest break or is deprived of the opportunity to take a timely uninterrupted duty-free 10-minute rest break, the employee should always immediately report the instance to his/her supervisor or Human Resources.

# Rhode Island Addendum

## EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT PREVENTION AND REPORTING

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed

below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

Rhode Island Commission for Human Rights  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
Phone: (401) 222-2661  
Fax: (401) 222-2616  
[www.rich.ri.gov](http://www.rich.ri.gov)

U.S. Equal Employment Opportunity Commission  
<http://www.eeoc.gov/employees>

## Tennessee Addendum

### ABUSIVE CONDUCT PREVENTION POLICY

Prolink is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide an atmosphere of respect, collaboration, openness, safety, and equality. All employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time employees of Prolink including interns. It does not apply to independent contractors, but other contract employees are included. This policy applies to any sponsored program, event, or activity including, but not limited to, sponsored recreation programs and activities; and the performance by officers and employees of their employment-related duties. The policy includes electronic communications by any employee.

Definition of Abusive Conduct: Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct unless such conduct is determined to be severe and egregious.

Abusive conduct does not include:

- Disciplinary procedures of the Company
- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns

The non-abusive exercise of managerial prerogative

### Employer Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed promptly. Supervisors will

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively, and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

### Employee Responsibility (including witnesses)

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating, or other abusive conduct or behaviors. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct per this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### Retaliation

Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

### Reporting Process

You must report abusive conduct to your supervisor, HR, or another member of management. If misconduct reoccurs after you have reported it, it is especially important that this repeated conduct again be reported to your manager, HR, the Chief People Officer, and/or the CEO. Prolink is determined that any misconduct be stopped, and Prolink may have no way of knowing that it is continuing, despite our efforts to stop it, without your report of any repeated harassment.

### Investigation

Prolink will respond to reports of abusive behavior in the same manner it responds to any reports of harassment. For further information, see Prolink's Harassment Prevention and Reporting Policy.

## DRUG-FREE WORKPLACE

It is a condition of employment for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in the employee's body and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for workers' compensation medical and indemnity benefits.

Anyone subject to a drug or alcohol test may confidentially report the use of prescription or nonprescription medications to a medical review officer after being tested, but only if the testing process showed a positive result for the presence of drug or alcohol use. Employees also have a right to consult with a medical review office for technical information regarding prescription or nonprescription medications.

The following is a representative sampling of names, addresses, and telephone numbers for employee assistance programs and local drug or alcohol rehabilitation programs:

- Employee Assistance Program (EAP): 1-800-424-4039 (TTYI 711)

Anyone who receives a positive, confirmed test result can contest or explain the result to a medical review office within 5 workdays after receiving written notice of the result. If the explanation or challenge is unsatisfactory, the medical review office must report a positive test result to Prolink. Employees can contest the result under rules adopted by the Tennessee Department of Labor and Workforce Development.

Employees are responsible for notifying the applicable laboratory of any administrative or civil action brought under the drug and alcohol testing provisions.

## Washington Addendum

### REST BREAKS

Prolink provides all non-exempt employees in Washington with the opportunity to take a 10-minute duty-free rest break for every 4 hours worked (or a major fraction thereof). These rest breaks should be taken per a predetermined break schedule or else in a manner that does not impact business operations and is as far as practicable in the middle of each 4-hour work period (which would mean two 10-minute duty-free rest periods for every 8 hours worked). Employees should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.

Rest breaks are counted as hours worked, and thus, employees are not required to clock out and in or otherwise record their rest breaks on their timesheets or timecards. Rest breaks may not be waived to shorten your workday or be accumulated for any other purpose (e.g., with a meal break).

If you have been deprived of the opportunity for a timely uninterrupted duty-free 10-minute rest break, you should always immediately report the instance to your supervisor or Human Resources.