

EMPLOYEE HANDBOOK

THE *QTI* GROUP

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We have prepared this Employee Handbook for the guidance and orientation of our employees. When used in this Employee Handbook, the terms “we”, “QTI”, “Company”, and “us” refer to QualiTemps, Inc., QTI Executive and Professional Search, Inc., and QTI Advanced Staffing, Inc. If we are able to find work for you, our expectation is that you will represent yourself and QTI in a positive and professional manner and adhere to the provisions in this Employee Handbook.

Employment at Will

As an at-will employer this document is not intended to create a contract of employment between you and QTI, either express or implied. We reserve the right to change or modify QTI policies and this Employee Handbook at any time without notice. Your employment with QTI is on an “at will” basis and can be terminated at any time for any reason and without any prior notice, by either party.

In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Equal Opportunity and Non-Discrimination

QTI is an equal opportunity employer and is committed to a policy of equal opportunity for all employees and applicants and a work environment in which everyone is treated with respect and dignity. It is the Company’s policy to seek and employ the most qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including with regard to recruitment, hiring, compensation, benefits, promotion, training, discipline and termination, and to administer these activities in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, sexual orientation, veteran status, marital status, arrest or conviction record, or any other discriminatory basis prohibited by applicable local, state or federal law.

Accommodation of Individuals with Disabilities

The Company complies with all applicable federal, state and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Company will provide a reasonable accommodation to applicants and employees with disabilities if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If an employee believes they may need an accommodation because of a disability, the employee is responsible for requesting the reasonable accommodation. The request should be made to the employee’s manager, supervisor or QTI. While the employee may make the request orally or in writing, the Company encourages employees to make their request in writing and include relevant information, such as:

- A description of the accommodation being requested
- The reason an accommodation is needed
- How the requested accommodation will help the employee perform the essential functions of their job

After reviewing the employee’s request, the Company will engage in an interactive dialogue with the employee to determine the precise limitations of the employee’s disability and explore potential reasonable accommodations that could overcome those limitations. The Company encourages employees to suggest specific reasonable accommodations the employee believes would allow the employee to perform their job. However, the company is not required to make the specific accommodation requested by the employee and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If the employee's disability or need for accommodation is not obvious, the Company may ask the employee to provide supporting documents showing the employee has a disability within the meaning of the applicable federal, state or local laws, and the employee's disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, then the Company may require that the employee see a health care professional of the Company's choosing, at the Company's expense. In those cases, if the employee fails to provide the requested information or see the designated health care professional, the request for a reasonable accommodation may be denied. The Company will keep confidential any medical information that it obtains relating to the request for a reasonable accommodation.

The Company makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The Company strives to make determinations on reasonable accommodation request expeditiously and will inform the individual once a determination has been made. If an employee has any questions about a reasonable accommodation request, they made, the employee should contact their immediate supervisor or QTI.

The Company expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith. The Company is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of the Company efforts depends largely on individuals telling the company about inappropriate workplace conduct. If employees or applicants feel they or someone else may have been subjected to conduct that violates this policy, it should be reported immediately.

How to Report: Any employee who feels that they have been subjected to retaliation or other inappropriate behavior should immediately:

- Contact any QTI Employment Specialist, Recruiter or Branch Manager (including the individual who placed you at the client location)
- QTI's Compliance Department at 608-257-1057 or safety@qtigroup.com (a confidential Compliance only mailbox)

If employees do not report retaliatory conduct, the Company may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Anti-Harassment

It is the Company's policy to maintain a working environment free from all forms of sexual/workplace harassment and intimidation. Sexual/workplace harassment of employees or applicants by the Company, its agents, supervisors, employees, vendors, suppliers or clients is unacceptable and will not be tolerated. Prohibited harassment includes harassment based on race, color, religion, age, sex, national origin, disability, sexual orientation, veteran status, marital status, arrest or conviction record, or any other discriminatory basis is prohibited by applicable local, state or federal law.

"Sexual/workplace harassment" includes, but is not limited to: unwelcome sexual advances, comments of a sexual nature, physical contact or threats, sexual gestures, written materials of a sexual nature, or visual materials where such conduct affects employment decisions, interferes with work performance, or creates a hostile or offensive work environment. Submission to sexual advances or requests for sexual favors also cannot be made an explicit or implicit term or condition of employment, nor can the submission to, or rejection of, such conduct be made the basis for an employment decision. QTI, its management and supervisors, will take prompt, corrective action upon becoming aware of such harassment.

How to Report: Any employee who feels that they have been subjected to discrimination, harassment, or other inappropriate behavior should immediately:

- Contact any QTI Employment Specialist, Recruiter or Branch Manager (including the individual who

placed you at the client location)

- QTI's Compliance Department at 608-257-1057 or safety@qtigroup.com (a confidential Compliance only mailbox)

All complaints will be thoroughly and promptly investigated. Complaints will be treated as confidential, to the extent possible. Any employee that participates in the investigation of a complaint must keep the information disclosed, shared or discovered during the course of the investigation completely confidential. If an investigation confirms that any violation of this policy has occurred, the Company will take immediate action, up to and including termination of employment.

The Company forbids retaliation against anyone for reporting harassment or for cooperating in the investigation of a harassment complaint, and any such retaliation violates this policy. Complaints or concerns about retaliation should be reported in the same manner as harassment complaints. Any questions about this policy can be directed to a QTI Manager or the QTI Compliance Department.

Workplace Violence and Prevention

The Company is committed to preventing workplace violence and maintaining a safe work environment. Violence includes any acts or threats of physical violence, including intimidation, harassment and/or coercion, as well as, bringing any firearm or other weapon to work or possessing a weapon at any QTI or client location (except as may be permitted by applicable law in your own vehicle). Conduct that threatens, intimates, or coerces another employee, a client, or a member of the public will not be tolerated.

How to Report: All threats or acts of violence should be immediately reported to QTI and the client. This includes threats by employees, as well as, threats by clients, vendors, solicitors, or other members of the public. All suspicious individuals or activities should be reported as soon as possible to a supervisor.

- Contact any QTI Employment Specialist, Recruiter or Branch Manager (including the individual who placed you at the client location)
- QTI's Compliance Department at 608-257-1057 or safety@qtigroup.com (a confidential Compliance only mailbox)

Employees should not place themselves in peril at any time. If an immediate threat exists or develops, please call 911 immediately or contact other law enforcement. Any acts of violence in violation of this policy will lead to disciplinary action up to and/or including termination.

Payroll Procedures

Reporting Your Time: It is your responsibility to report your hours worked in a timely manner so that we can pay you the correct amount at the right time. The QTI workweek is Monday thru Sunday, some clients may have a different work week. When you are placed on an assignment with QTI, you will be instructed on how to submit your time. When on a project assignment, you will be responsible for submitting your weekly time card, which must be approved by the client. All timecards should be submitted no later than 4:00 PM on the Monday following your workweek. Failure to submit your timecard by this time may result in your paycheck being delayed until the following week. QTI's primary method of time collection is electronic and hours may be entered via a computer. There may be times when a paper timecard is required, this timecard can be emailed into payroll@qtigroup.com prior to Monday at 4 PM each week.

Some of our clients use their own time clock systems, group timesheets or web time. We will explain the various procedures used for each client or assignment when you are placed. We invite you to ask questions about payroll procedures to ensure that you are paid for time worked.

Timesheet Tips:

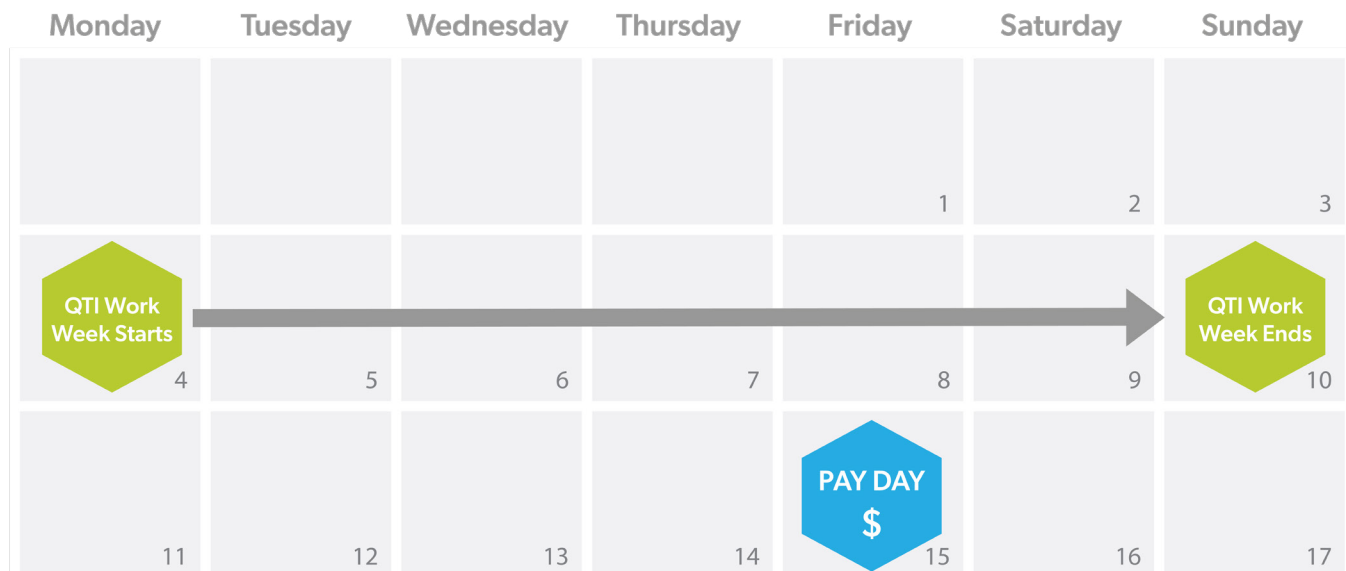
- Do not record breaks that are less than 30 consecutive minutes in duration.
- Do not record hours for holiday or vacation or any other time not physically worked.

Submitting fraudulent time information may result in disciplinary action, up to and including termination.

Overtime: Non-exempt employees are covered by the provisions of the Fair Labor Standards Act and other applicable wage and hour laws and are eligible for compensation of time and one half for hours worked in excess of 40 per week. There may be times when it will be necessary for employees to work overtime. Non-exempt employees are prohibited from working “off the clock.” Examples of this type of work include: (1) starting work earlier or working beyond their regularly scheduled work hours, and (2) working through unpaid break periods, and 3) working off-site or remotely, including checking or responding to work emails and texts, without recording the actual time worked. Supervisors and managers are prohibited from requiring a non-exempt employee to work off the clock and/or not reporting hours for a time spent working and may be disciplined for such conduct. Employees may not work outside of their regularly scheduled work hours unless approved in advance by their supervisor. Only hours actually worked count toward the calculation of overtime.

Payment of Wages: QTI requires electronic payment of wages. You may choose to have your paycheck direct deposited to a bank or account or to a pay card. QTI provides you with direct deposit at no charge. Should you not have a bank account please see your local branch office to sign up for a pay card.

- Your pay date will be the Friday following the week you work. (Example: Your workweek begins Monday, November 4 and ends on Sunday, November 10. You will be paid the following Friday, November 15).
- Check stubs and W-2 forms will be available electronically via your online employee portal.
- Should you not sign up for electronic payment, there will be a 6-day waiting period for lost checks. Fees or charges for a re-issue may apply.



Information Updates: It is important to notify us any time your name or address changes to ensure proper delivery of any payroll related data or W-2 forms (year-end tax form). In order to protect the confidentiality of our employees, all notifications of this type must be in writing or completed through the employee portals.

Should you have any questions regarding our policies for your payroll, please contact the QTI Staffing

Operations Support Department at 608-204-6260 or via email at payroll@qtigroup.com.

Attendance/Absence/Tardy Policy

While we understand that there are circumstances that may occasionally prevent you from reporting to work or reporting to work on time, the Company expects regular and punctual attendance. Frequent absence or tardiness places an extra burden on co-workers and negatively affects the services the Company provides to clients. It is every employee's responsibility to arrive on time each workday, fully able and ready to work at the beginning of their scheduled time. Each employee's contribution is important to the efficient functions of the Company and our clients.

If the employee needs to leave work during the workday, they are expected to notify their supervisor and QTI prior to leaving the premises. If no notification is provided, the employee may be considered to have voluntarily resigned their employment with the Company.

Employees who will be late or absent from work should notify their supervisor and QTI as early as possible, by phone, text or email, no later than ½ hour prior to the start of their shift, if calling before or after hours please leave a message. If an employee is absent due to an accident or illness, QTI may request they submit a release from a licensed health care provider prior to returning to work.

Any employee who fails to report for work two (2) consecutive days without giving notice will be considered to have voluntarily resigned their employment.

Jury Duty: Employees summoned for jury duty will be granted unpaid leave for the duration of their jury service. Employees must notify their supervisor and QTI immediately upon receipt of notification for jury services so appropriate arrangements can be made. Upon completion of jury duty, employees must notify their supervisor and QTI that their jury service has ended.

Other Court Action: Employees who have been subpoenaed to testify in an action or proceeding pertaining to a crime or a juvenile proceeding, will be excused from work. Employees must notify QTI and their supervisor the first business day after receiving a subpoena regarding testifying obligations.

Other court actions, not under subpoena (such as a traffic violation) are considered unexcused absences.

Voting Leave: QTI recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside of working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations. Requests for time off to vote must be requested at least two (2) days prior to election day. QTI and the Client reserve the right to determine the time of day for the leave, typically the beginning or end of the regular work schedule. Time off to vote is unpaid.

Organ and Bone Marrow Donor Leave: Employees who have worked at 1000 hours during the preceding 52-week period may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of servicing as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, the employees must provide the Company with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Employees may substitute paid time off (if available) while taking otherwise unpaid leave under this policy, and the substitution of paid time does not extend the length of leave under this policy. If applicable, this leave also will run concurrently with FMLA and/or applicable state law.

If applicable, the Company will maintain group health insurance coverage under the conditions that applied immediately before the leave began. In these cases, the Company reserves the right to require the employee to have in escrow with the Company an amount equal to the entire premium or similar expense for eight (8) weeks of employee's group health insurance coverage (which may be paid in equal installments at regular intervals over at least a 12-month period and which the Company will deposit in an interest-bearing account).

The Company may require certification issued by a health care provider (of either the employee or the bone marrow/organ recipient, as appropriate) which indicates:

- the recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and
- the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

When an employee returns from bone marrow and organ donation leave, the Company will return the employee to the position they held immediately before going on leave or, if that position is not available, to an equivalent position with equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. If an employee wishes to return to work before the end of the leave as scheduled, the Company will return the employee to the same or similar position (as described above) within a reasonable (not to exceed the duration of the originally-scheduled leave) timeframe.

When the employee ends their employment with the Company, any payments in escrow (as described above) will be returned to the employee. If an employee ends their employment during or within 30 days after taking bone marrow or organ donation leave, the Company reserves the right to deduct from the amount returned to the employee any premium or similar expense paid for the employee's group health insurance coverage while the employee was on leave under this policy.

Client Offers of Employment

Clients may seek to hire you after your work with us for a specified number of hours or days. Please inform QTI if a client expresses an interest in hiring you onto their payroll. If you accept this type of offer for direct employment with a QTI client, you will also be resigning your employment with QTI and will be treated as having resigned from QTI. Despite your resignation from QTI, you will not be prevented from re-applying with QTI for other work at a later date. You may also decline this type of offer from a QTI client and remain a QTI employee.

Benefits

The summary of employee benefits provided below is intended only to provide a brief description of some of the benefits available to eligible employees; it does not change or interpret the specific terms of the official plan documents. Summary Plan Descriptions, which explain these benefits and the eligibility requirements for these benefit programs in greater detail, are available from the Company. The Company reserves the exclusive right to change or terminate any benefits or related policy at any time, and has sole discretion to administer, apply and interpret benefit plans described in this handbook, in accordance with applicable law.

Vacation: Vacation eligibility will be calculated on an annual basis. On each anniversary date, you will begin to accumulate hours toward vacation time. Your anniversary date is your first actual day of work with QTI. In order to qualify for vacation time, you must have completed 1,500 hours of work within a 12-month period from your anniversary date. Once you have completed the 1,500 hours within your anniversary year, you will be eligible to receive 40 hours of vacation time at your current rate of pay. Your anniversary

date will reset after a break in service of 90 days.

Vacation time may be taken in increments of 8 hours, once the 40 hours have been accumulated. You may also take vacation pay in lieu of time off. Your vacation time will reset on your anniversary date. Any unused vacation time must be taken within 30 calendar days of the end of your anniversary year or it will be forfeited.

Holidays: QTI holidays subject to pay (if eligible) are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Please be aware that our clients may recognize different holidays, whether paid or unpaid, and our policy may not provide pay for that day.

If you miss a day of work due to a holiday, you will be eligible for \$50 of holiday pay if:

1. You have worked 720 hours in the 26 weeks immediately before the holiday, and
2. You work at least one day during the week of the holiday.

Paid Leave: Employees who perform work in states or cities that have paid leave laws will receive information from QTI about such laws. Employees who are eligible to take paid leave under those laws should contact the Staffing Benefits Department at 608-204-6299 or staffingbenefits@qtigroup.com.

Retirement: QTI offers its employees the opportunity to contribute to a 401(k) or Roth IRA account. Eligibility requirements are:

- Age 18
- Employee is able to contribute 1st of the month following 90 days from date of hire (first assignment start date).
- Company match is available after 1 year of service and 1,000 hours worked. Match starts 1st of the month following 1 year of service.

Limited Medical/Life/Disability Benefits: QTI works with a third-party vendor to offer employees, at time of hire, the following benefits:

1. Fixed Indemnity Medical
2. Dental
3. Vision
4. Term Life
5. Short Term Disability

Health Insurance: The Affordable Care Act ("ACA") imposes rules governing offers of group health plan coverage by employers to their full-time employees. For this purpose, the Company has chosen to determine which employees are full-time employees under the "look-back measurement method." These rules are explained in greater detail in the health plan's summary plan description. The purpose of this policy is to describe how the look-back measurement method applies to both newly hired and other (ongoing) employees. These rules are important, since they determine the circumstances under which employees qualify for coverage and when.

Upon hire, an employee will be classified as full-time, part-time, variable hour, or seasonal.

- A "full-time employee" is an employee who is expected to work on average 30 or more hours per week during each calendar month.
- A "part-time employee" is an employee who is not expected to work on average 30 or more hours per week during each calendar month.
- A "seasonal employee" is an employee who is hired into a position for which the customary annual employment is six months or less.
- A "variable hour employee" is an employee who we cannot determine is reasonably expected to be

employed on average at least 30 hours of service per week during his or her “initial measurement period” (i.e., the 11-month period commencing the first day of the month following date-of-hire) because the employee’s hours are variable or otherwise uncertain.

Employees classified as full-time upon their hire date will be eligible to participate in our plan on the first day of the calendar month immediately following two full months of employment (but only if they are still employed on that day). Employees classified as part-time, seasonal or variable hour employees must first complete an 11-month measurement period (that starts on the first day of the month following date of hire) during which they are not eligible to participate in the plan. At the completion of the initial measurement period, an employee who has worked on average at least 30 hours of service per week during that period will be eligible for coverage on the first day of the next month (i.e., 13-and-a-fraction months after his or her hire date). Employees who qualify for coverage under this rule will remain eligible for a 12-month period (called the “stability period”) irrespective of their hours, provided they remain employed. An employee who fails to work on average at least 30 hours per week during his or her initial measurement period is not eligible for coverage during the corresponding stability period.

Employees who have been employed for some time are subject to similar rules, except that the testing period is a fixed, 12-month period that runs from October 15 to the following October 14. This period is called the “standard measurement period.” Once an employee has worked through a full standard measurement period, they are no longer classified as full-time, part-time, seasonal, or variable hour. They are instead an “ongoing employee.” An ongoing employee who works on average at least 30 hours of service per week during any standard measurement period will qualify for coverage during a stability period, which is the immediately following calendar year. An ongoing employee who fails to work on average at least 30 hours per week during any standard measurement period is not eligible for coverage during the corresponding stability period.

Upon meeting eligibility requirements, the Company will provide you with specific pricing, enrollment information and options. The Company’s plan provided affordable, minimum essential coverage as those terms are defined under the ACA. If you elect coverage, your portion of the first month’s premiums will be due in full via payroll deduction prior to the first day of coverage. Subsequent month’s premiums will also be deducted via payroll in advance on a weekly basis.

There are rules that govern the transition from newly-hired to ongoing employee that will affect when coverage might be available. In addition, where an employee experiences a break-in-service of at least 13 weeks, they may be treated as newly-hired upon their return. A similar result occurs under a “rule of parity” where a rehired employee may be treated as a new employee following a break of at least four weeks if the employee’s break in service is longer than the employee’s period of service immediately preceding the break in service.

If you have questions about how these rules affect you, please contact the Staffing Benefits Department at: staffingbenefits@qtigroup.com or 608.204.6299.

Client-Sponsored Benefit Plans. Your employment with QTI will not entitle you to participate in any of the employee benefit plans that our clients may sponsor or otherwise make available to other individuals.

No Solicitation/No Distribution

This policy applies to solicitation and distribution on QTI’s premises and our clients’ premises. It is the Company’s policy that there be no solicitation during working time. No employee may engage in solicitation, nor may any employee willingly accept solicitation on behalf of any club, society, religious or political causes, or non-charitable organization for any other purpose during actual working time of either the solicitor or the person being solicited. “Actual working time” means the time during which an employee is required to be performing work duties. Work time does not include the time before the

employee's scheduled work day begins, the time after the employee's scheduled work day ends, or the employee's break or lunch period.

Employees may not distribute literature in working areas at any time or during non-working times in areas where it will disturb other employees who are working. "Working areas" are those areas where employees are regularly assigned to work duties, discuss work-related issues, or perform work. Nothing in this section prohibits employees from discussing terms and conditions of employment. Solicitation and distribution by non-employees on Company property or within the confines of Company premises is prohibited at all times.

Systems, Internet, Email and Phone Usage

Your job assignment may provide access to our client's computer, E-mail, and phone systems. All activities relating to the use of the internet, e-mail, and phone systems must be business-related and consistent with the duties of your position. Personal cell phone use is prohibited on the job. QTI and many QTI clients have reserved the right to monitor and to access any matter created, received or sent from their computer, e-mail and/or phone systems. There should be no expectation of personal privacy in any matter created, received or sent using the Company's or a client's computer or phone systems.

Any unauthorized or inappropriate use of any of these systems may result in disciplinary action, up to and including termination. Unauthorized or inappropriate use includes but is not limited to: making personal phone calls; sending or receiving e-mail messages of a personal nature; accessing or downloading of pornography, anything of a sexual nature, games; engaging in internet shopping, gambling, or trading; any activity that results in, or may be construed as harassment (of any nature). QTI's Anti-Harassment and Non-Discrimination policies fully apply to use of any phone, email or other computer system while at or on any QTI assignment. Employees should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphic files, downloaded information) through the internet or e-mail system, or by any other means, unless they have confirmed in advance from the client that the client has the right to copy or distribute the material. You will be responsible for any claims, damages, or liabilities that result from the unauthorized or inappropriate use of these systems.

Social Media Use Policy: The basic principles that apply to the conduct of QTI employees in general also apply to our employee's online activities. As a result, this Policy is intended to provide guidance as to all sorts of online publishing and discussion including, but not limited to, blogs, wikis, social networks, file-sharing, and user-generated web content (video, audio) – and without regard to how employees access those networks (desktop/laptop, mobile device, etc.) – and without regard to where and when employees access those networks.

You are responsible for what you say/publish. We suggest asking these key questions before publishing anything online:

- Will others find your statement/information useful?
- Is your message in alignment with your own core beliefs?

Recognize that other QTI rules and policies apply to online activities, particularly our Anti-Harassment, Confidentiality (QTI Information and Client Information), and Systems, Internet, Email and Phone Usage policies.

Personal use of social media while at work should be limited to meal and break times – and must be in compliance with this policy and any other relevant QTI or client policies.

Write/publish in the first person (don't impersonate) and use a disclaimer, similar to the one indicated below, if you are publishing content that is related to your work at QTI or a client.

- Distinguish between personal opinions and those that represent QTI's or a client's position.

- If publishing content related to your work at QTI or a client, your disclaimer should clearly state that the opinion is that of the author and does not represent the view of the Company – or words to that effect.

Where appropriate, disclose your association with QTI or a client. So, when posting/publishing on matters related to QTI or a client, keep the following in mind:

- When discussing QTI or client activities, you should disclose your connection to QTI or client and your role within the Company.
- Postings should not attempt to conceal conflict of interest. In other words, if you have a conflict of interest with the subject matter at issue by virtue of your QTI employment you should so state.
- Postings should not misrepresent the poster's identity.
- Use good judgment and strive for accuracy in your communication.
- Errors and omissions reflect poorly on you, QTI and the client.

Respect stakeholders. Do not disrespect competitors, clients, vendors, business partners or other stakeholders.

Respect Intellectual Property Rights.

- Where appropriate, provide references and cite your sources.
- All postings should comply with QTI's and client's applicable confidentiality, privacy, and disclosure policies, located in the Employee Handbook

Personal Property on the Job

Company recommends that all employees leave their personal belongings and valuables in a secure location away from their worksite (when possible). Employees that choose to bring personal property to work do so at their own risk and should be aware that neither Company, nor any client of Company, assume, and specifically disclaim, responsibility for any personal property located on Company, or any client of Company, premises, or which accompanies or is carried, worn, or otherwise used by employees during the course of their work for Company and Company's clients. Many clients of Company provide lockers for employees to use to securely store their personal belonging. Please use these lockers, and lock them, if they are available if/when you elect to bring your personal property with you to work.

If your assignment ends with a Company client and you have personal property remaining on client's premises, a Company employee will retrieve your personal items from client's premises, and they will be available for your retrieval from the Company office closest to client's facility. All property unclaimed after 30 days will be disposed of or donated to a charitable organization. If a Company employee is not able to retrieve on your behalf (example: item is too large/heavy/etc.), Company will coordinate retrieval with you and Company client. Under no circumstances should you return to the client worksite once an assignment has ended, unless specifically instructed to do so by a Company employee.

Company/Client Property

All Company property must be returned upon termination of employment, including but not limited to cell phones, laptops, credit cards, keys, fobs, printers, etc.

Confidentiality – QTI Information

An employee's job responsibilities may lead them to have access to confidential Company and client information. This may include information concerning the Company's financial status, business practices, and/or client records and data. As more fully described below, this information is to remain confidential and is not to be disclosed to any unauthorized persons inside or outside of the Company.

More specifically, an employee shall not, in any capacity, acquire by improper means, use or disclose, or cause to be used or disclosed, any Protected Information learned or acquired while employed by the Company to those people or entities that could cause harm to the Company, including, but not limited to, competitors, clients and suppliers. In the event an employee is uncertain whether the use or disclosure of Protected Information to a specific person or entity would violate this policy, the employee must seek permission from the Company for the use or disclosure prior to any use or disclosure to the specific person or entity in question.

“Protected Information” means all confidential or proprietary information of any kind relating to the Company’s business including client lists, financial information, policy or procedure manuals, computer software and systems, programs, marketing materials and information, operating systems and procedures, and strategic, operational and long-range plans and planning procedures, other than information that is defined and interpreted as “trade secrets” in accordance with state law. This policy in no way diminishes the Company’s protection and enforcement rights of its “trade secrets,” as that phrase is defined and interpreted in accordance with applicable state law. This policy also does not diminish any individual agreements that may have been executed between the employee and the Company.

Confidentiality – Client Information

Just as employees are expected to protect the Company’s confidential information, they are also expected to respect the proprietary and confidential information of clients. As a result, the same rules regarding the use of “Protected Information” set forth above equally apply with respect to the “Protected Information” of the Company’s clients. Employees may be asked to sign confidentiality agreements specific to certain clients, as necessary.

Intellectual Property

Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of QTI or its designee. You must agree to provide QTI or its designee with a complete written disclosure of each invention, discovery, literary or other work and further agree to sign necessary documents and give QTI or its designee all other reasonable assistance necessary to perfect and maintain whatever rights QTI or its designee deem appropriate, without charge to QTI or its designee but without expense to yourself.

Privacy Notice

QTI prioritizes the privacy of employees, applicants and clients. This notice contains information about how we handle your personal information. We collect and process your personal information for the following purposes when necessary:

- To maintain our contractual or business relationship with you
- For employment-related services where applicable
- To tell you about the products and services we offer
- To contact and correspond with you
- For the management and defense of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements, and as otherwise permitted by law

QTI may disclose your personal information for these purposes to other QTI entities, affiliates, suppliers, subcontractors who perform services on our behalf, clients if you are seeking employment, an acquiring

organization if QTI is involved in the sale or transfer of some or all of its business, and where we are otherwise required to do so, such as by court order. **QTI collects, processes, and discloses sensitive personal information, such as Social Security Numbers, only if required to comply with legal obligations, if there is a compelling business reason to do so, or with your consent.**

If you would like more information about QTI's privacy practices, please contact the management team at your local QTI office, visit our website at qtigroup.com/privacy-policy or write to us at: QTI Management Services, 1010 E. Washington Avenue, Suite 314, Madison, WI 53703.

Voluntary Termination

Employees will voluntarily terminate their employment with QTI for any of the following reasons:

- Two (2) unexcused absences without notification to Company (no call/no show)
- Failure to complete an assignment, or if you leave an assignment without notifying QTI.
- If you abandon your assignment or if you fail to report for an assignment without notifying QTI.
- Cancellation of two or more assignments within 24 hours of the start time.
- Failure to inform QTI of the completion of your assignment within 48 hours.
- Failure to check in with QTI within two business days after the end of an assignment for the availability of work and with an update of your contact information.
- If you make any contact with a QTI client company after an assignment has ended and have been advised by QTI or the client not to do so.
- You are required to contact QTI at least once every week for the availability of assignments if you are available to work. Failure to do so may indicate to QTI that you are no longer available to work for QTI.
- Impairment through the use of drugs and/or alcohol on an assignment, during lunch or breaks, or before or after the work shift.
- Failure to submit a medical provider's excuse for absences as requested.
- Failure to follow safety rules and regulations of QTI and/or our client company/organization.
- Failure to follow attendance policies of either QTI and/or our client company/organization.
- Providing false or incomplete information during the job application process.
- If an employee is found to be asleep on the job, during non-break periods.
- If an employee admits to or is found to have stolen property belonging to Company or client of Company and/or employees of either Company or client of Company.

Criminal Charges & Convictions

You must notify QTI within 48 hours if you are charged with, or convicted of, a crime during your employment.

Safety Policies

QTI is committed to providing a safe work environment for all employees. If you have any questions about any workplace safety issues, please contact the Safety & Compliance Department at 608.257.1057. For your safety, the following rules apply:

General

- Follow the safety policies of the client company/organization where you are placed.
- Notify QTI if your job duties change in any way from what was originally described to you by QTI.
- Report all unsafe practices and working conditions to the QTI Safety & Compliance Department.

Report all hazards to your client supervisor immediately. (Examples: objects on the floor, spills, overloaded electrical outlets, worn electrical wiring, etc.)

- Always be aware of what is going on around you. Stop, look, and listen.
- Report to your client supervisor any employee who is not following safety guidelines.
- Do not undertake any job/task that you feel is unsafe in any way.
- Adjust your work station (chair, monitor, keyboard, materials, mats, etc.) to make it ergonomically correct for your needs. Contact your client supervisor or QTI for assistance if necessary.
- Keep desk drawers and file drawers closed to avoid tripping. When filing in a “tight” drawer, remove some files first to loosen the contents for easier filing.

Equipment

- Report to your client supervisor any equipment that is not in working order or machinery that may be in need of repair.
- Be aware of loose clothing or dangling jewelry when operating all equipment.
- Do not operate equipment that you have not been trained by the client company/organization to operate.
- Do not drive any motor vehicle in connection with your project assignment. If you are asked by the client to drive, contact QTI.
- Do not operate fork lifts, fork trucks, etc. without approval from QTI. Our client must forklift certify you before you can operate a forklift in connection with your assignment.
- Do not remove machine guarding.
- Do not operate any machinery that is locked out/tagged out.
- Do not operate water lines, air lines, or electrical equipment without authorization from QTI.
- Keep a safe distance from all moving equipment and operating machinery.
- Never attempt to fix a machine or retrieve a part that is stuck. Always keep your fingers and hands away from moving parts and rollers. Contact your client supervisor immediately if anything malfunctions.
- Be alert when using office equipment and keep your fingers/hands away from moving parts. If a machine jams or misfeeds, ask for assistance. Never try to fix office equipment yourself. Notify your client supervisor immediately if any machine malfunctions.
- Lockout/Tagout Procedures shall be followed during the servicing and maintenance of machines and equipment. In general, lockout/tagout is required for any activity performed where an employee may be exposed to the unexpected energization or start-up of the equipment/machinery or release of hazardous or electrical energy. QTI employees are not allowed to participate in the lockout/tagout procedures. Only authorized and trained personnel are to participate in this procedure. If you have any questions regarding this procedure, contact QTI. Locks and tags perform as energy control devices. A lockout is usually a key lock that secures a valve or lever in the “off” position. Lockout blocks the flow of energy from the power source to the equipment and keeps it blocked out. Some pieces of equipment cannot be locked out so they are then tagged out. Tagout means placing a tag on the power source to warn co-workers and others not to turn the power on. Tags don’t provide the physical restraint that locks provide but must be treated like locks. Tags are never to be bypassed, ignored, or otherwise defeated. A machine that is tagged out will have a tag affixed to the power source which will contain a written warning such as “DO NOT START”, “DO NOT OPEN”, or “DO NOT OPERATE”. Never try to start machines that are locked or tagged out.

Lifting & Reaching

- Always lift with your knees bent and your back straight. Lift with your legs, not your back. Never twist your body while lifting an object. Avoid or minimize reaching above shoulder height.

- Test a lift; try to gently lift an object to see if you are comfortable with the weight. Always get assistance if you are not comfortable lifting an object alone.
- Never stand on desks, drawers, boxes, etc. to reach something. Ask for assistance.

Other

- Contact QTI if you are asked by the client to travel while on a project assignment. In addition, overnight travel or travel out of state for a project assignment is prohibited. If you are asked to travel overnight and/or travel out of state by the client, contact QTI.
- Do not handle any client cash, checks, debit cards, credit cards, or credit card numbers while on any assignment without authorization from QTI.

Industrial, Manufacturing & Warehouse Settings

- You are required to wear safety glasses, gloves, hearing protection and/or any other personal protective equipment (PPE) that is provided to you by QTI and/or the client company/organization. If you are not provided with PPE, contact your client supervisor and QTI immediately to obtain the necessary protective equipment.
- You are required to wear a hard hat in any areas that are designated as a “hard hat area.” Request hard protection from your client supervisor or contact QTI immediately.
- Wear proper footwear. Open toed shoes, sandals, or nylon/canvas shoes are not permitted in industrial environments. Wear work boots or steel-toed shoes were specified.
- It is highly recommended that jewelry is not worn in any industrial environments. Some industrial settings will require that all jewelry be removed. In addition, long fingernails and/or fingernail polish may be prohibited in some work environments.
- Personal space heaters are not allowed.

Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and body fluids. Bloodborne pathogens may be infectious. Understanding what precautions to take when potentially infectious materials are present is very important. Following established work practices and treating all blood and body fluids as potentially hazardous are the best ways to protect yourself. Approach all situations where bloodborne pathogens are present as potentially hazardous.

Always wear personal protective equipment (“PPE”) such as good fitting latex or vinyl gloves, safety glasses or face shields. When cleaning up spills containing blood or body fluids, always wear gloves and safety glasses. Always wear gloves when cleaning in an area where blood or body fluids may be present. Be sure there are no holes or tears in the gloves; obtain a new pair as soon as you discover holes or tears. Dispose of gloves immediately after use; never re-use gloves. Wash hands frequently and over any cuts or scratches on your skin before reporting to work.

Never bend, recap, or break needles or other sharps. If you discover a needle, dispose of it immediately into the appropriate “sharps” container. Avoid pushing trash down into a trash receptacle with your hands or feet; you never know what might be hidden within the receptacle.

Contact your client supervisor on the job or QTI if you are uncertain what precautions to take or what PPE is required when faced with a situation involving bloodborne pathogens.

Hazardous Materials Communication

The OSHA Hazard Communication Standard provides employees the right to know the hazards and the identity of the chemicals they may be exposed to on the job. It is equally important that employees understand the information needed to protect themselves from worksite chemical hazards. Hazard communication includes Safety Data Sheets, Chemical Labels and Pictograms.

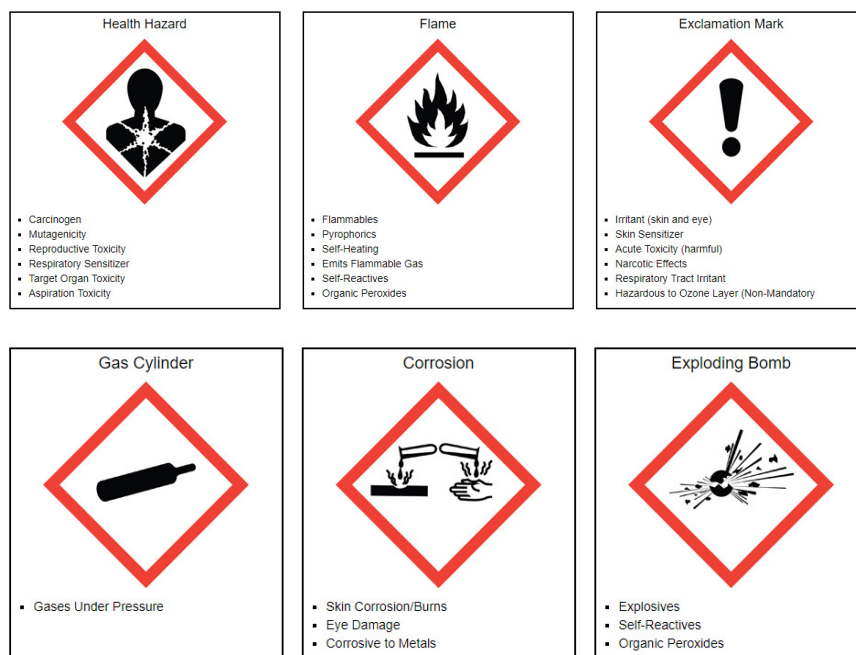
Safety Data Sheets: Safety Data Sheets should be readily available to employees at the client company worksite. Ask your supervisor where the Safety Data Sheets are located in your work area. These documents contain important information about hazardous chemical products including:

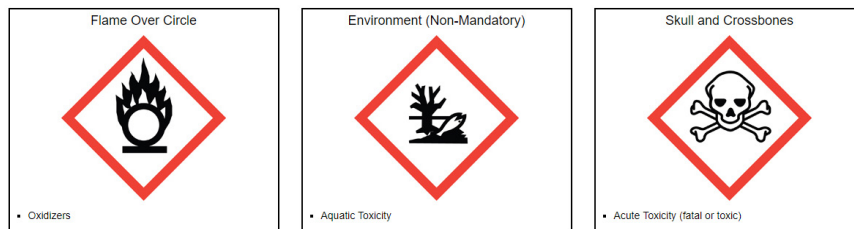
- Identification
- Hazard(s) Identification
- Composition/information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Other information (including date of preparation or last revision)

Chemical Labels: Chemicals are required to be clearly labeled with specific information including:

- Hazard pictogram (more on pictograms below)
- Signal word (Example: "Danger")
- Hazard and precautionary statements
- Product identifier
- Supplier identification
- Supplemental information (as needed)

Pictogram on labels: Pictograms are symbols on chemical labels. The nine (9) standard pictograms will have a white background within a red border and represent a specific hazard:





When chemical handling is required on the job, the client will provide the work-specific training appropriate to your job duties. NEVER handle chemicals on the job before you have received the required training specific to the chemical(s) needed for a particular task. Contact QTI immediately if you are asked to handle any chemicals on the job before you have received the required training at the worksite.

What to Do When Injured

If injured while working, immediately inform your supervisor and QTI. You are required to notify QTI because, as your employer, we will need to investigate the incident, coordinate medical attention if necessary, and arrange for a post-accident drug screen. No matter how small you think the injury is, or whether or not you will seek medical attention, you must notify QTI. Once again, report ALL injuries IMMEDIATELY. If you fail to promptly report an injury, you may be responsible for your own medical bills and Workers' Compensation benefits that may be due could be affected.

If injured, you must take the following steps:

1. Report any injury immediately to your job site supervisor and QTI.
2. Get names, addresses, and phone numbers of anyone who witnessed or was involved with the incident.
3. In most cases, you will be required to report to a QTI office in person to fill out an accident/illness report. You will be asked for information about the injury and to describe in detail how the accident happened.
4. Contact QTI if you feel that you need to seek medical attention.
5. QTI will assist you with making arrangements with a doctor/hospital, if necessary.
6. You may be required to take a post-accident drug and/or alcohol test. QTI will make arrangements for this to be done at a clinic or hospital specified by QTI.
7. You are required to report to a QTI office to provide a return to work status report following each appointment/treatment, detailing return to work instructions and any work restrictions you may have.

QTI has a light duty/return to work program, which requires you to check in daily with an assigned person to obtain work assignments. We will provide work for you within your restrictions. We are able to accommodate most restrictions.

Drugs in the Workplace

It is our policy to provide a drug and alcohol-free workplace for our employees. Therefore, QTI prohibits the workplace possession, use, manufacture, sale or purchase or the attempted sale, manufacture or purchase of narcotics, drugs, alcohol, inappropriate use of prescribed medication, unlawful paraphernalia or any illegal or controlled substances. Impairment through the use of illegal or controlled substances and/or alcohol on an assignment, during meal periods, breaks, or before a work shift is prohibited. Relevant reports of potential impairment through the use of drugs or alcohol on the job will be carefully investigated. Any employee who is taking an over the counter or prescription drug while working shall notify his/her QTI manager or onsite supervisor if the medication may affect or impair work performance, their safety, or the safety of others.

If we have reasonable cause/suspicion that an employee is impaired, we will promptly arrange a drug

and/or alcohol test (BAT) at our expense. Your work assignment may require that you satisfactorily pass a drug/alcohol test prior to starting work. During any work assignment, you may also be selected at random for a drug/alcohol test. If you are injured on the job or are involved in a work accident that results in property damage, you may also be required to take a drug/alcohol test. An unsatisfactory drug/alcohol test result, or admission of use on the job, may result in disciplinary action up to and including termination of employment. Failure to submit to or complete a drug/alcohol test may result in discipline, up to and including termination of employment. To be considered for employment, you are required to sign the Drug/Alcohol Screen Authorization and Consent Form.

Family and Medical Leave Policy

The Company provides leave according to both the federal Family and Medical Leave Act (“FMLA”) and the Wisconsin Family and Medical Leave Act (“WIFMLA”), both of which provide for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility:

To qualify for FMLA leave, you must: (1) have worked for the Company for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles. To qualify for WIFMLA leave, you must: (1) have worked at for the Company for at least 52 consecutive weeks; and (2) worked at least 1,000 hours in the last 52 weeks.

Policy:

If eligible you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, the Company will maintain your group health coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, Medical and Other Benefits. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

Leave Entitlement:

You may take the specific amount of unpaid FMLA or WIFMLA leave noted below in a 12-month calendar year period for any of the following reasons:

- the birth of a child and in order to care for such child (leave to be completed within one year of the child’s birth) (FMLA – 12 weeks; WIFMLA – 6 weeks);
- the placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave to be completed within one year of the child’s placement) (FMLA – 12 weeks; WIFMLA – 6 weeks);
- to care for a spouse, child or parent with a serious health condition (FMLA – 12 weeks; WIFMLA – 2 weeks);
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position (FMLA – 12 weeks; WIFMLA – 2 weeks);
- a qualifying exigency of a spouse, child or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) (FMLA – 12 weeks); or
- to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service as defined by the FMLA’s regulations (FMLA – 26 weeks).

Any FMLA leave will run concurrently with any leave taken under WIFMLA. Any WIFMLA leave will run concurrently with any leave taken under FMLA.

Both Spouses Employed by the Company:

Spouses who are both employed by the Company and eligible for FMLA/WIFMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a child and in order to care for such child;
 - for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child; or
 - to care for an employee's parent with a serious health condition
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
 - military caregiver leave; or
 - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Employee Notice of Leave:

If your need for FMLA/WIFMLA leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying FMLA/WIFMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the Company first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and the Company.

Where the need for leave is not foreseeable, you are expected to notify the Company within one to two business days of learning of your need for leave, except in extraordinary circumstances. The Company has leave request forms available from the Staffing Benefits Department by calling 608.204.6299 or emailing staffingbenefits@qtigroup.com. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave:

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Staffing Benefits Department. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA/WIFMLA-covered leave until it is provided.

The Company, at its expense, may require an examination by a second health care provider designated by the Company. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Company may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided. The Company also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave:

If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Company weekly regarding the status of the condition and your intention to return to work. In

addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid:

FMLA/WIFMLA leave is unpaid. You may substitute any accrued and unused time off for unpaid FMLA/WIFMLA leave as described below:

- If you request leave because of a birth, adoption or foster care placement of a child, any accrued and unused paid leave may first be substituted for unpaid family/medical leave and run concurrently with your FMLA/WIFMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relation with a serious health condition, any accrued leave may be substituted for any unpaid family/medical leave and run concurrently with your FMLA/WIFMLA leave.

The substitution of paid leave time for unpaid FMLA/WIFMLA leave time does not extend the applicable FMLA/WIFMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your regular pay/salary. Your FMLA/WIFMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA/WIFMLA, to the extent allowed by law.

Medical and Other Benefits:

During approved FMLA/WIFMLA leave, the Company will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA/WIFMLA leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of the letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave:

If medically necessary FMLA/WIFMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA/WIFMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service. If leave is unpaid, the Company will reduce your pay based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning From Leave:

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws and Other Company Policies:

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits which are more favorable to the employee, as provided by such laws, will apply.

The Company's Family and Medical Leave Act Policy is intended to comply with applicable laws and does not necessarily incorporate all provisions of such laws. This Policy does not repeat every provision of the FMLA's or WIFMLA's statutory or regulatory requirements. Posters summarizing the benefits required to be provided under federal and state law may be found with other employment-related postings.

Employees who have any questions about the Family and Medical Leave should contact the Staffing Benefits Department by calling 608.204.6299 or emailing staffingbenefits@qtigroup.com.



THE *QTI* GROUP

Have questions? Call any of our offices or visit qtigroup.com!

● **Appleton**
920.882.0559

● **Beaver Dam**
920.885.7920

● **Madison**
608.257.1057

● **Platteville**
608.348.8129

● **Baraboo**
608.355.3000

● **Green Bay**
920.887.3805

● **Milwaukee**
414.744.2023

● **Portage**
608.742.8068