



Colorado Company Handbook

Vangst Temps, LLC
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Introduction

Welcome to Vangst! We're thrilled to have you join our Team!

You are joining an organization that has a reputation for working with innovative companies, outstanding leadership and high-powered groups. We are committed to contributing to your own success and hope that you will take pride in being an important part of Vangst Temp, LLC. We look forward to a forging a mutually valuable relationship.

Karson Huminston
CEO, Vangst Temp, LLC

Company History

Vangst was founded in Denver Colorado in 2015, and has grown quickly. With a wide national presence, Vangst owes its growth to being good at what we do—providing a complete recruiting solution for growing companies.

As an employee, you are welcome to submit comments or suggestions to Vangst at any time. Call, write, or email (customersuccess@vangst.com) and let Vangst know how to serve you better.

About this Handbook

This Employee Handbook and the Code of Conduct are designed to acquaint employees with Vangst Temp, LLC and to provide information about Vangst Temp, LLC's policies, work rules and employment relationship. As a Vangst Temp, LLC employee, it is expected that you read, understand and comply with the provisions of this handbook, including the Code of Conduct.

No handbook can anticipate every circumstance or questions about policies. In addition to these materials, as a Vangst Temp, LLC employee there are additional policies to which you may be subject; the policies can be found in the [Vangst Temp, LLC Employee Resource Center](#). Therefore, if you have questions, you are urged to discuss them with our Customer Success Team (customersuccess@vangst.com), who can answer your questions. In the event of a conflict between this Employee Handbook and the Code of Conduct, as it relates to employee obligations, this handbook will control.

Although we operate in multiple states, this handbook contains the specific state and local laws that governs all of our employees residing in Colorado, and does not reflect the state and local

laws of other states where we have employees. If you have questions regarding the laws governing your employment, please contact Customer Success or Human Resources.

This handbook supersedes and replaces any earlier handbooks, manuals, policies, practices, or guidelines, written or oral, and governs the terms and conditions of your employment. Except for the policy of at-will employment, which can only be changed with the signed written consent of the Chief Executive Officer, the provisions of this handbook may be amended or canceled in whole or in part at any time, with or without notice, at the sole discretion of Vangst Temp, LLC.

Your employment at Vangst is “at-will” meaning that your employment is not for any specific time and either party may terminate the employment relationship, at anytime, for any reason, with or without notice. Nothing in this handbook should be construed to make any agreement contrary to this “at-will” doctrine.

The procedures, practices, policies and benefits described here may be modified or discontinued and we will try to inform you of any changes as they occur. This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Vangst Temp, LLC employees and others affiliated with Vangst Temp, LLC, whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and policies. Please note that the terms of the written insurance policies and federal and state laws are controlling and override any statements made in this or other documents.

Nature of the Employment Relationship

Employment At-Will

Employment at Vangst Temp, LLC is on an at-will basis, which means that both you and Vangst Temps, LLC may terminate the employment relationship at any time, with or without notice, with or without cause, for any reason either considers appropriate. Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Vangst Temp, LLC reserves the right to exercise its discretion to change your rate of pay, hours of work, benefits and job duties, and to impose disciplinary action when it deems appropriate.

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

relationship. Only the Chief Executive Officer has the authority to enter into any agreement for employment for any specified length of time or that is contrary to the policy of at-will employment. Any such agreement must be in writing and signed by the Chief Executive Officer in order to be valid.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Vangst Temp, LLC employees have the right to engage in or refrain from such activities.

Equal Employment Opportunity (EEO)

Vangst Temp, LLC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military or any other characteristic protected by federal, state or local laws.

Vangst Temp, LLC's compliance with equal employment opportunity laws applies to hiring, placement, upgrading, transfer, promotion, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and selection for training, layoff or termination.

Employees who experience or witness any conduct they believe to be in violation of this policy should immediately follow the reporting procedures described under the Internal Complaint Procedures as mentioned in this Handbook. Vangst Temp, LLC prohibits any form of retaliation against any employee who makes a good faith complaint regarding harassment or discrimination.

Vangst Temp, LLC expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below.

"Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Vangst Temp, LLC will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Vangst Temp, LLC's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Vangst Temp LLC's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Vangst Temp, LLC will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Vangst Temp, LLC.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, the Human Resources Department, or any other member of Vangst Customer Success with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Vangst Temp, LLC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

Conflicts of Interest

Vangst Temp, LLC expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Vangst Temp, LLC recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another company that is a competitor of or supplier to Vangst Temp, LLC.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers, third-party clients or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Vangst Temp, LLC. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to customersuccess@vangst.com.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employment Relationship

Employment Classification

All Vangst Temp, LLC employees are designated as non-exempt under state and federal wage and hour laws.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). The duties of their jobs do NOT qualify them for exemption from the law's minimum wage and overtime requirements. Nonexempt employees will be paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Vangst has established that regular, part-time employees are those who are not in a temporary status and are regularly scheduled to work less than 30 hours each week. Regular, part-time employees may be eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

Vangst Temp, LLC may review or change employee classifications at any time.

Colorado MED Occupational License Requirement

The Colorado Department of Revenue requires that all employees working for Medical and Retail Marijuana facilities or for vendors that provide services to MED Medical and Retail Marijuana business licensees maintain an active MED Occupational License. There are two types of MED Occupational Licenses:

- Key Employee: Employees that make operational or management decisions that directly impact the business. An example of such an employee is a master grower that determines what or how much of a particular strain to produce.
- Support Employee: Employees that work in the business but do not make operational decisions. An example of such an employee would be a budtender - the majority of occupational license holders are in this category.

Vangst Temp, LLC requires that all employees provide proof of their Colorado MED Occupational License prior to working. Employees are also required to provide Vangst Customer Success Team (customersuccess@vangst.com) with a photo copy of their updated MED Occupational License if their prior card has expired throughout their employment with Vangst Temps, LLC. An employee who fails to provide an updated card photo copy may be subject to termination.

Work Week Definition and Hours of Work

For purposes of preparing timesheets, daily logs, or for payroll purposes, the Work Day is defined as the 24-hour period which runs from 12:00 a.m. until 11:59 p.m. and the Work Week is defined as 7-day period that begins Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.

Vangst Customer Success Team office hours are 9am a.m. to 5:00 p.m., Monday - Friday. Individual work schedules may vary depending on the needs of each third-party company the employee is working with.

Meal and Rest Breaks

Employees covered by Colorado's Minimum Wage Order whose scheduled work shifts exceed five consecutive hours are entitled to a meal break.

- At least 30 minutes: The employee must be completely relieved of all duties and permitted to pursue personal activities for the break period to qualify as an uncompensated period of time. If, however, circumstances exist that make an uninterrupted meal period impractical, the employer must permit the employee to consume an "on-duty" meal while performing duties, without any loss of time or compensation.

Employees covered by Colorado's Minimum Wage Order are entitled to a paid rest break for every four hours they work.

- At least 10 minutes: Employees must be paid for the rest break. If practicable, the rest periods must be in the middle of each four-hour work period.

Time Records

All nonexempt employees are required to check-in with their assigned Company supervisor when they arrive and leave work to ensure that accurate weekly time reports are generated. Both the nonexempt employee and the supervisor are required to sign all physical time sheets before they are submitted to the Payroll department. These records are required by governmental regulations and are used to calculate regular and overtime pay. The company you are assigned with is responsible for turning in your hours to Vangst Temp, LLC every Monday. These hours will be reviewed by Vangst to attest the correctness before being forwarded to the Payroll department and processed for payment.

Once your timesheets reviewed, signed and finalized, they will be processed on Wednesday and paid on Friday. Paystubs will be available every Thursday for you to review prior to your check being mailed or your direct deposit being deposited on Fridays.

If your timesheets are reviewed and signed but are not finalized due to inaccuracies, Vangst Temp, LLC has the right to pay all wages due to the employee on the next scheduled payday. For more information on when the next scheduled payday will be, please contact Customer Success at customersuccess@vangst.com or call 844-4-VANGST.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay/Safe Harbor Exempt Employees

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted Deductions

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper Deductions

If an employee classified as exempt believes that an improper deduction has been taken from their pay, the employee should immediately report the deduction to the Payroll Department. The

report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Paychecks

Vangst Temp, LLC's pay period for all employees is weekly on Friday. If payday falls on a Federal Holiday, employees will receive their paycheck on the preceding workday. Employees have the option to be paid by paper check or direct deposit.

If an employee chooses direct deposit, paychecks will be directly deposited into an employee's checking and/or savings accounts. If an employee chooses paper check, the payment will be mailed out each Friday from Vangst's downtown Denver office and will arrive by the United States Postal Service.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors and Vangst Human Resources Team at least 10 working days in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Separation of employment from the organization can occur for several different reasons:

- Resignation: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign or retire from employment. Management reserves the right to provide an employee with pay in lieu of notice in situations where job or business needs warrant such action.

- Job abandonment: Employees who fail to report to work or contact their Supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Supervisor shall notify our Customer Success Team at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire for additional opportunities through Vangst Temps, LLC.

- Involuntary termination: Employees of Vangst Temps, LLC are employed on an at-will basis, and the company retains the right to terminate an employee at any time. In the event of an involuntary termination, it is our official company policy to immediately end all Vangst Temps, LLC work with third party clients, regardless of termination circumstances. Employees who are involuntarily terminated will not be eligible for rehire under most circumstances.

- Layoff: A layoff is defined as a suspension or dismissal of an employee for lack of work or because of corporate reorganization. Employees involved in layoffs may be eligible for rehire.

Return of Company Property

The separating employee must return any company property in their possession at the time of separation, including any company-provided equipment.

Wages Upon Separation

If an employee is involuntarily terminated, Vangst Temps, LLC will pay all wages owed within 24 hours through the payment method chosen by the employee, unless in accordance with appropriate state laws. If an employee is voluntarily terminated, they will receive their final paycheck and wages due upon the next regularly scheduled payday. Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Employment References

Vangst Temp, LLC generally limits its response to employment reference inquiries about present and former employees to confirming the position held and dates of employment. Information regarding salary or wages earned will be provided if the employee consents in writing or if compelled by law.

Employees who receive a request for information about a former employee must refer the person making the request to the Human Resources Department. Only the CEO and employees designated by them may provide information regarding employees to any outside person or entity. Any violation of this policy will result in disciplinary action, up to and including termination of employment.

A current employee may choose to act as a voluntary reference on behalf of and at the request of a former employee. This does not violate the policy stated above, but the employee is expected to adhere to company confidentiality policies.

Employment Records

Vangst Temp, LLC maintains personnel files for each employee. These files include confidential information such as the employee's application, compensation rate and other employment records.

Employee's Duty to Report Accurate Information and Any Changes to Personnel Data

Vangst Temp, LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented during the hiring/onboarding process and throughout an employee's employment. Any misrepresentations, falsifications, or material omissions in an employee's employment records may result in termination of employment. Employees are responsible for informing the Human Resources Department of any changes in their personal data (including name changes, home addresses, telephone numbers, Colorado MED Occupational License status and any additional information required to be an employee of Vangst). Such information should be accurate and current at all times.

Access to Employment Records

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Confidentiality of Medical Information

Medical information about employees will be treated with strict confidentiality and only those with a legitimate business need to know such information will be given access. Vangst Temp, LLC will take reasonable precautions to protect such information from inappropriate disclosure and maintain the confidentiality of employee medical information. Anyone who inappropriately discloses such information will be subject to disciplinary action, including termination of employment.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of Vangst Temp, LLC to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Vangst Temp, LLC also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Vangst Temp, LLC prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

- Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment.
- For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.
- Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in company buildings, clients buildings or designated work areas, at the farm or grow facilities or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

Vangst Temp, LLC is committed to providing a safe, violence-free workplace for our employees at each of the work locations and clients they are contracting at. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Vangst Temp, LLC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline. Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Vangst Temp, LLC prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Vangst Temp, LLC may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Company property and other items that are in violation of Company rules and policies.

Commitment to Safety

Protecting the safety of our employees, visitors and clients is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.

Emergency Closings

Vangst Temp, LLC will always make every attempt to be open for business and ensure that it's third-party clients who are employees are contracted with are open for business when employees are required to be working. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable. However, we cannot predict all weather conditions and if a work location is closed due to unforeseeable events, Vangst Temp, LLC will do it's best to contact and inform all employees that they are not needed at work.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail and email messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or Vangst Gigs Recruiters is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, Vangst Temp, LLC does not conduct formal performance reviews.

Outside Employment

Employees are permitted to work additional jobs as long as it does not interfere with their job performance with Vangst Temp, LLC. Employees with a second job are expected to work their assigned schedules. Working additional jobs will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Attire and Grooming

We expect you to be appropriately covered and presenting yourself professionally when working with our clients.

Social Media Acceptable Use

Vangst Temp, LLC encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-Duty Use of Social Media

Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-Duty Use of Social Media

Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of

company computers and the Internet, including employee blogging and social networking activity.

Respect

Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Vangst Temp, LLC confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post Disclaimers

If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition

Employees should not use a social media to criticize the company's competition and should not use it to compete with the company.

Confidentiality

Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New Ideas

Please remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

Trademarks and Copyrights

Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

Avoid statements about the company's future. Because the company is publicly held, writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price may violate Securities and Exchange Commission (SEC) rules or other applicable laws.

Legal

Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Company restrictions. Because the company is publicly held, it may require that employees temporarily confine social media commentary to topics unrelated to the company or that employees temporarily suspend such activity to ensure compliance with the SEC's regulations or other laws. The company may also require employees to delete references to it on a website or Web log and to stop identifying themselves as an employee of the company.

Discipline

Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Mandatory Workplace Posters

Vangst Temp, LLC maintains and updates all required governmental workplace posters for the states it conducts business in. These mandatory workplace posters are available for all employees to access on the Company Intranet. These workplace posters and bulletins may also contain general announcements and are regularly updated.

Federal mandatory workplace posters, including FMLA information, are also available for employees to view on the Company Intranet. If an employee has questions related to the specific information provided on the documents, they can contact Human Resources.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift. Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Computers, Internet, Email, and Other Resources

The company and its third-party clients and contract companies may provide a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

Employee use of company-provided or third-party company provided communication systems, including personal email and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company's systems as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any email messages prior to opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including e-mail and internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination. The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Employees working in sales and customer service will be subject to telephone monitoring and e-mail. [move to above] Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

The Company expects employees to comply with the Company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

- Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.
- Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.
- Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and his or her superior should meet with the employee in private and proceed via (a) through (d) above, and issue a reprimand notice to the employee.
- Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of Human Resources. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.
- Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Time Off and Leaves of Absence

Regular attendance and punctuality are an essential part of all Vangst Temp, LLC employee's job responsibilities. If an employee is unable to make a regularly scheduled work shift, they should immediately contact their supervisor, Vangst GIGs Recruiter or the Customer Success Team. Any leave should be requested as far in advance as possible, with at least-30 days notice.

Unauthorized use of any leave may result in the denial of paid leave and/or corrective or disciplinary action.

Religious Observances

Employees who need time off to observe religious practices or holidays should speak with their supervisor, Vangst GIGs Recruiter or the Customer Success Team. Employees may be able to switch a scheduled day with another employee if the company they are contracting with allows for the shift switch, or take an unpaid day off if the request is submitted within the appropriate timeline referenced above. The company will seek to reasonably accommodate individuals' religious observances.

Paid Time

Vangst Temp, LLC does not provide paid time off for non-exempt employees.

Sick Leave

Vangst Temp, LLC does not provide paid Sick Leave for non-exempt employees, but employees can request unpaid Sick Leave to provide care for a family member who is ill, if an employee needs time off for scheduled medical procedures or personal health needs.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their work contract supervisor as soon as is practical or their Vangst GIGs Recruiter or Customer Success Team.

If an employee misses three or more consecutive days because of illness, Vangst Temp, LLC may require the employee to provide a physician's written permission to return to work.

Family and Medical Leave

To qualify for Family and Medical Leave, an employee must have been employed for at least twelve (12) months, worked at least 1,250 hours during the twelve months preceding the request for leave, and work at a Company site with 50 or more employees at or within 75 miles of the facility.

Leaves are unpaid unless the employee has accrued PTO. PTO does not accrue during unpaid leave, nor will employees receive holiday pay.

Employees who take family and medical leave to care for themselves or another person may use their accrued PTO, Parental Leave (if applicable), or other forms of paid leave as applicable to receive time off with pay. If not using accrued PTO or other approved and applicable forms of paid leave, or after all such paid leave is taken, leave will be unpaid. Where applicable, paid leave may be coordinated with state disability and/or other disability benefits.

Requests for leaves must be submitted in writing at least thirty days prior to the commencement of the leave. In unforeseen/emergency cases, notice of the need for leave should be given as soon as practical. Requests for leave must be accompanied by a certification from the health care provider. Vangst Temps, LLC may, at its expense, require that the employee obtain an opinion of a second health care provider. To the extent required by law, Company-paid group health insurance coverage will remain in effect for a maximum of 12 weeks (or up to 26 weeks if leave is to care for a member of the Armed Forces as described below). During that time period, dependent benefit coverage will remain in effect as long as the employee continues to pay their portion of the cost.

Upon return from a leave, employees generally will be reinstated to their original or comparable position. Employee has no greater right to reinstatement or to other benefits and conditions of employment under this policy than if the employee had been continuously employed during the pregnancy disability leave period. Employees returning from medical leave must provide Human Resources with a written release, from their health care provider, indicating the employee's ability to return to work, with or without reasonable accommodation. An employee who fails to report to work on the day after the leave expires may be considered to have voluntarily terminated employment.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on

short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave

During FMLA leave, the Company will maintain the employee's health coverage (if they were eligible to enroll in health benefits) under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the Company's employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility

The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical 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, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

Company Responsibilities

The Company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Company has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military Leave

Vangst Temp, LLC supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will not be paid for hours they are summoned to jury duty. If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility and require an unpaid day off work.

Time Off for Voting

Vangst Temp, LLC 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 working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. Vangst Temp, LLC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Acknowledgement of Receipt of Employee Handbook

Please sign this Acknowledgment document prior to beginning your first day of employment with Vangst Temp, LLC.

I acknowledge that I have received a copy of the Vangst Temps, LLC (hereinafter "Vangst" or the "Company") Employee Handbook. I understand that this documents contain important information about the Company's personnel policies and my obligations as an employee. I understand and agree that as a condition of my employment, I am required to read and comply with the policies and procedures as set forth in the Employee Handbook and all other policies which are accessible in the Vangst GIG's Employee Resource Center, which is available in XXX.

I understand and agree that I have no express or implied employment contract for any specified term with Vangst Temp, LLC and that any benefits, policies, or procedures extended or implemented by Vangst Temp, LLC are not intended to and do not create an express or implied contract of employment. I also understand that this Employee Handbook does not contain promises of specific treatment in specific situations. I further understand that my employment relationship with Vangst Temp, LLC is at-will, which means that my employer or I may terminate the employment relationship at any time, with or without notice, with or without cause, for any reason. Vangst Temp, LLC does not promise that my employment relationship will continue for a set period of time or specific term, or that my employment relationship can be terminated only under particular circumstances. Vangst Temp, LLC reserves discretion to change my rate of pay, hours of work, benefits, and job duties, and to impose disciplinary action and take corrective action when it deems appropriate.

I understand that except for the policy of at-will employment, which can only be changed with the signed written consent of the Chief Executive Officer, the provisions of this handbook may be amended or canceled in whole or in part at any time, with or without notice, at the sole discretion of Vangst Temp, LLC.

I have reviewed the Equal Employment Opportunity Policy, the Policy Against Discrimination and Workplace Harassment, the Policy Against Sexual Harassment, and the Policy Against Retaliation contained in this handbook. I understand that I should report incidents of

harassment, discrimination or retaliation pursuant to Vangst Temp LLC’s Internal Complaint Procedures, also included in this handbook.

I further understand and agree that this Acknowledgment and Employee Handbook supersedes and replaces any earlier handbooks, manuals, policies, practices, or guidelines, and governs the terms and conditions of my employment.

Employee Printed Name

Employee Signature

Date Signed by Employee

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE

Acknowledgement of Receipt of Harassment Policy

I have read and I understand the Company’s Harassment Policy.

Employee Printed Name

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE

Acknowledgement of Receipt of Workplace Posters

I have been provided with information on where to access the company’s [Workplace Posters](#).

Employee Printed Name

Signature of Employee

Date Signed by Employee

