INTRODUCTION

Welcome to the world of co-employment! Now that your Worksite Employer has decided to contract with Oasis, a Paychex® Company, for certain services, you will have two employers instead of one, and we would like to explain how it works. Oasis® is a Professional Employer Organization (PEO) that will be your Administrative Employer and “Employer of Record” for purposes related to recordkeeping and complying with applicable federal, state, and local laws governing co-employment arrangements. Your Worksite Employer will set your wages, working hours, and all terms and conditions of your employment. You will report to work at your Worksite Employer’s jobsite and follow your Worksite Employer’s policies and procedures that are contained in this Handbook, as well as any policies and procedures that they may issue at the worksite.

It is important to understand what Oasis does and what it does not do. Oasis is not a joint employer, partner, or related company of your Worksite Employer. Instead, Oasis is an unrelated, independent company that contracts to provide administrative employer services to your Worksite Employer such as processing payroll, issuing paychecks and year-end W-2 forms, collecting and paying employment taxes, processing new hire paperwork, administering workers’ compensation and unemployment compensation claims, providing general assistance with human resources issues and administering the health insurance and other benefits chosen by your Worksite Employer.

Oasis does not set your pay rate, work schedule, job duties, performance expectations, or determine the specific terms and conditions of your employment, including the type and level of benefits that you will receive (e.g., how much vacation or sick leave you will receive; whether health insurance will be available and upon what terms; or whether you will be entitled to a benefit based on a specific set of circumstances that may arise during your employment). Instead, these matters will be determined by your Worksite Employer and Oasis merely administers the compensation, benefits, and other programs that your Worksite Employer has chosen to make available to you.

Your Worksite Employer will provide you with training and supervision at the worksite, advise you of your specific job duties, monitor your performance, and make all employment decisions related to your advancement opportunities, work assignments, compensation, and benefits. Your Worksite Supervisor or other representative of management at the Worksite Employer is the best source for specific information on your job and should be able to answer most of your day-to-day questions. However, Oasis is available to answer specific questions you may have on aspects of the employment relationship that it will be handling for your Worksite Employer.

The staff hours of Oasis are Monday through Friday, 8:30 a.m. to 5:30 p.m. EST.

Sincerely,

Oasis, a Paychex® Company
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Nature of Employment

Your Worksite Employer has contracted with us to provide this Employee Handbook to you and other Worksite Employees as a general guide of the policies and procedures that will govern your employment. This Handbook will answer many of the questions you may have regarding different aspects of your employment, and it supersedes all prior policy statements on the same topics. However, it is only a general guide which cannot anticipate every situation that may arise. Therefore, you should utilize your Worksite Supervisor and onsite management at the worksite to answer other questions that may come up during your employment. Oasis also is available as a resource to answer your questions.

All references to “the Employer” or “your Employer” in this Handbook are to your Worksite Employer, except to the extent that Oasis is deemed by law to be a co-employer of the assigned employees. As explained in the Introduction to this Handbook, your Worksite Employer is responsible for hiring and firing, assigning specific job duties and work schedules, training and advancement opportunities, evaluating your job performance, determining employee compensation and benefits levels, and all other specific terms and conditions of your employment. Oasis is deemed an “employer of record” for certain limited purposes, such as processing payroll and employment taxes, providing workers compensation and risk management services, complying with government recordkeeping obligations, serving as a resource for information (such as producing this Handbook), and administering unemployment and other benefits.

Keep in mind that this Handbook does not create legal enforcement rights and is not itself a contract. Instead, it is a statement of policies and procedures generally applicable to your worksite. Any provision of this Handbook may be changed or eliminated at any time, with or without advance notice. In addition, your employment is and will be at all times an “at-will” relationship, which means that either you or the company can terminate your employment at any time, with or without notice or cause. None of the policies and procedures in this Handbook can be waived or deviated from by any representative of your Employer, except by its Owner or President in a separate signed writing.

Equal Opportunity Employer

Your Employer is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment. Your Employer is dedicated to fostering an environment that respects the dignity, rights, and contributions of its employees.

Your Employer will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of its business. If you believe you need assistance to perform your job duties because of a physical or mental condition should speak to your Worksite Supervisor.

Your Employer will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the operation of its business. If you wish to request such an accommodation, you should speak to your Worksite Supervisor.

If you believe this policy has been violated, you are required to report immediately any such matters to your Worksite Supervisor, the highest ranking officer of your Employer, or the Oasis HR Service Center at (888) 818-9797. Your Employer will not allow any form of retaliation or discrimination against an individual who requests an accommodation for a disability.
Discrimination, Harassment, and Retaliation Prevention
Your Employer does not tolerate and prohibits discrimination, harassment, or retaliation of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Your Employer is committed to a workplace free of discrimination, harassment, and retaliation.

Discrimination Defined
Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual’s protected characteristic.

Harassment Defined
Harassment is defined in this policy as unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (including physically threatening another, blocking someone’s way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined
Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, or comments;
- sexual jokes or comments about a person’s body, sexual prowess, or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters, and drawings;
- sexually-explicit emails or voicemails (including instant messages or text messages);
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one’s own or someone else’s sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; or
- teasing or other conduct directed toward a person because of the person’s gender.

Retaliation Defined
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:

- shunning or avoiding an individual who reports harassment, discrimination, or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation;
- denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment, and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Reporting Procedures
While your Employer encourages employees to come forward when they reasonably believe that prohibited conduct has occurred, employees should be aware that only unwelcome conduct that would be perceived as such by a reasonable person under the circumstances may be considered harassment. For this reason, if an employee believes that certain conduct occurring for the first time is personally offensive, he/she should make this fact known clearly and promptly to the source of the objectionable conduct.

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment, and retaliation. If an employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of his/her Worksite Supervisor. If this individual is the person toward whom the complaint is directed the employee should contact any higher level manager in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he/she should contact the Oasis HR Service Center at (888) 818-9797 immediately.

For the comfort of the reporting employee, upon request, a representative of the same gender as the employee will be provided to discuss the issues. No employee will be retaliated against in any manner for utilizing this procedure.

Every supervisor who learns of any employee’s concern about conduct in violation of this policy, whether in a formal or informal complaint, must immediately report the issues raised to a member of the Employer’s Senior Management.

While employees are encouraged to report claims internally, if an employee believes that he/she has been subjected to harassment, discrimination, or retaliation, he/she may file a formal complaint with a government agency. Using the Company's complaint process does not prohibit an employee from filing a complaint with a government agency.

Investigation Procedures
Upon receiving a complaint, the Employer will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, the Employer will endeavor to keep the reporting employee’s concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the Employer generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.
Your Employer will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, who the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Remember, your Employer cannot remedy claimed discrimination, harassment, or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

Immigration Law Compliance
Your Employer is committed to employing only United States citizens and aliens who are authorized to work in the United States while at the same time recognizing its obligation to avoid discrimination on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, and other applicable federal laws, you must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility as a condition of employment.

Your Employer will periodically review I-9 documentation to re-verify employment eligibility. Employees may be required to provide updated documentation to support continued employment.

You may raise questions or complaints about immigration law compliance without fear of reprisal.

Drug and Alcohol-Free Workplace
Your Employer is committed to maintaining a safe, healthy, and productive work environment for all employees; to provide professional services for customers in a timely and efficient manner; to maintain the integrity and security of equipment and the workplace; and to perform all these functions in a fashion consistent with the interests and concerns of the community.

To enforce this policy, candidates for employment and current employees may be required to submit to substance-abuse testing under certain circumstances.

It is your Employer’s policy that the possession, use, consumption, sale, purchase, distribution, dispensation, or manufacture by any employee of alcohol or any illegal drugs or illegally obtained drugs in the workplace, in the conduct of the Employer's business away from the worksite, or when operating Employer provided vehicles or equipment on or off duty, is strictly prohibited.

In addition, no employee shall report to work or perform his/her duties while under the influence of or while impaired by illegal or illegally obtained drugs, hemp-seed products (e.g., hemp-seed oil), or alcohol.

Also, no employee shall report to work or perform his/her duties while taking prescription or non-prescription medication that adversely affects his/her ability to safely or effectively perform his/her job functions.

Employees are required to notify their supervisor in such instances, but need not disclose the medication being used or the medical condition involved.

It is a condition of employment to abide by the terms of this policy. Any employee who violates this policy is subject to disciplinary action, up to and including termination.
Workplace Violence

Your Employer is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of Management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, you should follow the steps detailed in this section. It is important for the company to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.
Problem Resolution

Your Employer attempts to provide positive working conditions for its employees, including encouraging an open and frank atmosphere in which problems, concerns, suggestions, or questions receive an appropriate response from management. Your Employer attempts to foster an environment of fairness, respect, and integrity for all employees.

If a situation occurs whereby you need to discuss an issue, problem, concern, etc., you are encouraged to contact your Worksite Supervisor. If your Worksite Supervisor is unavailable or if you believe it would be inappropriate to contact that person, you may contact the next highest level of management. If, however, your concern relates to unlawful discrimination or harassment in the workplace that has not or cannot be adequately addressed by management at your Worksite, contact the Oasis HR Service Center at (888) 818-9797.

Employment Applications

Your Employer relies upon the accuracy of information contained in your employment application, as well as the accuracy of other data presented throughout the hiring process or obtained during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in disqualification from further consideration for employment or, if you have been hired, termination of employment.

Employment Categories

It is your Employer’s intent to clarify the definitions of employment classifications so you understand your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will, at any time, is retained by you and by your Employer.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

- **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws.
- **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws, such as overtime compensation.

In addition to the above categories, each employee will belong to one or more of the following employment categories:

- **REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work **thirty (30) or more hours** per week. Generally, they are eligible for various benefits, subject to the terms, conditions, and limitations of each benefit program.

- **PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work **less than thirty (30) hours** per week. While they do receive all legally mandated benefits (such as Social Security and Workers’ Compensation insurance), part-time employees are generally ineligible for other benefits.

- **TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Workers’ Compensation insurance and Social Security), temporary employees are ineligible for other benefit programs sponsored by the Employer.
Introductory Period

The Introductory Period is intended to give you the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. Your Employer uses this period to evaluate your capabilities, work habits, and overall performance. Either you or your Employer may end the employment relationship at will, at any time, during or after the Introductory Period, with or without cause or advance notice. Successful completion of the Introductory Period does not convey any rights to continued employment.

All new and rehired employees work on an introductory basis, which generally will not exceed 90 calendar days after the date of hire. Upon satisfactory completion of the Introductory Period, you enter the "regular" employment classification.

During the Introductory Period, you are eligible for those benefits that are required by law, such as Workers’ Compensation insurance and Social Security. After becoming a regular employee, you may also be eligible for other benefits, subject to the terms and conditions of each benefits program. You should read the information for each specific benefits program for the details on eligibility requirements.

Work Schedules

Your Worksite Supervisor will advise you of your work schedule. However, staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. If you are an exempt employee, you are expected to work in accordance with your responsibilities and management requirements.

Attendance and Punctuality

Because your Employer and each department depends heavily upon its employees, it is important that you attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

As such, you are expected to be at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, you must notify your Worksite Supervisor as far in advance as possible when unable to report for work.

Tell your Worksite Supervisor why you will be absent and continue to call each day of your absence until a date of return has been established, unless excused from this requirement by law or by your Worksite Supervisor. An employee who fails to contact his/her immediate Worksite Supervisor may be considered as having voluntarily resigned through job abandonment.

Duties

Your Worksite Supervisor will instruct you as to your duties and responsibilities, schedule and hours of operation, and any changes in your departmental assignments. You should diligently perform your duties and look to your Worksite Supervisor for guidance. He/she will answer any questions concerning your worksite duties and responsibilities.

Wage and Hour and Paydays

Your Employer fully complies with applicable federal and state wage and hour laws and will pay you accordingly. Pay periods, paydays, and delivery of your paycheck are determined by your Employer. In the event of a payday falling on a holiday recognized by your Employer, you may be paid on the day preceding the holiday at your Employer’s discretion.
Overtime
Under certain circumstances as determined by your Employer, nonexempt employees will be required to work overtime and will be paid in accordance with the Fair Labor Standards Act and other applicable laws for such time worked. Prior approval from your Worksite Supervisor is required for overtime work.

Pay Distribution
You are responsible for reviewing the information on each paycheck you receive to ensure its accuracy. Should an error be identified, you must report the error to your Worksite Supervisor as soon as possible.

Direct Deposit
If offered by your Employer, you may elect direct deposit, which enables you to have your paycheck deposited directly into your personal checking and/or savings account. Your Employer can direct deposit into up to four (4) different accounts.

Lost Paychecks
Any time your paycheck is lost, notify your Employer immediately to insure that a new check may be issued. You may be charged for any fee associated with stopping payment on the check.

Deductions
Required and authorized voluntary deductions will be withheld from your paycheck. Such payroll deductions include, but are not limited to, the following:

- FICA - Social Security and Medicare
- Federal Income Tax - Withholding Tax
- State or Local Withholding Tax, if applicable
- State Disability Payments, if applicable
- Direct Deposit
- Credit Union Deductions
- Charitable Contributions
- Any Court-Ordered Deductions, such as Garnishment or Child Support
- Health/Dental, Life Insurance Premiums
- Pretax Deductions through a Section 125 Plan
- Pretax Deductions through a Section 132 Plan
- Flexible Spending Account deferrals for Medical Out-Of-Pocket or Dependent Care Expense Reimbursement
- 401(k) or Other Pension Plan

Upon separation, all property of your Employer, including confidential Employer information, tools, uniforms, etc., must be returned to the worksite.

Otherwise, your Employer may take further action, including deductions from your final paycheck (where allowed by law), to recoup any replacement costs and/or seek the return of through appropriate legal recourse. Any balance from past or present advances or other financial reimbursements mutually agreed upon with your Employer must be paid at separation. Lawful deductions from your wages will not reduce your earnings below the required minimum wage or overtime compensation.
Safe Harbor Policy for Exempt Employees

It is your Employer’s policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the Employer. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the employee performs.

Under federal and state law, an exempt employee’s salary is subject to certain deductions. For example, unless state law requires otherwise, an employee’s salary can be reduced for the following reasons:

- Full-day absences for personal reasons other than sickness or disability.
- Full-day absences for 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 sickness or disability.
- Full-day disciplinary suspensions for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions (except in California).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event the employee works less than a full week.
- Any full workweek in which the employee does not perform any work.

An employee’s salary may also be reduced for certain types of deductions such as his/her portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any workweek in which the employee performed any work, his/her salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- The employee’s absence on a day because the Employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to an employee’s accumulated leave for full or partial day absences for personal reasons, sickness, or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If your supervisor is unavailable or if you believe it would be inappropriate to contact that person (or you have not received a prompt and fully acceptable reply), you should immediately contact the highest ranking officer of your Employer.
Company Standards

The standards your Employer has established require a cooperative and respectful attitude toward co-workers, clients, management, and the public. These standards contribute to the continuing success of the Employer as well as assisting in providing pleasant working conditions. Observe all worksite rules and regulations provided by your Worksite Supervisor; including but not limited to, receiving telephone calls, mail, and visitors, smoking, housekeeping, dress and appearance standards, etc. Failure to follow the established rules and policies is considered a violation of company policy, which may result in disciplinary action, up to and including termination.

No Solicitation/No Distribution Rule

Because solicitation not only causes an employee to neglect his/her own work, but also interferes with the work of others, employees are not permitted to solicit for any purpose during their working time.

An employee shall not solicit another employee for membership or subscriptions for any public or private enterprises or for gifts of any nature during either employee’s working time. The circulation or passing of any petition or notices or other printed material among employees during working time is prohibited. The distribution of any literature, pamphlets or other material in any work area during working time is likewise prohibited.

Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times on the premises of the Employer.

Remember, working time is for work!

Driver’s License/Driving Record

If you operate a vehicle for your Employer, you will be required to maintain a current, valid driver’s license and acceptable driving record. During the course of your employment, you will be periodically required to provide a copy of your license and driving record; and any changes to it must be immediately reported to your Worksite Supervisor.

While operating a vehicle for your Employer, a valid driver’s license must be in your possession. It is your responsibility to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

When driving on Employer business, you must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants.

Since this policy does not require you to use a PCD while driving, if you are charged with traffic violations resulting from the use of your PCDs while driving, you will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Licenses/Certifications/Records

Certain positions may require licenses, certifications and/or testing, i.e., CPR certification. You will be asked to maintain such licenses, certifications, etc., and present them to management in accordance with position requirements. Any changes in the status of such items must be reported immediately to management.
Grounds for Immediate Termination

Any employee whose conduct, actions, or performance violates or conflicts with the Employer’s policies may be terminated immediately without warning. The following are some examples that may result in immediate termination:

- Refusal to work, including overtime, when directed by your Worksite Supervisor.
- Insubordination; failure to follow instructions.
- Fighting on the job or serious breach of acceptable behavior, including but not limited to using obscene, abusive, or threatening language or gestures.
- Impairment or intoxication on the job or reporting to work in an impaired or intoxicated state. (This applies to alcohol, drugs, narcotics, or any substance that alters perception/awareness and that inhibits normal human response.) Selling, providing, possessing, or consuming of drugs or other controlled substances, unless prescribed for you by a physician. Improper use of prescribed drugs.
- Theft, attempted theft, unauthorized removal, or unauthorized possession of the Employer’s property or property of other employees or customers.
- Willful destruction of the Employer’s property.
- Possession of or using firearms or other weapons, unless allowed by law.
- Unlawful harassment of co-workers, worksite employees, or members of the public including sexual harassment and discriminatory language. Use of threatening, abusive language toward another employee or any other person.
- “Horseplay” or any other activity with potentially serious consequences such as personal injury or property damage.
- Unexcused “no call, no show” absence(s); leaving workstation or work without authorization; being in an unauthorized work area during your scheduled work period or on your days off without your Worksite Supervisor’s specific authorization. (Job abandonment, walking off the job, or not showing up for work and not contacting the Worksite Supervisor are each considered to be a voluntary resignation.)
- Deliberate omission, falsification, or fraudulent alteration of any document or record.
- Any other acts which, by their nature and impact, severely limit your or any other employee’s ability to perform the essential elements of the job.
- Breach of trust or dishonesty.
- Failure to report to work after the expiration of a leave of absence.
- Distribution of literature, posting of notices or signs on the Employer’s premises, fundraising, selling lottery tickets or merchandise, or soliciting donations, or any other type of solicitation on the Employer’s premises, in violation of the “No Solicitation/No Distribution” rule.
- Soliciting or accepting gratuities from customers or clients, unless authorized under the Employer’s policies.
- Excessive absenteeism or tardiness.
- Job performance that is unacceptable.
- Aiding a competitor or any act that intends to inflict injury upon the Employer.
- Excessive, unnecessary, or unauthorized use of the Employer’s property and supplies, particularly for personal purposes.
- Failure to maintain the confidentiality of the Employer’s customer or client information.
- Willful violation of an established policy or rule.

This list is not exhaustive.
Discipline

Discipline is necessary for the efficient and successful operation of any business.

Whenever there is a breach of prescribed rules, disciplinary action will be undertaken to correct and curtail any further occurrence. The following are the various forms of disciplinary action that may be used at the discretion of your Employer:

- Verbal Warning
- Written Warning
- Suspension with or without pay
- Termination

Disciplinary action will depend on the circumstances and severity of each case. In some instances, it may be necessary to skip a form of discipline and progress immediately to another form of discipline, i.e., from verbal to termination, or to bypass verbal and issue a written warning, etc.

Safety

Safety rules are for your benefit and protection. After all, accidents cause you pain, inconvenience to yourself and your family, and loss of work time. Safety rules are made with your welfare in mind.

You are responsible for abiding by the safety rules covering the job to which you are assigned. If an accident does occur while you are on the job, even though it may seem insignificant, report it immediately to your Worksite Supervisor.

Watch for safety hazards and dangerous conditions. If you suspect any unsafe condition, report it immediately to your Worksite Supervisor and you may also call the Oasis Risk Management Department at (866) 757-7475.

Family & Medical Leave Act

The federal Family & Medical Leave Act (FMLA) requires employers with fifty (50) or more employees to provide eligible employees with unpaid leave. There are two types of leave available; 1) the basic 12-week leave entitlement (Basic FMLA Leave); and 2) the military family leave entitlements (Military Family Leave) described in this policy.

In addition to FMLA leave, you may be eligible for leave under similar state laws. For information regarding eligibility, call the Oasis HR Service Center at (888) 818-9797.

Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

- Have worked for the Employer for at least twelve (12) months; and
- Have worked at least 1,250 hours for the Employer during the twelve (12) calendar months immediately preceding the request for leave *; and
- Are employed at a worksite that has 50 or more employees within a 75-mile radius.

* Special hours of service eligibility requirements apply to airline flight crew employees.

Basic FMLA Leave

Eligible employees may take up to twelve (12) weeks of leave during a 12-month period as specified herein under FMLA. We use a rolling 12-month period measured backward from the date the employee uses FMLA leave when available FMLA is calculated. Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for the employee’s son or daughter during the first twelve (12) months following birth;
- To care for a child during the first twelve (12) months following placement with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent (“covered relation”) with a serious health condition;
• For incapacity due to the employee’s pregnancy, prenatal medical or child birth; or
• Because of the employee’s own serious health condition that renders the employee unable to perform an essential function of his/her position.

Married Couples
Married couples who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twelve (12) weeks of leave during any 12-month period if the leave is taken for the placement of the employee’s son or daughter or to care for the child after placement, for the birth of the employee’s son or daughter or to care for the child after birth, or to care for the employee’s parent with a serious health condition.

The definition of spouse is those individuals that are in a lawfully recognized opposite sex, same sex, or common law marriage, regardless of where they live.

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 healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a healthcare provider or one (1) 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.

Military Family Leave
There are two types of Military Family Leave available.

1. Qualifying Exigency Leave. Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee’s spouse, son, daughter or parent is on covered active duty or called to covered active duty. “Covered active duty” generally applies to members of the Regular Armed Forces during deployment of the member with the Armed Forces to a foreign country, or for members of the Reserve components of the Armed Forces (members of the National Guard and Reserves) during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation. “Covered active duty” may also include other contingency operations as declared by Congress or the President pursuant to applicable law. “Deployment to a foreign country” includes deployment to international waters.

Qualifying exigencies may include:
• Short-notice deployment (up to seven [7] days of leave)
• Attending certain military events
• Arranging for alternative childcare or parental care
• Addressing certain financial and legal arrangements
• Periods of rest and recuperation for the service member (up to fifteen (15) days of leave)
• Attending certain counseling sessions
• Attending post-deployment activities (available for up to 90 days after the termination of the covered service member’s active duty status)
• Other activities arising out of the service member’s active duty or call to active duty and agreed upon by the Employer and the employee
2. Leave to Care for a Covered Service Member and/or Veteran. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is either: (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or is on the temporary disability retired list for a serious injury or illness; or (2) a veteran of the Armed Forces (including the National Guard or Reserves) who is discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran, and who is undergoing medical treatment, recuperation or therapy for a qualifying serious injury or illness.

A veteran who was dishonorably discharged does not meet the FMLA definition of a covered service member. A “serious injury or illness” includes not only a serious injury or illness that was incurred by the member in line of duty on active duty, but also a serious injury or illness that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

For veterans, a “serious injury or illness” is generally a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

When both married individuals work for the same employer, the aggregate amount of leave that can be taken by the married individuals to care for a covered service member or veteran is 26 weeks in a single 12-month period.

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 leave 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.

Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave may not be taken on an intermittent basis when used to care for the employee’s own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Employee Responsibilities when Requesting FMLA Leave
If the need to use FMLA leave is foreseeable, the employee must give the Employer at least thirty (30) days’ prior notice of the need to take leave. When thirty (30) days’ notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extenuating circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave. Whenever possible, requests for FMLA leave should be submitted to the employee’s worksite using the Employee Application for Leave form available from Human Resources or the employee’s supervisor.

When submitting a request for leave, the employee must provide sufficient information for the Employer to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the Employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave.
Medical Certification
If the employee is requesting leave because of the employee’s own or a covered relation’s serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees will obtain a Medical Certification form from the Oasis HR Service Center. When the employee requests leave, the Employer will notify the employee of the requirement for medical certification and when it is due no more than five (5) days after the employee requests leave. If the employee provides at least thirty (30) days’ notice of medical leave, he/she should also provide the medical certification before leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Employer, at its expense, may require an examination by a second healthcare provider designated by the Employer, if it reasonably doubts the medical certification initially provided. If the second healthcare provider’s opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. The Employer may require subsequent medical recertification. Failure to provide requested certification within fifteen (15) days, except in extenuating circumstances, may result in the delay of further leave until it is provided.

Employer Responsibilities
When an employee requests leave the Employer will inform the employee whether he/she is eligible. If the employee is eligible, the employee will be given a written notice that includes details on any additional information he/she will be required to provide. If the employee is not eligible under the FMLA, the Employer will provide the employee with a written notice indicating the reason for ineligibility. If leave will be designated as FMLA-protected, Oasis will inform the employee in writing and provide information on the amount of leave that will be counted against his/her 12- or 26-week entitlement.

Pay, Benefits, and Protections during FMLA Leave
Leave is unpaid. Family medical leave is unpaid if leave is taken because of an employee’s own serious health condition (although employees may be eligible for short or long-term disability payments and/or workers’ compensation benefits under those insurance plans).

Substitution of paid time off for unpaid leave. If an employee does not choose to substitute accumulated paid leave, the employer may require the employee to substitute accumulated paid leave for unpaid FMLA leave, as determined by the terms and conditions of the Worksite Employer’s leave policy.

For leave taken for a qualifying exigency, an employee may elect or the Worksite Employer may require substitution of paid personal, vacation, or family leave time for unpaid FMLA leave. The same rules apply as if the employee took FMLA leave to care for a family member with a serious health condition or for the birth or placement of a child.

For leave to care for a seriously injured or ill family member in the military an employee may substitute paid personal, vacation, family leave, sick, or medical leave time for unpaid FMLA leave. The same rules apply as if the employee took leave for his/her own serious health condition. The Worksite Employer will not provide paid sick leave or paid medical leave in any situation in which the Worksite Employer would not normally provide any such paid leave.

Workers’ compensation leave runs concurrent with FMLA. For a leave due to a workers’ compensation injury the employee will be placed on FMLA leave automatically without a specific request from the employee (medical certification) if the injury meets FMLA criteria.

Medical and other benefits. During an approved FMLA leave, the Employer will maintain the employee’s health benefits under any “group health plan” as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, the Employer will deduct the employee’s portion of the health plan premium as a regular payroll deduction. Health insurance benefits will not be maintained after the twelve (12) week FMLA period expires if the employee does not return to work; however, the employee will be entitled to
his/her applicable rights under COBRA. Seniority and employment benefits do not accumulate during an FMLA, but any such benefits that have accumulated before the leave is taken will not be lost.

**Return to job at end of FMLA leave.** Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.

If an employee fails to return to work on the day noted on the leave request (or on such date subsequently agreed for return), it will be considered a voluntary resignation by the employee. A leave request may be investigated at the discretion of the Employer and any deliberate falsification of an FMLA leave request or medical certification may result in disciplinary action, up to and including termination. Employees with questions about their rights or responsibilities under the FMLA should ask their Worksite Employer or contact the Oasis HR Service Center at (888) 818-9797.

**Intermittent and Reduced-Schedule Leave.** Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If leave is unpaid, the Employer will reduce the employee’s salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-schedule leave that is based on planned medical treatment, or period of recovery, for the employee, a family member, or a covered service member, or if the Employer agrees to permit intermittent or reduced schedule for the birth of a child or for placement of a child for adoption or foster care, the Employer may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

**Unlawful Acts by Employers**
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

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

**Other leaves of absence**, such as bereavement, personal, and sick (not considered under FMLA) are determined by the Worksite Employer. FMLA will run concurrently, where required, with any State mandated leave laws. This policy supersedes any policies that may have been issued prior to the revision date shown below.

**Jury Duty and Witness Leave**
Your Employer realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Some state laws also require that employees be granted time off when called as a witness in judicial or administrative proceedings.

Employees are expected, however, to provide the Company with proper notice of a request to perform jury duty and verification of their service. Employees also are expected to keep management informed of the expected length of jury duty or witness service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Nonexempt employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Company during such week.
Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The employee will be required to complete an Oasis form, “Application for Leave of Absence.” The leave will be unpaid. However, the employee may use any available paid time off for the absence.

If the employee is eligible and enrolled in health insurance benefits, continuation of these benefits would be available as required by USERRA based on the length of the leave and then subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accumulation, such as vacation, sick leave or holiday benefits will be suspended during the leave and will resume upon the employee’s return to active employment.

Employees on military leave for up to thirty (30) days generally are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time plus eight (8) hours. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for the purpose of determining benefits based on length of service.

Contact your Employer for more information or questions about military leave.

Workers’ Compensation

According to the laws of the state(s) in which your Employer operates, Workers’ Compensation Insurance is provided to cover accidental injuries you may sustain while at work. If your claim is accepted, this insurance will cover medical expenses and earnings lost due to injury while you are on the job. The individual laws of your state regulate the amount you may be entitled to receive.

- A safe environment is everyone’s responsibility. If you are aware of any safety problems, it is your responsibility to report your concerns to your Worksite Supervisor immediately.
- You must report any work-related injury to your Worksite Supervisor within 24 hours. Failure to report the incident may jeopardize your benefits and your employment.
- Your Employer has the right to obtain an alcohol and/or drug test at any time including, but not limited to, after an on-the-job injury. Positive results may jeopardize your benefits and your employment.
- If your Employer requires the use of personal protective clothing, shoes, glasses, or equipment, failure to use these items may result in a reduction in your benefits and termination of your employment.

Your awareness and compliance with safety measures will help promote a safe working environment for you and your co-workers. Many states require a waiting period before payment under Workers’ Compensation begins.

Unemployment Compensation

In accordance with the provisions of your state’s Unemployment Act, if you become unemployed due to lack of work or other qualifying reason, you may be eligible for weekly benefits, provided you meet the eligibility requirements of the Act. Your Employer pays the entire tax in the majority of states. In the event your assignment at any worksite terminates due to reduction in workforce, you must call the Oasis Employee Service Center at (800) 822-8704 within 48 hours (not including weekends) for possible reassignment.

Failure to comply could result in your becoming ineligible for unemployment compensation.
Section 125 Cafeteria Plan

Eligible employees may also participate in the Medical and/or Dependent Care Reimbursement Account(s). Reimbursement accounts offer employees a tax savings opportunity by allowing employees to set aside pre-tax money to pay for certain medical and childcare expenses. The Section 125 Plan is most commonly used to pay for the portion of the health care premiums paid by the employee. Because Oasis manages the employee’s health care benefits, deductions will be taken from gross earnings, before payroll taxes are applied.

There are two types of reimbursement accounts, Health Care and Dependent Care. Employees can put money into one or both accounts, but they are considered separate accounts.

Because the reimbursement accounts are covered under IRS Code Section 125, there are strict rules and regulations about how the accounts can be used. The most important thing to remember about reimbursement accounts is that although they offer the opportunity for significant tax savings, employees need to plan their deferrals very carefully. Once employees have declared the amount of money they want to go into their reimbursement account, the election is irrevocable for that calendar year. This means that it remains in effect the entire twelve (12) months of the year except for family status changes. Changes in family status must be reported to the Benefits Administrator within 30 days of the event in order to modify or revoke this benefit election. IRS regulations state that any money left in the employee’s reimbursement account at the end of the calendar year, after all eligible claims have been paid, will be forfeited.

Contact Oasis for additional information.

Section 132 Parking and Transit

As a result of federal regulations, parking and transit costs can now be set-up on a pre-tax basis. Employees can decide how much will be deducted from their paychecks and when they incur parking or transit costs, employees must submit receipts for reimbursement.

There are two types of reimbursement accounts, Qualified Parking and Transit Passes. Funds from the two different accounts cannot be commingled.

Qualified Parking on or near the workplace, at or near a location from which employees commute to work by mass transit or vanpool.

Transit Passes tokens, fare-care, vouchers, or similar items or vanpooling in a commuter vanpool from the employee’s residence to their place of employment.

There is a maximum monthly reimbursement set by federal regulations that changes each year.

For further information or to sign up for this benefit, employees can contact the provider, WageWorks, directly by phone at (877) 924-3967 or online at www.wageworks.com.

Credit and Employment Verifications

Credit information on an employee is occasionally requested by financial institutions, government agencies, credit unions, banks, and finance companies.

All employment and credit verification inquiries regarding any current or former employee of the Worksite Employer must be referred to the Employment Verification provider, “The Work Number.”

The Company offers two (2) options for obtaining employee information, either by web or phone. Both options are available 24 hours a day.

Employees must follow the process below for employment and/or payroll verification.
Employment Verification: To have employment information such as employment date, title, and status verified, employees must give the person requesting this information their Social Security Number and the website www.theworknumber.com or Requester Instruction number: (800) 367-5690. They will be able to receive the employment information within minutes via web, phone, or fax.

Employment and Payroll Verification: If it is necessary for the employee to give the person his/her payroll information, he/she must first establish a Salary Key using the following procedure:

- Log onto www.theworknumber.com or call the special Employment Setup number: (800) 367-2884.
- Enter the Employer Code 11556
- Enter the Social Security number and follow the instructions.
- Enter the PIN number (the last four digits of employee’s Social Security Number).
- Select the “Create a Salary Key” option. Write down the six-digit Salary Key provided by the system.
- Give the person that needs the employment and payroll information the Salary Key, the Social Security number, the Employer Code (11556) and the website, www.theworknumber.com, or the Requester number: (800) 367-5690.

Within minutes, the person requesting the Employment and Payroll information will be able to view the information on the web, listen to the information over the phone, or receive the information by fax.

Government Agencies: Employees seeking assistance from a government agency must tell the person at the agency to access the special Government Agency Employment Verification by logging onto www.theworknumber.com/socialservices or by calling (800) 660-3399. The Government Agency must pre-register by calling (800) 996-7566 to use either method.

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<tr>
<th>Website</th>
<th><a href="http://www.theworknumber.com">www.theworknumber.com</a></th>
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<tr>
<td>Employee:</td>
<td>(800) 367-2884</td>
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<tr>
<td>Requester:</td>
<td>(800) 367-5690</td>
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<tr>
<td>Government Agency:</td>
<td>(800) 660-3399</td>
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Frequently Asked Questions:

Do I have to do anything to update my employment verification?
No, the employment and payroll information is automatically updated after every payday.

Can I still get my employment verified by calling or writing to the Human Resources or Payroll Departments?
No, the Employment Verification InfoLine will be the only means to verify your employment.

Who will have access to my employment verification?
Only those you wish to give access. You give a requester access to your information by providing your Social Security number and the Requester InfoLine telephone number.

What if I have problems using The Work Number? What if I need the assistance of a translator?
You may contact The Work Number Client Service team by calling (800) 996-7566. They are available Monday through Friday 8:00 a.m. to 9:00 p.m. Eastern time, except major holidays.
Notification of Change in Status

You are requested to notify the Oasis Employee Service Center at (800) 822-8704 immediately upon any of the following changes in your personal status to ensure that records are kept up to date.

- Change of Name
- Change of Telephone Number
- Change of Address
- Change of Marital Status
- Emergency Contact Person/Number
- W-4 Exemptions
- Change of Beneficiary
- Change in your Number of Dependents
- Separation from Employment
- Request for Family/Medical Leave

Failure to keep your Employer updated on any of the above information may lead to delay in receiving employee information or may otherwise interfere with timely administration of payroll or benefits.

Resignation

Employees are requested to give a minimum of two (2) weeks’ notice of their intent to resign their position with their Employer. Management and supervisory employees are requested to provide four (4) weeks’ notice. If an employee does not provide advanced notice as requested, he/she may be considered ineligible for rehire or certain separation benefits, if applicable. Benefits may or may not be vested at the time of resignation or termination. The Employer may, in its sole discretion, elect to accept the resignation immediately or may retain the employee in his/her position during the notice period, unless there is a conflict of interest or deterioration in the employment relationship.

An employee who is considering resigning may wish to discuss the situation with his/her supervisor before making a final decision. This discussion may reveal some factors that might have been overlooked and could change the decision to resign.

The effective date of termination is the employee’s last working day. Some benefits may be continued through the end of the month in which employment separates, subject to the terms and conditions of the plans.

Contact Information

For questions regarding worksite issues such as hours of work, schedule, work procedures, or training, employees should contact their worksite supervisor.

For questions regarding paychecks or benefits, employees should contact the Company’s payroll team or Oasis Corporate Office at (888) 627-4735.

For questions regarding work-related injuries, employees should contact the Oasis Risk Management Department at (800) 329-7823.

Employees that have any questions regarding the contents of this document should ask their worksite supervisor or contact:

Oasis Attn: HR Service Center
2054 Vista Parkway, Suite 300
West Palm Beach, FL 33411
(888) 818-9797
I understand and agree that:

The company for which I perform services (my Worksite Employer) has engaged Oasis, a Paychex® Company ("Oasis," providing service through its subsidiaries), a leading Professional Employer Organization (PEO), to provide services under which I will be paid by Oasis (but if my Worksite Employer fails to pay Oasis, Oasis will at most be responsible to pay me minimum wage plus applicable overtime until Oasis’s services terminates*), and Oasis may make certain benefits available and/or provide workers’ compensation coverage (including complying with Section 52-1-4 NMSA 1978 in New Mexico). This is sometimes referred to as “co-employment” because Oasis performs certain functions traditionally performed by employers, but my Worksite Employer directs and controls my day-to-day work and Oasis and my Worksite Employer are not joint employers. Oasis may also provide certain insurance and benefits.** I have no contract of employment with Oasis. My Worksite Employer may enter into contracts with me, and provide benefits, time off pay, and so on, but Oasis is not responsible for these things or for anything promised me by anyone other than Oasis.***

I have received the Oasis Employee Handbook. My Worksite Employer may have additional policies and procedures. Discrimination and/or harassment on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances is prohibited, as is being retaliated against for objecting to illegal discrimination or harassment or about the exercise of certain other legal rights, including the right to be paid in accordance with law and to complain to government agencies. If I experience such discrimination, harassment, or retaliation in relation to my employment, in addition to following my Worksite Employer’s procedures, I should contact the Oasis HR Service Center at (888) 818-9797 for assistance in resolving the matter with my Worksite Employer. If I require a reasonable accommodation for a disability or religious expression/practice, I will request it from my Worksite Employer and engage in an interactive process to determine what can be done.

I and Oasis agree that any legal dispute with my Worksite Employer, Oasis, or any other party that may have an employment relationship with me arising out of or in connection with my employment, application for employment, or separation from employment for which I am, was, or would be paid through Oasis, will be resolved exclusively through binding arbitration by a neutral arbitrator as provided in this agreement and, to the extent not inconsistent with this agreement, under the rules of a neutral arbitration service. The arbitrator will have the authority to grant the same remedies as a federal court (but no more), will apply the Federal Rules of Evidence and any applicable statutes of limitation, will render a reasoned, written decision based only on the evidence adduced and the law, and can grant attorney fees and costs to the prevailing party, subject to applicable law. If for any reason a matter is not arbitrated, I AGREE THAT THE MATTER WILL BE HEARD BY A JUDGE AND WAIVE TRIAL BY JURY, and Oasis also agrees to waive trial by jury. No matter how a case is heard, I agree that I will participate only in my individual capacity and not as a member or representative of a class. I understand that nothing herein prevents me from complaining to or cooperating with a government agency or restricts my right to act collectively with other employees under Section 7 of the National Labor Relations Act (NLRA). My agreement to these terms controls any conflicting dispute resolution agreement, including any entered into after I sign this document, if the conflicting agreement would prevent a matter in which Oasis or an insurance policy issued to Oasis is involved from being arbitrated, does not provide a jury waiver (if the matter is not arbitrated), or does not include a class action waiver (if the matter is a class action or potential class action).

If I am represented by a union, I understand that nothing in the Oasis Employee Handbook or these acknowledgments is intended to interfere with any collective bargaining agreement. My Worksite Employer is responsible for all obligations relating to the collective bargaining agreement, and to the extent the collective bargaining agreement is inconsistent with the dispute resolution provisions above, the collective bargaining agreement will control.

If my work with an Oasis client ends due to reduction in workforce, I must call the Oasis Employee Service Center at (800) 822-8704 within 48 hours (not including weekends) to inquire about possible reassignment, which is not guaranteed. State unemployment agencies may deny unemployment benefits if I fail to do so.

* Except in South Carolina and where otherwise required by law, where full wages due will be paid but not any other consideration/benefit provided by the Worksite Employer. In Texas pursuant to section 91.032© of the Code the Worksite Employer is solely obligated to pay any wages for which: (A) an obligation to pay is created by an agreement, contact, plan, or policy between it and you; and (B) Oasis has not contracted to pay it.

** In Hawaii Oasis is responsible for complying with laws relating to unemployment insurance, workers’ compensation, temporary disability insurance, and prepaid health care coverage. In other states, if you have filled out paperwork to enroll in an Oasis plan you should not cancel any similar coverage until you have confirmed that coverage under the Oasis plan has begun.

*** In Rhode Island, the obligations of Oasis and the Worksite Employer are defined in section 5 -75-7(D)(4) of R.I. General Laws. In Montana Oasis reserves a right of direction and control over employees assigned to a client’s location and retains authority to hire, terminate, discipline, and reassign employees, but my Worksite Employer retains sufficient direction and control over employees necessary to conduct business and without which it would be unable to conduct business, discharge fiduciary responsibilities, or comply with state licensing laws and has the right to accept or cancel the assignment of an employee.