



WELCOME

Congratulations and welcome to ParkWest Staffing, Inc. We are honored that you have chosen ParkWest to assist you with your job search and employment needs.

ParkWest Staffing is a full service staffing firm located at 1011 Highway 6 South, Suite 303, Houston, Texas (Corporate Office). In addition we have offices in North and South Houston, Beaumont, Dallas / Fort Worth, Oklahoma City, Tulsa, Philadelphia, Kansas City, Boston, Baltimore, Tucson, Charlotte, St. Louis, Ft. Lauderdale, Denver, and Phoenix. We are currently expanding into other markets and will have many more locations in the near future.

As a ParkWest Staffing employee you will be fully insured and bonded. In addition we pay your salary, payroll taxes, unemployment taxes, and workers compensation.

We are committed to providing our corporate clients, employees and potential candidates with the most comprehensive and professional staffing services in the United States. We believe in building rapport and long term relationships through excellent customer service, quick response to your needs, responsible pricing, excellent employee benefits and great care in matching job applicants with the client's corporate culture. In addition, you are assured of uncompromised courtesy and professionalism. Discover ParkWest Staffing! Together we can plan your future

HANDBOOK PURPOSE

This handbook is for general reference and outlines the policies and practices that guide us in our daily work. It was created to explain our policies and procedures, to conform to certain state and federal laws and convey necessary legal information to our employees, and to give a general description of our benefits. Nothing contained in this handbook should be perceived as stating or implying a contract of employment. It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Furthermore, ParkWest Staffing reserves the right to modify, change, add, or delete any information we deem necessary.

This handbook is not a legal document nor is it a contract. You are responsible for knowing its contents. We ask that you review and sign the acknowledgement within two days of your first day of employment or within two days of a policy revision.

This handbook does not replace the Company's at-will employee policy.

90 DAY PROBATIONARY PERIOD

The first 90 days of employment are considered to be a probationary period. No absences are permitted within this time frame unless prior approval is given by your supervisor. Any days missed and/or any tardiness within the first 90 days may lead to disciplinary action, including possible termination. Days missed with supervisor approval during the first 90 days may be counted as excused without pay. Any unexcused absence during the first 90 days will be considered a voluntary resignation and could affect your rights to collect unemployment benefits.

BENEFITS

Any benefit described in this handbook is management's prerogative. While we take all positive action possible to keep a custom or benefit available to you, there can be no guaranteeing that any custom or benefit described here will continue to be offered. Employees become eligible for benefits after the 90 day probationary period.

VACATION PAY:

Time off for rest and relaxation is important to everyone. Vacation pay is offered for employees who average 35 hours or more per week and is as follows:

1. You will qualify for one week (up to 40 hours) of VACATION PAY after you have completed 1800 hours within the prior 12 months.
2. Vacation Pay is paid based on the average hours worked the previous 1800 hours.
3. Vacation Pay is a benefit and cannot be accrued.
4. Vacation Pay cannot be applied toward overtime.
5. Vacation Pay is taxable according to Federal Law.
6. You must be in good standing with the Company in order to qualify for Vacation Pay. (Cannot be on probation, owe the Company for damages, and must be considered a "good" or better employee on the last evaluation)

Vacation Pay cannot be accrued from year to year.

ABSENTEEISM AND ATTENDANCE

Frequent absenteeism, regardless of reason, causes problems in the Company. An excessive record of absences could result in disciplinary action, including possible termination. If the employee misses more than three consecutive days, the employee will need to provide proper documentation validating the absence. Failure to provide this documentation may include, but is not limited to, immediate termination.

If you are not able to report to work for any reason, your supervisor must be notified at least one hour prior to your shift on the day of your absence. In addition, if you are going to be late you must also inform your supervisor at least one hour before your shift begins. If you are unable to speak with your supervisor or leave a message for your supervisor please call 1-866-342-3368 and follow the prompts to the sick line. This automated line is available to you 24 hours per day. You may leave a message on this line and we will forward your information to your supervisor.

Attendance policy is as follows:

First unexcused absence is a verbal warning.

Second unexcused absence is a written warning.

Third unexcused absence is possible termination.

You may be asked to provide written documentation stating the reason for your absence. Be prepared to provide doctors notes etc. if asked.

Failure to call in will result in disciplinary action, including possible termination. If you fail to show up for work and you fail to call, a "No Call, No Show," we will consider this a voluntary resignation and this could affect your rights to collect unemployment benefits. Each employee is expected to be at their workstation when their shift begins. Professional work ethic dictates that you are settled and ready to work at your work station when your shift is scheduled to begin. It is recommended that you arrive to work at least 10 minutes before your shift enabling you to begin work when required. This applies to exempt and non-exempt employees, part time and full time employees.

MAINTAINING PROFESSIONALISM

Professionalism encompasses your conduct and your specialized knowledge, which is usually the result of long preparation. Professionalism is also finding a way to get the job done. With this in mind, we ask you to maintain a professional attitude at all times. This means that we provide prompt, accurate, and courteous service to our internal and external customers, to all company personnel, as well as to fellow employees. Inappropriate language of any kind will not be tolerated in the office. Causing confusion or showing disrespect to another employee or visitor will not be tolerated. Fighting, catcalls, gestures, threatening another employee, horseplay, scuffling, or throwing things is considered unprofessional and will not be tolerated. Failure to adhere to these basic guidelines will result in disciplinary actions, including possible termination. Personal Conduct outside of the office is very important as it can directly affect our business. You never know when you may be in an unplanned social situation with a customer. Our business thrives and succeeds based on reputation and the conduct and attitude of our employees, inside and outside the office. Please use good ethical and moral judgment at all times.

1. Professionalism

You have been chosen to work on-site at one of ParkWest Staffing's best customers. You are expected to maintain professionalism at all times. You are required to address our customers with respect and courtesy at all times. Work related issues should be addressed only with your ParkWest shift supervisor or the ParkWest On-Site Manager and not with our customer's employees. You are an employee of ParkWest and any job related issues must be discussed with ParkWest management. ALL CUSTOMER'S EMPLOYEES are to be considered our customer and should be treated as such at all times.

2. Dress Code

Your physical appearance is an important factor in the impression on others of both our Company and you. Employees who fail to adhere to proper dress code standards are subject to disciplinary action, including verbal and written warnings and up to termination. You could be sent home without pay if you are not dressed appropriately. ParkWest Staffing subscribes to a professional casual dress code standard.

Slacks or walking shorts, preferably khaki in color or tan. Shorts can not be any shorter than 2 inches above the knee.

Polo type shirt with a collar. No writing or logos allowed on the shirt. ParkWest t-shirts are available for \$13.00 per shirt if you would rather wear a t-shirt.

Shirts are to be worn at all times. No tank tops or sleeveless shirts are allowed. All shirts shall be plain with no logos or advertisements.

No baggy clothing allowed.

Please take off all jewelry prior to coming to work. Wearing jewelry could scratch or damage the vehicle.

Please do not wear large belt buckles.

Tennis shoes or comfortable walking shoes.

Flip flops or sandals are not allowed. We ask that you use your best judgment and dress conservatively and professionally.

3. Smoking

ParkWest Staffing is a non-smoking facility. If you smoke or use tobacco products please ask your supervisor where the areas are located that are designated for smoking and tobacco use.

4. Company Hours (See your on-site manager)

There may be times in which you are requested or needed to work overtime. Overtime pay does apply to non-exempt employees. If you are not certain if you are an exempt or non-exempt employee please ask your supervisor.

5. Fraternalization Policy

Fraternalization between Supervisors (Managers) and Employees is strictly prohibited. This includes office romances, dating, etc. Peer to peer fraternalization should be professional and should not interfere with the day to day operations of this office. If an office romance develops between peers it will need to be discussed with your supervisor so that everyone can be made comfortable with the situation. One or both may be asked to move positions in order to make certain that there is no conflict of interest. Please contact Bart Longgood to discuss this.

CONFIDENTIALITY

All company records and information, including this handbook, relating to ParkWest Staffing or its customers () are confidential and employees must, therefore, treat all matters accordingly. No ParkWest / or ParkWest / related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of ParkWest) may be removed from the Company's premises without written permission from ParkWest Staffing. Knowingly or unknowingly sharing confidential information, internally or externally, may result in immediate termination as well as additional legal action. Please be cautious with company information. Please see the attached Confidentiality Agreement, which must be reviewed and signed prior to starting work.

CONFLICT OF INTEREST

Should a conflict of interest arise between employment with our Company and another company or a company conducting similar business, disciplinary action up to termination may occur. Please consult your supervisor before a conflict arises.

CONSENT TO ELECTRONIC SURVEILLANCE

ParkWest Staffing reserves the right to **monitor** all phone calls to customers or matters pertaining to ParkWest / business. In addition, **voice mail, e-mail and internet access** (if available) are company resources provided to you to aid you in doing ParkWest business and are the property of ParkWest. We reserve the right to monitor voice mails, emails, and internet usage. Inappropriate emails, voice mails, or visits to inappropriate internet web sites are not accepted nor allowed. Disciplinary action, including possible termination, may occur if any employee abuses these privileges. All emails are logged and can be viewed at the discretion of management.

If you are issued a company cell phone please use this phone for business purposes only. Your supervisor will explain to you how many minutes the company provides for you. Excess use of the company phone for personal use will be viewed as misconduct and can result in immediate termination and the overage charges being withheld from your last paycheck. Offering to pay the Company for the overages is not an excuse to go over your allowed usage. The Company places trust in your integrity and work ethic by giving you a cell phone. Please do not abuse and take advantage of this generosity.

In addition all sites are monitored by camera. A video record is kept for every hour of every day. Misuse of our customer's property will be monitored.

DESTRUCTION OF RECORDS

No Company record of any kind will be destroyed without prior approval of management.

EQUAL EMPLOYMENT OPPORTUNITY

ParkWest Staffing provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, or disability in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment, including, but not limited to: recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

It should also be noted that our Company will not lower its standards in any way for employment or promotion. Seniority will not necessarily be a consideration. The most qualified individuals will be hired or promoted regardless of their race, age, color, religion, sex, physical challenges, or national origin.

1. Testing

We may use job related testing as a guide for employment. The purpose, nature, and performance standards of the test will be explained to the applicant. All testing results are the property of ParkWest Staffing.

EQUIPMENT

The Company has a large investment in the equipment that is used by you. The majority of this equipment is electronic and very fragile. Therefore, it cannot withstand abuse.

Keep all beverages away from electronic equipment. You must treat this equipment with care. Remember this equipment makes your job easier – please take care of it. When leaving for the day, turn off your computer, monitors, typewriter, calculator, and lights.

Deliberate abuse of any ParkWest equipment will not be tolerated. (See Consent to Electronic Surveillance for Cell Phone policy)

If you witness or experience any equipment malfunction or any equipment not operating safely, you are required to report it to your supervisor immediately. Please do not operate any equipment you are not authorized to use.

Vehicle and Safety Rules:

All vehicles must be inspected prior to moving and/or driving for lost and found items or possible mechanical or safety problems. If damage is found, do not move and/or drive the vehicle until a manager has inspected it.

If an item is found in the car, including cash, please report this immediately to your Lot Supervisor, On-Site Manager or a ParkWest Manager.

Safety belts must be worn at all times while driving the vehicle. If you are caught without a safety belt it will lead to disciplinary action up to termination.

Speed limits in and around the facility must be strictly adhered to. Speed is monitored by electronic surveillance as well as local law enforcement officials. In addition, ParkWest will be conducting random safety and quality checks to make certain all drivers are complying with the posted speed limit.

When backing up a vehicle always look behind you first and honk the horn once to signal you are backing up.

All radio volumes should be turned down to low.

No eating, drinking or smoking in any vehicle.

Vehicles are to be driven only between the car staging area and the vehicle prep area. You are not allowed to take the vehicle to any other location including driving the vehicle home or driving the vehicle to other establishments. In the event the Customer asks you to move a vehicle, either on or off site, you must first report the request to your ParkWest Lot Coordinator or ParkWest On-Site Manager for approval. Failure to do so may result in immediate termination.

When driving the vehicle in and around the vehicle prep and staging area including the car wash you are to use extreme caution. Watch for pedestrians, objects including poles and other vehicles, and drive very slowly.

Report any vehicle damage ASAP.

Cell phones are not to be used while driving a vehicle or working. Please use cell phones on your breaks. If you are caught using your cell phone while driving a vehicle, this could lead to immediate termination.

Failure to comply with these basic guidelines and rules could result in disciplinary action up to termination.

If a minor emergency occurs while you are on the job, you will find a First Aid kit in the supply cabinet located in the break room.

All work related injuries, no matter how minor, should be immediately reported to management. Management may request a drug and alcohol test to be administered to any employee who is injured on the job.

Safety is a must at ParkWest Staffing. Proper safety equipment must be worn at all times especially if in areas of our client facilities. Failure to comply with our safety guidelines and OSHA's guidelines can result in disciplinary action, up to possible termination. Please review all safety policies with your supervisor before beginning work. Hardhats and safety glasses will be provided if you need to visit our clients whose safety policies require such equipment.

General Safety Rules – ParkWest Fleet Assistants and Drivers

The company has developed these safety rules patterned after the Federal and State OSHA / DOT requirements. Read and become familiar with these rules, and the other safety rules that apply to your job.

1. Report any injury to your employer / supervisor immediately.
2. Report any observed unsafe condition or deficiency in your vehicle to your employer / supervisor.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is immediate peril such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job at all times.
7. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
8. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
9. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instructions and training.
10. Follow the "rules of the road" at all times. Operate at safe speeds consistent with road and traffic conditions and allow adequate braking distance between your vehicle and the one in front of you.
11. Never remove or by-pass safety devices.
12. Do not approach operating machinery from the blind side; let the operator see you and do not stand on the blind side of a vehicle while it is stopped.
13. Maintain a fire extinguisher and First Aid Kit in your vehicle (shuttle drivers only).
14. Maintain a general condition of good maintenance and housekeeping at all times.
15. Obey all traffic and parking area signs.
16. When operating or riding in a company vehicle or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
17. Drive Defensively.
18. Follow all rules and maintain driver logs as required (shuttle drivers only).
19. Report any traffic citations or other moving / carrier violations to your supervisor immediately.

WORKER'S COMPENSATION POLICIES & PROCEDURES

Employees are required to notify the ParkWest supervisor on duty when an injury has occurred. The branch manager will have the employee complete the first report of injury. The manager will then conduct a complete investigation of the injury. This process will include obtaining witness statements and evaluating the facts of the accident which caused the injury.

ParkWest Staffing has designated healthcare providers located near each branch. A designated provider is defined as a medical treatment center with which ParkWest Staffing has arranged direct billing. When an employee is injured, a member of the ParkWest Management team will accompany the injured employee to a designated provider for treatment of any work-related injury. ParkWest will pay 100% of the bill for this visit even if the Worker's Compensation carrier does not approve the worker's compensation claim for the employee.

Employees who seek care from a non-designated provider may have to pay the bill received from the healthcare provider. ParkWest Staffing will turn all bills received from non-designated providers over to our Worker's Compensation Carrier. If the claim is denied, the employee will be 100% responsible for the bill.

ParkWest Staffing does have "modified duty" work assignments we will offer to employees who are put on restricted duty status by the medical provider. The branch manager will have a modified duty assignment on the day the employee is released to work on a restricted basis. The branch manager, the health care provider and the employee will re-evaluate the injury periodically and make work adjustments as needed until the employee is returned to full duty status.

Employees are expected to schedule follow up appointments during their own time. You may schedule appointments during work hours. However, ParkWest Staffing will not pay for time spent at doctor's appointments, physical therapy, etc. Employees are expected to keep all treatment appointments as scheduled. If an employee is unable to keep a scheduled appointment, the employee must notify the ParkWest manager and re-schedule the appointment with the facility.

Making a false or fraudulent worker's compensation claim is a crime that may result in fines and / or imprisonment. ParkWest Staffing will prosecute employees who file fraudulent worker's compensation claims to the full extent of the law.

FAMILY & MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. At the conclusion of the leave, subject to some exceptions, an employee generally has the right to return to the same or to an equivalent position.

To be eligible for FMLA leave, an employee must have been employed by the Company for at least 12 months (which need not be consecutive); for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave; and at a work site (a) with 50 or more employees; or (b) where 50 or more employees are located within 75 miles of the work site.

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- The birth of the employee's child or to care for a newborn child
- The placement of a child with the employee for adoption or foster care, or to care for the newly placed child
- To care for the employee's spouse, child or parent (but not in-law) with a serious health condition
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential function of his or her job.

LEAVE OF ABSENCE & UNPAID TIME OFF

1. Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service will be granted leave for events directly relating those duties. This time will be considered unpaid and will not count toward your vacation time.

2. Funeral Leave (Bereavement)

Depending on individual circumstances (such as your relationship to the deceased, the travel time, etc.), you will be granted funeral leave upon the approval by the Manager. This time will be considered unpaid but excused and will not count toward your vacation time.

3. Jury Duty

The Company urges you to be a responsible citizen within the community. You will need to validate your required attendance by giving your supervisor a copy of the jury notice. Many states require us to pay you certain amounts during jury duty. Please call our accounting department to inquire if your state falls within the category if you are summoned for jury duty.

4. Unpaid Leave of Absence

Unpaid days of absence may be taken with a minimum of 24-hour advance notice and prior management approval. These days will be granted if your work is current, and if it will not place undue hardship on the Company's overall performance. Therefore, ask permission before you make plans.

Please note, excessive days off cannot be permitted and could result in disciplinary action, including and up to possible termination.

HARASSMENT/GRIEVANCES/COMPLAINTS

ParkWest Staffing promotes an "Open Door Policy" to its employees. We want to know about any problems that you may be encountering. Therefore, you can talk with your supervisor or department manager on a one on one basis regarding any problem or complaints you may have. We encourage you to talk about little concerns before they become big problems.

Park West's policy is to maintain a working environment which encourages and promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, contractors, or customers.

ParkWest expressly prohibits and will not tolerate any harassment of its employees, including but not limited to sexual harassment, at any level within the Company. All complaints and reported occurrences of harassment will be promptly and thoroughly investigated. Appropriate disciplinary action, up to and including termination, will be taken when harassment is determined to have occurred.

Management and employees at all levels are responsible for maintaining an agreeable work environment. This includes taking suitable corrective action to prevent and eliminate harassment.

The Company will not tolerate any acts of retaliation against anyone who complains of harassment or cooperates in an investigation.

Definition of Harassment:

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age or disability.

Definition of Sexual Harassment:

Sexual harassment is unlawful, violating Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) in Guidelines on Discrimination Because of Sex as follows:

"Unwelcome sexual advances is unlawful, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Sexual harassment may include non-sexual conduct that is disciplinary on the basis of the person's gender. Example: If one person viciously yells at, or otherwise mistreats persons of one gender, but not the other, even if no sexual conduct is involved, then sexual harassment has occurred.

1. Statement of Prohibited Conduct

ParkWest considers the following conduct to represent some of the types of acts that violate the Company's Sexual Harassment Policy:

- A. Physical assaults of a sexual nature, such as: rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- B. Unwanted sexual advances, propositions or other sexual comments, such as: sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is offensive.
- C. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- D. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- E. Sexual or discriminatory displays or publications anywhere in the Company's workplace such as:
 1. Displaying, reading or viewing pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, electronic materials or other materials that are sexually suggestive, sexually demeaning, or pornographic.

2. Wearing clothing in the work environment that is in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic.
3. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

F. Retaliation for sexual harassment complaints, such as:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation; and
2. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

2. Employees

Any employee who believes he or she is being harassed should:

1. Inform the alleged harasser that the behavior is unwelcome and request that the conduct cease.
2. If confronting the alleged harasser is not possible or the problem is not resolved, then report the complaint of conduct to ParkWest Staffing Sexual Harassment Officer. This conduct should be reported to Duane Filson.

3. Supervisors

If any employee reports either formally or informally to you alleged harassment:

1. Inform the employee that you must convey any report of harassment to one or both of the Sexual Harassment Officers.
2. Report alleged harassment to Duane Filson or Tanya Jackson.

If you become aware of incidents of possible harassment, then you must report it to the Sexual Harassment Officers.

4. Protection against Retaliation

Any employee, who, in good faith, reports an alleged incident of harassment, including sexual harassment, will under no circumstances be subject to reprisal or retaliation of any kind. Any employee who feels he or she has been subjected to such adverse actions should file a report with his or her supervisor or the President. Any employee, however, who is found to

have knowingly made a false accusation of harassment or sexual harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

5. Confidentiality

The Company will conduct an effective investigation that will require revealing certain information to the alleged harasser and potential witnesses. However, information about the allegation of harassment should be shared only with those who need to know about it. Records relating to harassment complaints will be kept confidential on the same basis.

A conflict between an employee's desire for confidentiality and the employer's duty to investigate may arise if an employee informs a supervisor about alleged harassment, but asks him or her to keep the matter confidential and take no action. Inaction by the supervisor in such circumstances could lead to employer liability. While it may seem reasonable to let the employee determine whether to pursue a complaint, the employer must discharge its duty to prevent and correct harassment. Therefore, supervisors must report alleged harassment to the designated Company officials as mentioned in the preceding sections of this policy statement.

6. Investigative Process

Once a complaint is received, the Company will begin a prompt and thorough investigation. The designated investigating official will interview the complaining employee and the alleged harasser. If the alleged harasser admits the conduct, then corrective action will be taken. If not, then a fact-finding investigation will begin with the possibility of interviewing witnesses or other employees who may be aware of the facts or incidents alleged to have occurred. A determination will be made based on the facts gathered and the credibility of the employees involved. The alleged harasser should not have any direct or indirect control over the investigation.

7. Corrective Action

If a determination is made that harassment has occurred, then remedial action will be taken. This may include the following steps:

1. Establish measures to stop the harassment.
2. Correct the effect that the harassment had on the conditions or benefits of employment for the complaining employee.
3. Discipline the harasser. This discipline will be proportional to the seriousness of the offense and may include oral warnings, written warnings, transfer, demotion, counseling, suspension, or termination.

I-9 COMPLIANCE

ParkWest seeks to comply with the requirements of federal law and employs United States citizens and non-citizens whom are lawfully authorized to work in the United States. In accordance with the Immigration Reform and Control Act of

1986 (IRCA), ParkWest will not knowingly employ an unauthorized foreign national or a person who fails to provide documentation establishing identity and authorization to work in the United States.

MAIL

Incoming Mail

All incoming mail is opened prior to distribution. A letter marked "Personal" or "Confidential" may be opened. Therefore, it is recommended that you have your personal mail sent to your residence.

PERFORMANCE EVALUATIONS

Performance evaluations are given periodically by your supervisor. The evaluation process covers several categories and provides you with an opportunity to discuss specific areas of your job with your supervisor and Department Head. Evaluations are conducted for your benefit and increases in salary are not guaranteed at the time of your evaluation.

Should your performance be unsatisfactory, you will be placed on probation. It is management's sincerest hope that your performance will improve so no further action will be necessary. However, should your performance not improve, management will have no choice but to terminate your employment.

PERSONAL CONDUCT POLICY

ParkWest Staffing encourages each of its employees to conduct themselves responsibly and professionally both during office hours and outside of office hours. Our company is built on reputation, honesty, and integrity. How you conduct yourself is a direct reflection on your reputation as well as the Company's reputation. We have many events when business dictates the entertaining of clients. Please refrain from regrettable behavior which could directly influence ParkWest Staffing's relationship and reputation with its customers.

PERSONAL PROPERTY

Management cannot be responsible for personal property that is lost, damaged, or stolen from the Company. Please keep track of your personal items.

PERSONNEL RECORDS

Personnel records are confidential. Should you wish to have the personnel records pertaining to you shared, management will ask for your written and signed permission to release these records. However, personnel records will at all times remain the property of ParkWest Staffing.

It is essential that your records are current and accurate. Please be sure to notify your Department Head or Human Resources Manager whenever a change occurs.

TELEPHONES / CELL PHONES / PAGERS

The use of the office telephone for local personal calls is permitted within reason. Please refrain from excessive personal calls on the Company phone as well as on personal cell phones and pagers. ParkWest Staffing policy prohibits employees to use mobile phones while driving when on Company business. Please pull over to use your cell phone while on business for the Company.

TERMINATION OF EMPLOYMENT

Employees of ParkWest Staffing are "at will" employees and either the employee or ParkWest Staffing can end the employment relationship, with or without cause, at any time, without further liability. "At Will" applies to most states but is invalid if your state is not considered an "At Will" state.

TRANSPORTATION

ParkWest Staffing expects each employee to be at work on time and at your scheduled work station when your shift begins. It is your responsibility to make certain you have reliable transportation to and from work.

VISITORS

Visits to the office by friends and relatives should be discouraged during work hours. However, the Company does recognize this will occasionally occur. Please remind your visitor that you are working and, therefore, they must make the visit as short as possible.

WEAPONS POLICY

1. Introduction:

It is the policy of ParkWest Staffing to prohibit persons from carrying concealed weapons on its premises.

2. Definitions:

The following definitions shall apply to the words and terms used in this No Weapons Policy ("Policy") and in the acknowledgment form attached to the Policy.

2.1 **Applicant** means any person applying for or intending to apply for employment with the Company.

2.2 **Prospective Employee** means any applicant who has been offered employment with the Company.

- 2.3 **Employee** means any person currently employed by the Company. Employees also include temporary employees, employed by temporary employment agencies, and independent contractors and persons, employed by contractors and subcontractors, retained by or working for the Company.
- 2.4 **Possessing** means to exercise care, custody, control, or management over, whether directly or indirectly.
- 2.5 **Premises** means the office building, real estate owned or utilized by the Company, including job sites, wherever located, including the parking area or garage.
- 2.6 **Weapon** means any device or object capable of causing serious bodily injury or death to another person, including, but not limited to, handguns, shotguns, rifles, automatic weapons, semi-automatic weapons, or other firearms, shotguns, and/or knives with blades more than 3 inches in length. Weapons do not include mace, pepper spray, or other similar devices intended to temporarily disable a person or pocketknives with blades 3 inches in length or less.

3. Policy:

Effective immediately, all applicants, prospective employees, employees, contractors, subcontractors, and persons are prohibited from using, possessing or concealing any weapons, concealed or otherwise, while on the premises of the Company. The Company also prohibits the use, possession, or concealment of any weapons at Company-related activities.

ACCIDENT AVOIDANCE AND DAMAGE REPORTING

All ParkWest employees are expected to exercise extreme caution when driving a vehicle or when using equipment while working at the vehicle processing center.

To reduce the amount of damage to vehicles we require fleet attendants to follow the guidelines below:

- a. Avoid backing up a vehicle whenever possible. If you must back up a vehicle, please have another employee assist you. Most vehicle damage occurs when employees are backing vehicles.
- b. NEVER use a cell phone when driving a vehicle or while working in the prep line at the facility. All cell phone calls are to be made during your employee breaks and lunch periods.
- c. Be aware of co-workers, customers and possible hazards such as poles, other vehicles, tight corners, etc. when driving a vehicle.

- d. Drive 5 mph or less in the maintenance facility and staging lots. Exercise extreme caution while driving in the staging area. Customers are often distracted by reading maps, etc. If you have an accident involving a customer or employee, notify the ParkWest and Customer managers on duty.
- e. Obey all speed limits and other traffic laws when driving off-site.
- f. Check to make certain the gas pump nozzle is **NOT IN THE** gas tank before pulling the vehicle forward from the gas pump area.
- g. If the facility in which you work has tiger teeth, make certain to AVOID backing up on the teeth or following another car through an exit gate without stopping. The tiger teeth are re-set each time a car passes over the teeth.
- h. If an employee damages a car or equipment, it is the employee's responsibility to **immediately report the damage** to his / her immediate supervisor including the lot coordinator or site manager. If an employee fails to report vehicle or property damage, this is grounds for immediate disciplinary action including immediate termination from the assignment.
- i. Check all cars for damage **BEFORE** moving the car from the return lane. If you find damage on the vehicle, log the damage on the daily report. Next, do not move the vehicle from the return lanes without showing the damage to a Manager and having the Manager sign the damage log.

ParkWest will offer a bonus to each employee working at the maintenance facility if the entire team can go without any damages for a calendar month. Please see your site manager for complete details.

DRUG-FREE WORKPLACE POLICY

Purpose and Goal

ParkWest Staffing ("The Company") is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This Company has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.

- As a condition of employment, this Company requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This Company encourages employees to voluntarily seek help with drug and alcohol problems.

Drug Testing Policies

This Company wants to maintain a safe workplace for its employees. In an effort to minimize the hazards of drug use in the workplace, The Company has adopted a three-point drug policy:

1. Pre-employment drug testing is mandatory for all candidates prior to commencing work at ParkWest. Any candidate refusing to submit to a pre-employment drug screen will not be offered employment.
2. As a term and condition of employment, all employees are subject to drug testing whether it is for cause or at random. ParkWest Staffing will also conduct a drug test on any employee who has been injured on the job, caused damage to a Company vehicle or been in an accident involving a Company vehicle. If an employee refuses to submit to a drug test for cause, random, accident or on the job injury, ParkWest will consider this a voluntary resignation and this could affect your rights to collect unemployment compensation.
3. As a term and condition of employment, all use of prohibited substances is forbidden. Any employee using prohibited substances, whether in the workplace or elsewhere, will be terminated. ParkWest Staffing has a ZERO tolerance policy for illegal drug use.

Covered Workers

Any individual who conducts business for the Company, is applying for a position or is conducting business on the Company's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to, CEO, executive management, managers, supervisors, full-time employees, part-time employees and off-site employees.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Company. Therefore, this policy applies during all working hours, whenever conducting business or representing the Company, while on Company property and at company-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the Company in writing within five calendar days of the conviction. The Company will take appropriate action within 30 days of notification. Federal contacting agencies will be notified when appropriate.

Searches

Entering the Company's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, and vehicles and equipment.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance

The Company recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the Company through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment
- Report dangerous behavior to their supervisor

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative changes and problems in performance

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy
- The policy will be reviewed in orientation sessions with new employees.

Driving While Intoxicated or Driving Under the Influence

Any employee who is charged with driving while intoxicated ("DWI") or driving under the influence ("DUI") in a Company vehicle and/or on Company business will be immediately suspended without pay pending the final determination of such charge. Further, any employee who is charged with DWI or DUI driving a Company vehicle while not on Company business may be subject to immediate disciplinary action including, but not limited to, suspension (with or without pay) pending final determination of the charge. If upon final adjudication of such charge of a suspended employee, such employee is found not guilty, such

employee may be reinstated at that time to his/her original position. If upon final adjudication of such charge, such employee is found guilty or pleads no contest (or the equivalent), such employee will be terminated.

The Company will check no less than annually the driving records for the previous three years for all employees who have job functions that require driving a Company vehicle. Any employee who, prior to employment with the Company, was found guilty, upon final adjudication, for DWI or DUI will be prohibited from driving any Company vehicle for a period of three years from the date of the violation.

Alcohol Consumption Policy

It is a violation of this policy for any employee to consume alcoholic beverages or to purchase alcoholic beverages for any third persons while conducting the business of ParkWest Staffing. Any employee who chooses to consume alcoholic beverages while conducting company business does so at his or her own risk and may face discipline or termination. ParkWest Staffing will not reimburse any expenses associated with the purchase of alcoholic beverages.

ParkWest Staffing is committed to the adherence by our employees to all state, federal and local laws and regulations regarding the consumption of alcoholic beverages and driving. Any employee who so chooses to consume alcoholic beverages or to purchase alcoholic beverages for any third parties while conducting ParkWest Staffing business shall be considered by ParkWest Staffing to be acting outside the course and scope of employment. Nonetheless for any employee who so chooses to consume alcoholic beverages or for those third parties for whom any employee has purchased alcoholic beverages, ParkWest Staffing shall reimburse any employee for the cost of responsible transportation for the employee and/or third persons after either consumes any alcoholic beverages.

No ParkWest Staffing employee shall operate a motor vehicle, whether the employee's own or one provided by or leased on behalf of the company, while under the influence of alcohol. Under this circumstance the employee assumes all risk and liability for any injury resulting from his or her actions whether to him or herself or to third parties. The employee further agrees to indemnify, release and hold ParkWest Staffing harmless from any and all liability whatsoever resulting from his or her actions or inactions.

Payroll Policies

Your check will automatically be sent to your work site for pick up after 12 pm on Fridays. ***Please note that we do not have any control over Delivery or Courier services nor their timeliness. ParkWest Staffing assumes no liability for overdrafts or insufficient funds pertaining to your personal***

account(s) due to lost or delayed deliveries. In addition, in the event that your check must be mailed to your residence, it will be mailed to the address we have on file. If your address has changed, it is your responsibility to call our payroll department ASAP.

Due to fraud issues, ParkWest Staffing will require seven days to re-issue **ANY CHECK** after a stop payment has been issued. This will include lost checks, and checks not received through the United States Postal Service. You must complete the appropriate form in order for the stop payment to be issued. A \$30.00 stop payment fee will be deducted from your check

ACKNOWLEDGEMENTS & SIGNATURE PAGE

I have been given access to a copy of the ParkWest Staffing Employee Handbook and I have read and understand the same in its entirety.

Signature of Employee Date

Name of Employee (Printed or Typed) Social Security Number

Position Title

Starting Pay Rate

Start Date

Company Representative

Department Manager