

THE
ALPHA

G R O U P

**EMPLOYEE HANDBOOK
FOR
FIELD EMPLOYEES
2019**



Table of Contents

EMPLOYEE HANDBOOK		PAGE
Welcome to The Alpha Group, Inc.		6
Mission Statement		6
Employee Handbook Policies		6 – 7
Becoming an Employee of The Alpha Group, Inc.		7
“Employee at Will”		7
Employment Relationship		7
Employment Practices		7 - 8
Equal Opportunity Employer		7
Bullying in the Workplace Policy		8 – 9
Whistle Blowing Policy		9
Transgender Accommodations Law		9
Anti-Harassment Policy		9 – 11
Definition of Sexual Harassment		10
How to Report Instances of Harassment		10
Complaint Investigation		11
Disciplinary Action		11
State and Federal Remedies		11
Immigration Law Compliance		11
E-Verify		11 – 12
Employee Records Policy		12
Social Security Number (SSN)		12
Americans with Disability Act		12 – 13
Work Assignments		13 – 14
Learning of Work Assignments		13
Temporary Worker’s Right to Know Law (TWRKL)		13
Pre-Assignment and Client Interviews		13
Background Check Investigations		14
Completion of a Temporary Assignment		14
Ending Your Assignment		14
Full-Time Employment with a Client Company		14
Attendance Policy		14 – 16
Scheduled Absence or Work Hours Schedule Change		15
Unscheduled Absence or Lateness Defined		15
Unscheduled Absence Procedure		15
Absence With No Call		16



Medical Documentation for Approved Absences	16
Leaving a Job Assignment during the Work Day	16
Request for Time Off	16
Pay Practices and Work Hours	16 – 18
Pay Categories	16
The Alpha Group’s Overtime Policy	16
Overtime if Working at More Than One Assignment in a Work Week	16
Time Sheet Procedure	17
Time Sheet Submittal	17
Options For Providing Time Sheet Information	17
Pay Day	17
Method of Payment	17
Request to Re-Issue an Original Check	17
Automatic Pay Deductions	18
Verification of Employment Policy	18
Meal Break	18
Non-Meal Break	18
Code of Business Conduct Policy	18 – 19
Code of Conduct	18
Behavior Standard	19
Language Code	19
Work Productivity	19
Compliance with Laws and Regulations	19
Positive Discipline and Termination of Employment	19
Benefits	20 – 21
Health Insurance	20
Health Insurance Marketplace Coverage Options and Your Health Coverage	20
Eligibility	20
Termination of Benefits	20
Section 125 Plan	21
Time Off	20
Vacation Policy	20
Eligibility	20
Holiday Pay	20
Massachusetts Earned Sick Time Leave Law Policy	21 – 22
Massachusetts Paid Sick Time Verification Form	22
Rhode Island Paid Sick Leave Law	22 – 23
Jury Duty	23 – 24
Notice of Jury Summons	23
Compensation	23
Proof of Juror Service	23
Benefits During Jury Duty Service	24



Family or Medical Leave Policy	24 – 25
Eligibility	24
Procedure for Requesting Leave	24
Medical Certification	24
Benefits Coverage During Family or Medical Leave	25
Restoration of Employment Following Family or Medical Leave	25
Maternity/Paternity Leave Policy	25
Eligibility	25
Procedure For Requesting Leave	25
Using Accrued Paid Time Off During Maternity Leave	25
Benefits Accrual During Maternity Leave	25
Restoration of Employment Following Maternity Leave	25
Maternity Leave & Family Medical Leave Act	25
The Massachusetts Pregnant Workers Fairness Act	26
Nursing Mothers	26
Parental Leave Act Policy	26
The Military Family Leave Provisions Under The Family and Medical Leave Act	26 – 27
Qualifying Exigency Leave	27
Military Caregiver leave	27
The Home Act	27
OSHA Workplace Safety and Security	28 – 31
OSHA	28
Safe Practices Policy	28
Hazard Material Communication	28
Workplace Privacy	29
Care and Use of Company Property	29
Alcohol and Drug Policy	29
Definition	29
Massachusetts Anti-Discrimination Act for Disability Discrimination – Medical Marijuana	29
Employee Responsibility	30
Drug Test Policy	30
Sanctions for Non-Compliance	30
Workers Compensation	30
Personal Cell Phone, Text Messaging and Phone Camera Policy	31 -33
Use of Company Telephone Equipment	31
Electronic Communication and Internet Usage Policy	31
Bring Your Own Device (BYOD)	32
Confidential Information	32
Search Policy	33
Social Media Policy	33 -34



Violence and Weapons Policy	34 – 35
Violence	34
Weapons	35
Smoke-Free Workplace	35
Solicitation and Distribution	35



Welcome to The Alpha Group, Inc.!

The Alpha Group, Inc. has an established history, since the early 80's, of providing staffing solutions to our client companies. We are excited that you have chosen to become part of our team – a team that pursues excellence and professionalism. You are able to blend responsibility, flexibility, friendliness and all of your strongest traits to form a union of skills that help you succeed.

This handbook has been written as a convenient guide to answer many of the questions you may have about your employment and our workplace. Please familiarize yourself with it and use it as a reference. It is important to state that the handbook is only a summary of The Alpha Group's policies and practices. For more detailed information, you should contact the Human Resources Department. This handbook supersedes information published in any previous handbooks.

The policies summarized in this manual, and any other policy summaries that may be issued at any time in the future, are adopted voluntarily by The Alpha Group and are not intended to give rise to contractual rights or obligations of any kind. Neither you nor The Alpha Group is obliged to continue our employment relationship if either of us does not wish to do so.

Policy changes may be made at any time and will supersede information published in any previous handbooks. The handbook will be made accessible at all times in the Employee Handbook folder located in the Company's website www.thealphagroup.com.

We value our employees and look forward to a mutually satisfactory at-will employment relationship with each of you. We hope you find your time as an employee of The Alpha Group both challenging and rewarding!

ATTENTION - If you need ANY form of assistance reading or understanding any aspect of this Handbook or our policies, please contact Human Resources immediately at 508-285-8500. We want you to succeed and are happy to help!

Mission Statement

The Alpha Group will continue to be the foremost provider of staffing solutions and corporate training. We will continue to constantly deliver the highest quality of service.

We will continue to be professional, conduct business with high integrity, and constantly strive to exceed our clients' needs. We recognize that people are our greatest resources and that "Putting People First" is and always will be "Our Business".

Employee Handbook Policies

The policy summaries contained within these pages provide general information about the Alpha Group's policies that are in effect at the time the summary is prepared. Changes may be made from time to time and will supersede information published in any previous handbook.

The Alpha Group, Inc.'s Employee Handbook is one of the employee documents that may be downloaded at any time from our company website www.thealphagroup.com. This is a PDF document. Any time changes are made to the Employee Handbook, the PDF document will be updated. It is an employee's responsibility to check periodically or to call our office to ask for the most current version of the Employee Handbook. We maintain hard copies of the Employee Handbook in our office at 61 East Main St., Norton, MA; employees may request a hard copy at any time.



Employee Handbook Policies (Continued)

Becoming an Employee of The Alpha Group

Individuals who receive this Handbook are being considered for assignment to work for our client companies. The Alpha Group is the legal employer of all assigned employees and is responsible for overseeing the pay, benefits and all employment-related matters associated with the job assignment. Our client company will supervise and direct the day-to-day duties for all assigned Alpha Group Employee.

“Employment at Will”

The Alpha Group, Inc. does not offer tenured or guaranteed employment. Either the Alpha Group, Inc. or the employee can terminate employment at any time, with or without cause, with or without notice. This is called “Employment at Will”. This employment relationship exists regardless of any other written statement or policy contained in this handbook or any other company document or verbal statement to the contrary.

Employment Relationship

The Alpha Group, Inc. is your legal employer. You are required to follow The Alpha Group’s policies and procedures as outlined in the Employee Handbook. When you accept an assignment from The Alpha Group, you make a commitment to start work at our client company according to an agreed upon date and work schedule. We will give you all the details, such as where the client is, how long the assignment will last, what the pay rate is, etc. The Alpha Group will also provide any rules and policies associated with the client that you are required to follow as a condition of work for an assignment.

The Client is responsible for determining and overseeing your daily work duties only. All other employment issues (i.e. attendance record, time-off requests, a supervisor issue, a co-worker issue, any changes in your job duties and/or physical environment, etc.) must be addressed with a representative of The Alpha Group, Inc. and not a Client representative. Any failure to first communicate with The Alpha Group, Inc. will be consider a violation of The Alpha Group’s Employee Handbook and may result in the termination of an assignment for cause.

Employment Practices

Equal Opportunity Employer

It is the policy of The Alpha Group, Inc. to maintain a working environment free from all forms of unlawful discrimination. In recognition of the importance of good employee relations, all applicants are extended an equal opportunity to gain employment and all employees are extended an equal opportunity to progress in their field of endeavor.

Equal Opportunity: The Alpha Group, Inc. affords equal opportunity to all employees and prospective employees without regard to race, color, religion, creed, sex, age, marital status, veteran status, ancestry, disability, national origin, sexual orientation, gender identity, or protected genetic information in the following employment practices: recruitment, hiring, placement, transfer, promotion, demotion, selection for training, layoff, termination, determination of service, rate of pay, benefits plans compensation, and any other personnel actions.

Disability: The Alpha Group will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee or applicant for employment is qualified. An individual is considered to have a disability if he or she has either: a physical or mental impairment that substantially limits one or more of the major life activities including but not limited to: as caring for oneself, performing manual tasks, walking, seeing, breathing, learning, lifting, sitting, standing, reaching and working, or a record of such impairment; or is regarded as having such as an impairment. The obligation to provide an accommodation exists only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the



Employment Practices (Continued)

applicant or employee with a disability to inform us that an accommodation is needed to participate in the application process, to perform an essential job function, or to receive equal benefits and privileges of employment.

We are not required to provide an accommodation if we are unaware of the need. If a “hidden” disability exists or is not obvious, it is up to the applicant or employee to make the need for an accommodation known. The Alpha Group reserves the right to ask for a 24-to-48 hour advance notice if an accommodation is needed in the application process and we may also request documentation of function limitations to support the request for a known accommodation.

Complaint Procedure: Any individual, whether an employee or applicant for employment who believes that he or she has been discriminated against unlawfully should bring any complaint to the attention of the appropriate supervisor or to the Alpha Human Resources Director. Complaints are lodged in writing or in person. Persons who file complaints will be advised, as appropriate, regarding any investigation, actions, or resolution of the alleged discrimination.

Consequences: The Alpha Group will not tolerate any form of discrimination and will take appropriate disciplinary action, up to and including possible termination of any person determined to have engaged in unlawful conduct under this policy.

No Retaliation: The Alpha Group will not tolerate or discriminate against any employee or applicant because he or she has opposed any unlawful employment practice or filed a charge of employment discrimination, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing relevant to employment practices.

Bullying In The Workplace Policy

The Alpha Group, Inc. is committed to a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, unreasonable behavior directed toward an employee, customer, or vendor that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. The following list describes activities that are expressly prohibited and is not exhaustive:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities, social isolation
- Falsely accusing and punishing “errors” not actually made: blaming without justification
- Verbal abuse, demeaning comments
- Direct, conditional, or veiled threats
- Being treated differently than the rest of your work group
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Being given the majority of unpleasant tasks
- Public humiliation
- Hostility (glaring, clenched fists, threatening posture)

The Alpha Group, Inc. expects employees to behave in a professional manner and to treat colleagues, customers, and vendors with dignity and respect when they are at work.

If you feel you have been bullied, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, you should contact his or her supervisor, the Human Resources designee, or higher-level management for assistance. Complaints will be investigated and The Alpha Group, Inc. will protect the



Bullying In The Workplace Policy (Continued)

confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, The Alpha Group, Inc. will take immediate and appropriate action.

Complaints will be investigated and The Alpha Group, Inc. will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, The Alpha Group, Inc. will take immediate and appropriate action.

The Alpha Group, Inc. will ensure that managers and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint.

Managers, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints.

Whistle Blowing Policy

Employees have whistleblower protection through Massachusetts law. Employees who engage in the following activities are protected against retaliation:

- Disclosing, threatening to disclose, providing information, or objecting to any activity, practice, or policy that the employee reasonably believes is in violation of law, rule, or regulation, or poses a risk to public health, safety, or the environment

Whistleblowers are protected from:

- Firing;
- Suspension;
- Demotion; and
- Any adverse employment action being taken as a reprisal

Transgender Accommodations Law

Effective October 1, 2016 Governor Charlie Baker signed Massachusetts's transgender accommodations bill into law, which will allow transgender individuals to use restrooms, changing rooms, and locker rooms that match their gender identities rather than the biological sex assigned at their birth.

It will also protect transgender individuals from discrimination in places of public accommodation and will prohibit advertising that discriminates on the basis of gender identity.

Anti-Harassment Policy

The Alpha Group, Inc. is committed to maintaining a work environment that is free from unlawful discrimination and harassment. The Company strictly prohibits and will not tolerate harassment by anyone, including any Manager, co-worker, vendor, client or customer.

Harassment consists of unwelcome conduct, whether verbal or physical, that is based on a status protected by law, such as race, sex, sexual orientation, religion, color, national origin, ancestry, age, marital status, disability or any other legally protected status.



Anti-Harassment Policy (Continued)

The Company takes allegations of harassment seriously and will respond promptly to all complaints. In circumstances where the Company concludes that inappropriate conduct has occurred, the Company will act promptly to eliminate the conduct and impose appropriate corrective action, which could include disciplinary action up to and including termination. Any employee who believes that he or she has been harassed should feel free to use the procedures set forth in this policy without threat of intimidation, retaliation or further harassment.

Definition of Sexual Harassment

Sexual harassment is a specific type of unlawful harassment. Sexual harassment means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when (1) the submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis of an employment decision; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under this definition, direct or implied requests by a Manager for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to an employee also may constitute sexual harassment.

While it is not possible to list every circumstance that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may be viewed as sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances — whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Discussion of one's sexual activities or inquiries into others' sexual experiences;
- Dissemination of sexually explicit voice mail, emails, graphics or any material downloaded or related to a website

How to Report Instances of Harassment

If an employee believes that he or she has been subjected to sexual harassment or any other harassment described above, the employee is encouraged to first attempt to resolve the problem through discussion with the other party. If discussing the problem with that person presents difficulty or if the problem persists, the employee has the right and should promptly report the conduct to the Company.

Employees wishing to file a complaint may do so by contacting Human Resources Director or President, Chris Lihzis, at The Alpha Group, Inc., Norton, MA 02766, 508-285-8500. These persons also are available to discuss any concerns employees may have and to provide information to employees about the Company's policy on harassment and the complaint process. Employees should take note that retaliation against either an individual who has complained about sexual or other harassment or an individual who cooperates with an investigation of a harassment complaint is unlawful and will not be tolerated.



Anti-Harassment Policy (Continued)

Complaint Investigation

When the Company receives a complaint of harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with other individuals believed to have helpful information. The Company also will interview the person alleged to have committed harassment. Once the investigation is completed, the Company will report the results of the investigation to the employee filing the complaint and the person implicated in the complaint.

Disciplinary Action

If the Company concludes that inappropriate conduct occurred, it might take such action against the person who committed the conduct as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action, as the Company deems appropriate.

State and Federal Remedies. In addition to the above complaint procedure, if an employee believes that he or she has been subjected to sexual harassment, the employee may file a formal complaint with either the appropriate state or federal government agencies set forth below. Employees should be advised that using the Company's complaint process does not preclude them from filing a complaint with either of these agencies. Each of the agencies has a time period in which a claim must be filed.

The United States Equal Employment Opportunity Commission ("EEOC")
Boston Area Office
JFK Federal Building
Government Center
Boston, MA 02203
(617) 565-3200

The Massachusetts Commission against Discrimination ("MCAD")
Boston Office:
One Ashburton Place — Room 601
Boston, MA 02108
(617) 727-3990

Immigration Law Compliance

The Alpha Group, Inc. is committed to employing only persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), U.S. citizens and immigrants as well as non-immigrants must present documents to show identity and eligibility to work and must complete the Immigration Form I-9 at the time of hire.

E-Verify

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work. The Alpha Group will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.



E-Verify (Continued)

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including but not limited to termination of employment.

We will not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you have any questions or concerns regarding this policy or process, please contact our Human Resources Department or President, Chris Lihzis, directly at 508-285-8500. You may also contact the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

Employee Records Policy

An employee must immediately notify the Company when a change occurs in the employee's:

- Address
- Phone number
- Person to notify in emergency
- Marital status
- Number of dependents
- Insurance beneficiary
- Military status
- Name

Before any change in an employee's employment data can become effective, documentation of the change must be presented. An employee may not change any employment data for a fraudulent purpose.

Any employee may review the contents of his or her personnel file up to two times per calendar year by submitting a written request to the Company's Human Resources Director. Copies requested in writing can be picked up at The Alpha Group's office within five business days of the original receipt of the request. We will ask you to sign an acknowledgement of receipt.

In accordance with the Massachusetts Personnel Record Law, Alpha will notify an employee, within 10 business days, when any addition to the personnel record is made that could negatively impact the employee's employment status, pay, salary increase, prospects for promotion, transfer or training, or if the information could result in disciplinary action. An employee has the right to inspect his or her personnel file after receiving such notification within five business days after a written request to Human Resources has been submitted. The limit to personnel file inspection does not apply if the employee is requesting a review in order to review negative material that has been added. A copy of the personnel record will be retained for at least 3 years after the employment relationship ends or the minimum time period required by Massachusetts law.

Social Security Number (SSN)

Every employee must have a valid SSN to work with The Alpha Group.

Americans with Disability Act

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, The Alpha



Americans with Disability Act (Continued)

Group, Inc. will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Work Assignments

Learning of Work Assignments

Once you have completed all pre-employment requirements, we may contact you for any assignment for which your experience best meets a client's work requirements. You should call (508) 285-8500 on a weekly or bi-weekly basis to state that you are still available for work. Let us know if there is any change in your work status, work hours availability, residential address, email and/or telephone number. Notify us if you have any upcoming vacation or personal-time off planned. A Recruiter may contact you about a position via telephone, email or text message.

IMPORTANT NOTE: All Employees who are assigned to a client must have verbal or written confirmation of assignment start from an Authorized Alpha Representative. Any Employee, who shows up for an unscheduled assignment without proper authorization and is told by client to leave, will not be paid.

Temporary Workers' Right to Know Law (TWRKL)

As with all staffing agencies in Massachusetts, we will provide all non-professional or secretarial placement employees with a written notice with basic information about any job to which we are sending you; this is called a *job order*. You have a right to tell us how you want to receive the job order, such as by e-mail, mail, or if you want to pick it up in person. The job order will contain such information as:

- agency's name, address and phone number;
- job pay rate and pay date;
- job start date and the expected job duration;
- if there is a strike or lockout;
- whether any meals or transportation will be provided by the staffing agency or worksite employer;
- Special clothing, tools, licenses, or training required for the job
- name, address, and phone number of the site where the staffing agency is sending you to work.

If we provide you job information over the telephone, we will send you the information in writing BEFORE the end of the first pay period. If your job assignment changes, we will notify you about these changes as soon as we are aware of them.

Employees will not be assessed fees relative to aspects of employment such as registering with the agency, drug tests, CORI checks, or any other item that would cause you to earn less than minimum wage.

Any questions or concerns regarding this process may be presented immediately and without fear of retaliation to our Human Resources Department or President, Chris Lihzis, at 508-285-8500. Employees also have the right to contact the Department of Labor Standards at (617) 626-6970. Employees can also view the *Temporary Workers' Right to Know* for more specifics regarding this Massachusetts regulation, located in the company offices.

Pre-Assignment and Client Interviews

- Your resume (without personal identifiers) may be presented to a client for review. Many clients like to meet and interview a candidate and give us feedback before we make an assignment offer to an applicant.
- Prior to the interview, an Alpha Recruiter will provide details about the position's job requirements to the applicant.



Work Assignments (Continued)

- Always dress neatly, have a positive attitude and be prepared to talk about why you have the experience and knowledge to do the job.
- **Important:** Although you may interview with a Client, any job assignment offer will always come directly from an Alpha Recruiter. Never complete client's application paperwork.
- Call your Alpha Recruiter after the Client interview to receive individual feedback and ask questions. *Do not* follow up with the client directly unless advised to do so by your recruiter.

Background Investigations

While all employees will have successfully completed the company background screening process prior to employment, there may be some clients or positions that require additional background checks or certifications (e.g. drivers, those who handle cash, etc.) prior to being accepted for the assignment. As with the pre-employment background check, the law requires us to provide you with notice and information about these background checks. Any employee required to undergo an additional background check will be consented prior to the process.

As with the new-hire process, Applicant Acknowledgement and Authorization section of the application which acknowledges that you have read and understand the Notice Regarding Background Investigation. Your signature gives The Alpha Group permission to obtain background information to be used for employment purposes at any time during the application process and throughout the tenure of your employment. Should you decline to authorize a background investigation, your application for that client or position will be deemed withdrawn.

Completion of a Temporary Assignment

An authorized Alpha representative will contact you by phone and/or email to let you know the date an assignment is ended. When a temporary assignment is completed, the employee must on his or her own contact Payroll or Human Resources at The Alpha Group, Inc. within three (3) business days after an assignment ends to request reassignment. An employee who does not request reassignment by contacting either Payroll or Human Resources will be considered by The Alpha Group, Inc. to be an employee who has voluntarily quit. Failure to contact The Alpha Group, Inc. for reassignment before filing a claim for unemployment insurance benefits may result in denial of those benefits.

Ending Your Assignment

Your employment is considered "at will" which means that either The Alpha Group or the employee may end his or her assignment at any time and without reason. Please contact your Alpha Recruiter immediately when you wish to give notice. We do appreciate a notice of at least one week if for any reason an employee cannot complete his or her assignment at a client company. This allows us to time to find a replacement for your position at the client company. However, if an employee feels compelled to walk off an assignment, it is expected that they will first advise The Alpha Group. Employees who fail to advise The Alpha Group prior to walking off will be considered to have voluntarily quit his or her assignment and employment with the company.

Full-Time Employment with a Client Company

Employees are required to obtain the permissions of The Alpha Group, Inc. before discussing any permanent employment opportunity with a Client Company.

Attendance Policy

Every employee on assignment at a client company is required to report to work at his specified shift and work time; the employee is expected to leave at the scheduled departure time. Unscheduled absences or lateness adversely affect the Company's ability to serve its customers and places an unfair burden on co-workers. This policy is intended to address unscheduled absences and lateness.



Attendance Policy (Continued)

Scheduled Absence or Work Hours Schedule Change

A scheduled absence or work schedule change is defined as receiving approval by the employee's Alpha Human Resources Department at least one (1) weeks notice before the "scheduled" day off, tardiness or early departure from a schedule shift.

- To receive a schedule day off or work hours change, the employee should **email Human Resources at *HR@thealphagroup.com***. No disciplinary action will be taken for employees who have sought and received approval for the scheduled absence or change in work schedule (arriving late or leaving early) from HR. (If an email is not available, please call Human Resources at (508)285-8500.
- Human Resources will speak with the client representative to ensure that the scheduled absence and/or lateness will not have an adverse effect on work production.
- Human Resources will communicate to the employee the approval for the scheduled absence.
- If final approval is not provided due to production needs and the time is still taken, The Alpha Group will consider the employee to have voluntarily quit.

Unscheduled Absence or Lateness Defined

An unscheduled absence or lateness is defined as any time lost from work, regardless of reason, including sick time, which has **not** been approved in advance by an Alpha Representative. Unscheduled absences do not include the following:

1. Bereavement leave (documentation required same week);
2. Workers' compensation;
3. Scheduled absences; please note that these are dates that are pre-approved in writing by an Alpha Supervisor.
4. Jury Duty (with advance notice and proof of service);
5. Any absence which has been approved in advance per Company policy;
6. Any absence covered by the Company's Family and Medical Leave Policy.

Unscheduled Absence Procedure

Assigned employees must call (508)285-8500 at least 2 hours prior to your scheduled start time if you are going to be absent from work. Our daily work hours are Monday – Friday, 8:30am to 5:00p.m. If you call before our normal business hours of 8:30AM to 5:00PM you must call back at 8:30AM to confirm that we received your voice mail.

- If an employee needs to call during non-business hours in order to provide the minimum notice, he or she may do so at any time as this is a 24-hour message box. However, anyone leaving voicemail **must also** call back and speak with an Alpha representative to confirm that we received the voicemail.
- Failure to provide the minimum 2-hour absence notice and/or failure to speak directly with an Alpha representative may result in the disciplinary action, up to and including immediate termination of an assignment.
- **IMPORTANT:** Some clients may ask that Alpha employees to call a client supervisor if they are going to be out for their production planning purposes. An Alpha recruiter will advise the employees if this is a requirement for their assignment. This will be an "in addition to" call where the employee is required to call both client and employer in order to be in compliance with the attendance policy. Please note that if the employee only notifies the client, the employee will be considered in violation of Alpha's attendance policy and a disciplinary action may be taken, including and up to the termination of the assignment.
- Please note that notifying The Alpha Group of an absence does not mean that an absence is excused; an employee's attendance is critical to our client's production needs. Employees who miss more than 2 days of work due to an unscheduled and/or unapproved absence during a temporary assignment may result in the immediate termination of an assignment.



Attendance Policy (Continued)

Absence With No Call

An employee who is absent without calling The Alpha Group shall be deemed to have voluntarily resigned his/her employment.

Medical Documentation for Approved Absences

Absences of **1 or more consecutive days** must be supported by medical certification in order for an employee to provide The Alpha Group with proof of his or her fitness for duty and ability to return to work.

Leaving a Job Assignment during the Work Day

Our clients depend on our employees for their attendance and work productivity. Employees are therefore expected to report to work and end their work day based on their assigned work shift. If an employee has any concerns about his or her specific assignment (i.e. duties, work environment, supervision, safety), the employee is encouraged to contact their Alpha recruiter immediately. Employees should leave a work shift early only if there is an urgent and compelling reason; the employee must contact their Alpha Recruiter or the Alpha Human Resources representative to explain the circumstance before leaving the Client Company premises, or shortly (within 1 hour) thereafter.

Any employee who leaves / “walks off” a job assignment during his or her assigned work hours without an urgent and compelling reason will be deemed to have voluntarily resigned his or her assignment and employment with The Alpha Group. The employee will permanently not be eligible for re-hire.

Request for Time Off

ALL Employees who need to request time off from a Client Assignment must call the Human Resources Department. The employee is encouraged to give a (1) week notice if possible to avoid any scheduling conflicts with other workers at the client company who may also request the same dates. The Alpha Recruiter will discuss production needs with the Client Company before giving final approval. If final approval is not provided due to production needs and the time is still taken, The Alpha Group will consider the employee to have voluntarily quit.

Pay Practices and Work Hours

Pay Categories

In order to clarify employment status and benefits eligibility, all employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. This determination is based on a combination of factors, including the rate of compensation, requirements for particular knowledge levels, and whether the job requires the exercise of discretionary judgment. Exempt employees are not eligible for overtime pay.

The Alpha Group’s Overtime Policy

Client approved overtime (time worked over 40.0 hours in a work week) will be paid at the rate of one and one-half times the base hourly rate. Employees may not work any hours over 40.0 hours (Monday through Sunday work week) unless authorization has been approved by the client *in advance* of any overtime hours actually worked. Any reported overtime that has not been authorized by a Client will not be paid.

Non-exempt employees who anticipate working more than 40 hours in a work week (Sunday – Saturday) for a client must contact The Alpha Group, Inc. during that same week in order to receive approval by an Alpha representative for overtime pay. Overtime is paid at the rate of one and one-half times the employee’s hourly rate.

Overtime if Working at More Than One Assignment in a Work Week

An Employee is responsible for tracking hours worked from all assignments. An Employee must contact a Recruiter immediately for approval and authorization to work more than 40.0 hours in a Monday through Sunday work week.



Pay Practices and Work Hours (Continued)

Time Sheet Procedure

Our work week runs from Monday through Sunday. An employee must complete The Alpha Group Inc.'s timesheet (unless advised by a Recruiter that the Client will report the Employee's work time based on time clock punches).

Record your daily work hours (paid) and lunch times (unpaid). Total all paid work hours at the end of the week and provide your signature stating that the hours reported are accurate. A Client supervisor must review and sign the time sheet for accuracy. **An employee may not report untrue hours or sign a Client's name; this is considered time sheet misrepresentation and is cause for immediate termination.**

Important: An Employee must check off the box:

- Assignment status; whether he or she is returning to or has completed the assignment.

Time Sheet Submittal

The employee is responsible for delivering the Client signed time sheet to The Alpha Group, Inc. **no later than 9:00 a.m. on the Monday following the prior work week. A delay in receiving an employee's timesheet may result in a delay of payment.**

Options For Providing Time Sheet Information

The timesheet may be:

- Faxed to Payroll - 508-285-7116.
- Emailed; a PDF copy of the time sheet may be emailed to our Payroll department at payroll@thealphagroup.com.
- Hand delivered; our office is standardly open Monday- Friday from 8:30a.m. to 5:00pm. (holiday hours may vary and will be communicated to employees in advance). There is a locked mail box located outside our front door that may be used to deliver time sheets anytime when our office is closed; it is checked each morning on a daily basis. Our physical address is: The Alpha Group, Inc., 61 East Main St, Norton, MA 02766.

Important: Faxing or emailing your timesheet allows us to begin immediately processing your paycheck to ensure your timely receipt. However, we must also receive an original copy of your signed time sheet for our records if you fax or email us your timesheet. You may drop off the original to our office or mail the original to The Alpha Group, Inc., Norton, MA 02766.

Pay Day

Pay Day is Friday, when employees are paid for hours worked in the prior pay week.

Method of Payment

You have the choice of receiving your pay using one of the following options:

- **Direct Deposit** (money is automatically deposited on Pay Day into designated Checking and/or Savings accounts).
- **Pay/Debit Card** (money is automatically deposited on Pay Day into a special Employee account that can be access with your Pay/Debit card).
- **Check** (a check is mailed by the U.S.P.S. to the address of we have on record). Because we have not control over USPS delivery schedules, it is highly recommended that employees choose either the Direct Deposit or Pay/Debit Card options.

Request to Re-issue an Original Check: If you have not received your paycheck in the mail on Friday, please give the Post Office at least 5 business days to deliver it to you. An employee will be required to physically come to our office to complete a "Stop Payment Authorization Form". We require a 24-hour waiting period before a check can be reissued. There is a \$15 charge for this service; we are charged a mandatory bank fee when a Stop Payment is

• 61 East Main St. • Norton, MA 02766 • Tel: (508) 285-8500 •
• www.thealphagroup.com • Fax: (508) 285-4000 •



Pay Practices and Work Hours (Continued)

requested. The \$15 fee amount is deducted automatically from the Employee's reissued check amount. The delay in processing and associated fee is why we strongly urge employees to select the Pay/Debit Card or Direct Deposit pay options.

Automatic Pay Deductions

All required deductions, such as Federal, State, and Local Taxes and other mandatory Federal/State withholdings, court ordered deductions, adjustments, or garnishments along with any authorized voluntary deductions (i.e. Health Insurance), will be withheld automatically from your paychecks. Check your pay for accuracy, and notify Alpha's payroll department immediately if there is any incorrect information or discrepancy.

Verification of Employment Policy

- Must be in writing from agent or agency requesting information
- Signature of authorized employee is required to release information
- The Alpha Group, Inc. requires one to two business days to process request

Meal Break

All employees who work 6.0 hours or more are required to take a lunch break of 30 minutes or more. This is unpaid time during which you may leave the premises. The length and timing of the lunch period will depend on the client's scheduled time requirements.

Non-meal Break

Non-meal breaks are *not* a mandatory benefit. If a Client allows for breaks, the Client Supervisor will control the schedule and determine if a break is paid or not. Employees who are allowed to take paid breaks are allowed breaks based on client scheduling; employees should not leave the Client's premises during a paid break. Since an Employee is being paid, a Client may need to direct an Employee to perform work, if necessary. Paid breaks are an optional benefit that may be reduced in time or eliminated at any time based on the production and coverage needs of a Client.

Code of Business Conduct Policy

The Alpha Group is committed to the highest ethical and professional standards of conduct as an integral part of its mission. To achieve this goal, The Alpha Group relies on each employee's ethical behavior, honesty, integrity and good judgment. This Ethics Code establishes guidelines for professional conduct by those acting on behalf of both The Alpha group and our client companies. This Ethics Code cannot address all situations that may arise, but it offers a framework to assist employees in understanding their obligations.

Code of Conduct

Employees have the obligation to:

- Engage respectfully and fairly with other co-workers, clients, clients' employees, vendors and anyone else whom they may come in contact via within the work environment.
- Avoid and prevent engaging in harassment and illegal discrimination, spoken or written intimidation, harassment, coercion or threats of violence.
- Refrain from and avoid physically unsafe behavior include any deliberate, negligent or reckless actions that endanger the physical safety or well-being of any person, including themselves.
- Use appropriately and not abuse the authority they have been given
- Take care to ensure that any personal relationships do not result in situations that might interfere with objective judgment.



Code of Business Conduct Policy (Continued)

- Conduct themselves in a business-like manner at work and when attending an off-site work related business meeting or function.
- Refrain from keeping or posting inappropriate materials in the work area or accessing inappropriate materials on computers is strictly prohibited.

*This list of behaviors is not an exclusive list and other behaviors may be deemed as inappropriate within the workplace. All such behaviors are considered unacceptable, a breach of company policy, and will not be tolerated.

Behavior Standard: Maintain a positive work atmosphere by acting and communicating in a manner that helps you get along with customers, clients, co-workers and management.

Language Code

Employees are to use language, in both their face-to-face, telephone and all written communications that is respectful and businesslike in the workplace. The Alpha Group explicitly prohibits the use of any of the following:

- Sexually explicit, vulgar or obscene language.
- Racially, ethnically, or religiously offensive language
- Language that exploits minors
- Defamatory language
- Language that constitutes a threat
- Language that represents violence

This policy is applicable to all business as well as any personal communications held face-to-face, by telephone, by Email, or by Instant Message within the work environment, whether that be on or off company or client site.

Work Productivity

Employees are expected to exert a satisfactory work effort during each paid work shift (except for any unpaid lunch or other management approved breaks. Employees are not permitted to sleep at any time during which they are being paid. Any employee who is found to be sleeping during paid work time may be immediately terminated from employment.

Compliance with Laws and Regulations

Employees are expected to transact all business in compliance with federal, state and local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and nondiscrimination laws; laws regarding the privacy and confidentiality of employee and client records, laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions.

Positive Discipline and Termination of Employment

The Alpha Group is committed to providing quality work for our clients and a professional work environment for our employees. To accomplish this, we will at times need to coach and/or discipline employees in order to ensure that performance and work behavior standards are being met. To that end, The Alpha Group, Inc., in its sole discretion, may take disciplinary action up to and including a verbal warning, written warning, probationary period, immediate suspension with or without pay, and termination or any other disciplinary approach. This is not a formally progressive program and the company reserves the right to take whatever action it deems to be appropriate to address a workplace issue and maintain a professional environment for all.



Benefits

Health Insurance

The Alpha Group, Inc. understands the important need that employees have for acquiring health insurance – it is undeniably an important need for all of us. The Alpha Group, Inc. provides employer sponsored health insurance to any employee who reaches full-time employment status. Any questions about eligibility should be directed to The Alpha Group’s Human Resources Department. We are in full compliance with the employer regulatory requirements required by the Affordable Care Act (ACA). Any eligible employee may request a health benefit package from The Alpha Group’s Human Resources Department.

Health Insurance Marketplace Coverage Options and Your Health Coverage

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium that you’re eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have any offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer’s health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution – as well as your employee contribution to employer-offered coverage – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

¹An employer-sponsored health plan meets the “minimum value standard” if this plan’s share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

Eligibility

Employees must work at least 1,560 hours in a 12 month measurement period from your anniversary date and a 30 day waiting period, you may be eligible for Health Insurance. Any questions regarding your eligibility for health insurance, please contact The Alpha Group’s Human Resources Department.

Note: The anniversary date is the date of your first day on assignment with The Alpha Group. However, if a break in active employment of more than 30 days or more occurs, a new anniversary date and a new 12 month measurement period may be determined for the eligibility of Health Insurance.

Termination of Benefits:

If your assignment ends for any reason The Alpha Group’s Human Resources Department will contact you to inform you when your insurance will be terminated.



Benefits (Continued)

Section 125 Plan

The Alpha Group, Inc. maintains a Section 125 plan, in accordance with the Massachusetts Connector's Section 125 requirements. All active employees are eligible to participate in The Alpha Group, Inc.'s Section 125 plan to pay for health insurance.

Time Off

Vacation Policy

The Alpha Group, Inc. has designed Vacation benefits in recognition of your continued dedication and service. These policies are described in detail below. Please contact our Payroll department at (508) 285-8500 if you have any questions.

Eligibility:

Vacation Pay will be calculated on a calendar year basis. When you have worked 1,900 regular hours (does not include overtime) from January 1st through December 31st of a calendar year, you may be eligible for a paid vacation benefit. The amount of the vacation pay is based on the average number of regular hours that you have worked and the average pay for all assignments you have worked during that calendar year. The calculated gross earned vacation pay will be paid up to an amount not to exceed \$400.00.

You are responsible for informing The Alpha Group, Inc.'s payroll department when you have reached your eligibility. You are allowed up to the first quarter of the following year to take your Vacation time/pay.

If we do not hear from you within this time frame, it will be understood that your Vacation time/ pay has been forfeited.

*Payrolled Employees do not receive Vacation.

Holiday Policy

The Alpha Group, Inc. does not offer Holiday Pay.

Massachusetts Earned Sick Leave Law Policy

Massachusetts passed a Law that requires employers with eleven or more employees to allow all employees who work in the state of Massachusetts to accrue up to 40 hours of paid sick leave per year.

As of July 1st, 2015, **Employees will have to work 90 days before they can start using their earned sick time. Employees will earn one hour of sick leave for every 30 hours worked.**

Employees can carry over up to a maximum of 40 hours (ONLY) of earned sick leave to the next calendar year. The amount of earned sick time accrued is capped at 40 hours. You can have no more than 40 hours of unused sick time in your bank.

The Massachusetts Attorney General Office states that "Employers are only required to allow employees to use up to 40 hours of earned sick time per benefit year."

Sick leave can be used for illness, injury or routine medical appointments for the employee and his/or/her spouse, child, parent or spouse's parent, as well as to address domestic violence issues.



Massachusetts Earned Sick Leave Law Policy (Continued)

The smallest amount of sick time an employee can take is one hour. Sick time cannot be used as an excuse to be late for work without advance notice of a proper use. Employees must notify their employer before they use sick time, except in an emergency.

If you need to use any earned sick time, you must call our Payroll Department to record any time you have earned and used. You must call your Supervisor as well as The Alpha Group any time an unscheduled absence occurs.

If your employment ends, The Alpha Group, Inc. is not required to pay employees for any unused sick time.

Once you receive the earned sick pay in your paycheck an employee verification form will be mailed to you. You must return the form back to The Alpha Group within 7 days. If you do not return the form, the amount of the earned sick pay will be deducted from your next paycheck. The funds will then be credited back to your earned sick time balance to be used in the future. You will not be allowed to use your sick time until we receive the form.

Massachusetts Paid Sick Time Verification Form

When you have earned sick time and the amount is paid, you will receive a Massachusetts Paid Sick Time Verification Form. Please fill out the form, sign, date and return the form back to The Alpha Group, Inc. within 7 days. You may fax (508)285-7116, email payroll@thealphagroup.com or drop off the form at our office in Norton.

Rhode Island Paid Sick Leave Law

Rhode Island Governor signed in to law the Healthy and Safe Families and Workplace Act. The Law will begin July 1, 2018.

Employers with 18 or more employees in Rhode Island are required to pay earned sick pay. The waiting period is 180 days from July 1, 2018 for Temporary employees before they can use their earned sick time. Employees will earn one hour of sick leave for every 35 hours worked.

- In 2018, an employee can accrue up to 24 hours maximum of paid sick leave to be used.
- In 2019, an employee can accrue up to 32 hours maximum of paid sick leave to be used.
- In 2020 and after, an employee can accrue up to 40 hours maximum of paid sick leave to be used.

Carry over unused time to the following year:

- No more than 24hours per year 2018
- No more than 32 hours per year 2019
- No more than 40 hours per year 2020 and after

Rhode Island allows employees to use leave for themselves or to care for or assist a “family member,” which includes traditional family members – child, grandchild, grandparent, parent(in-law), sibling, spouse – as well as care recipients (individuals for whom an employee is responsible for providing or arranging health – or safety – related care) and members of the employee’s household.

The law allows leave to be used for the following sick time, safe time, and other purposes:

Mental or physical illness, injury or health condition of an employee or covered relation. Medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition of an employee or covered relation. Preventive medical care for an employee or covered relation. Leave related to domestic violence, sexual assault, or stalking impacting an employee or covered relation. Closure of the employee’s place of business, or a child’s school or place



Rhode Island Paid Sick Leave Law (Continued)

of care, by order of a public official due to a public health emergency. Health authorities or a health care provider determines the employee or covered relation's presence in the community may jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the employee or covered relation has actually contracted the communicable disease.

If leave is foreseeable, an employee must provide advance notice, and must make a reasonable effort to schedule use in a manner that does not unduly disrupt the employer's operations.

We may require reasonable documentation that leave of more than three (3) consecutive work days was for a covered purpose. Additionally, written documentation may be required if leave is used during an employee's final two weeks of employment.

If your employment ends, The Alpha Group, Inc. is not required to pay employees for any unused sick time.

Jury Duty

The Alpha Group, Inc. encourages employees to fulfill their civic responsibilities by performing jury duty service, when called. The Alpha Group is in full compliance with the Massachusetts jury statute M.G.L., Chapter 234A for both Massachusetts Trial and Grand Jurors. The policy below is specific to employees who serve on juries in Massachusetts. Employees who reside in other states must contact Alpha's Human Resources department to determine if any Jury Duty benefits are applicable based on a specific state's compliance requirements for employers.

Either the employee or The Alpha Group, Inc. may request an excuse from jury duty if, in Alpha's judgment, the employee's absence would create serious operational difficulties.

Notice of Jury Summons

Employees must provide a copy of their jury summons notice to Alpha's payroll department upon the initial receipt of notice to serve on jury duty. The employee should also show the jury summons to the Client Company supervisor in order that advance arrangements may be made to accommodate an absence.

Compensation

The Alpha Group shall pay each employee their regular wages for any scheduled work hours missed for the first three days, or part thereof, of juror service. The Commonwealth of Massachusetts compensates Trial and Grand jurors from the fourth day of service onward.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. For an employee serving on a jury in which the trial extends beyond 3 working days, the employee's continued absence will be excused until the trial is completed. However, compensation will not be provided beyond the initial 3 working-days period. In this situation, the employee may request the use of any available paid time off.

Proof of Juror Service

In order to be compensated by The Alpha Group, an employee must provide proof of their Jury Duty service to our Payroll department. As evidence that they have performed juror service, each week, the Office of Jury Commissioner will mail Juror Service Certificates to those jurors who have served during the previous week. The Certificate sets forth the date(s) served and lists compensation, if any due from the Commonwealth. The employee



Jury Duty (Continued)

receives two copies of the certificate: one to be kept as a personal record of juror service, and a copy for the juror to present to The Alpha Group.

When you report to Jury duty, ask a representative if you may receive proof for your employer on the day that you attend Jury Duty; otherwise, it may be mailed which will delay your proof of jury duty and compensation for any scheduled work time missed.

Benefits During Jury Duty Service

The Alpha Group, Inc. will continue to provide health insurance benefits to eligible employees for the full term of the jury duty absence. Benefit accruals for paid time off will be suspended during any unpaid jury duty leave and will resume upon return to active employment.

Family or Medical Leave Policy

The Alpha Group's Family and Medical Leave policy is consistent with the federal Family and Medical Leave Act. The Alpha Group will modify the application of this policy to comply with state law to the extent that state law provides more rights than the federal law. The Alpha Group will review individual circumstances and business considerations for employees who do not meet the eligibility requirements for family and medical leave.

Eligibility

Employees who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12 month-period are eligible to take up to 12 weeks of unpaid leave per year for the following reasons:

- The birth or placement for adoption or foster care of a child;
- The serious health condition of a spouse, child, or parent; and
- An employee's own serious health condition that renders the employee incapable of performing the functions of his or her job
- These eligibility provisions apply equally to all gender employees

Procedure for Requesting Leave

Any employee requesting leave must provide notice to The Alpha Group that states the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Medical Certification

Employees must provide certification explaining their own serious health condition or that of a family member. It should entail the date on which the condition began; the probable duration of the condition; appropriate medical facts regarding the condition; a statement that the employee is needed to care for a spouse, parent, or child; a statement that the employee's own health condition makes it impossible for him or her to work.

If the employee is needed to care for a spouse, a child or parent, the certification must also state an estimate of the amount of time the employee will be needed.

All employees returning from medical leave caused by their own illness will be required to obtain medical certification that they are able to resume work.

All employees on family leave will be required to report periodically during the leave period on their status and intention to return to work. Authorized Alpha personnel will communicate with employees during the leave to determine the employee's intention to return to work. Personnel should be informed immediately if the medical condition changes or the employee states that he or she will not be returning to work.



Family or Medical Leave Policy (Continued)

Benefits Coverage during Family or Medical Leave

An employee will receive health insurance coverage during a period of family or medical leave, if applicable, under the same conditions that applied before the leave commenced. To continue health coverage, if applicable, the employee must continue to make any contributions that he or she made to the plan before taking the leave.

An employee is not entitled to the accrual of any seniority or employment benefits that would have occurred if not for the taking of the leave. An employee who takes family or medical leave will not lose any employment benefits that accrued before the date leave began.

Restoration to Employment Following Family or Medical Leave

An employee eligible for family and medical leave (with the exception of those employees designated as “key employees” pursuant to the Family and Medical Leave Act) will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The Alpha Group cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by The Alpha Group.

Maternity/Paternity Leave Policy

Eligibility

The Alpha Group’s Maternity/Paternity Leave Policy is consistent with the Massachusetts Maternity Leave Act. A full-time employee working a minimum of 37.5 hours per week who has completed an “initial probationary period” of 90 days (3 months) will be granted a maternity leave for up to eight weeks for the purpose of giving birth, adopting a child under the age of 18, or adopting a mentally or physically disabled individual under age 23.

Procedure For Requesting Leave

Any employee requesting leave is expected to provide The Alpha Group, Inc. with a two weeks’ written notice of the anticipated date of delivery, the expected departure date, and the employee’s intentions with respect to returning to the position.

Using Accrued Paid Time Off During Maternity Leave

During this maternity leave of absence, an employee is not required to use accrued paid time off. However, the employee may request that any accrued paid time off be used during an otherwise unpaid portion of the employee’s maternity leave.

Benefit Accrual During Maternity Leave

Paid time off benefits will not continue to accrue while the employee is in an unpaid status. An employee on maternity leave who wishes to continue existing Medical and/or Dental coverage must make arrangements in advance with The Alpha Group, Inc. to pay the employee’s share of the insurance premium.

Restoration to Employment Following Maternity Leave

After a maternity leave of eight weeks or less, an employee will be reinstated to the previous position or to a similar position with the same status and pay for which the employee was eligible on the date the maternity leave began, unless other employees of equal or greater length of service in the same or similar positions have been laid off during the period of the employee’s maternity leave or due to changes in operation conditions. If an employee does not return to work at the end of the maternity leave, the employee will be regarded as having resigned without notice and employment will immediately terminate.

Maternity Leave & Family Medical Leave Act

The Alpha Group, Inc. requires that Maternity Leave run concurrently with FMLA leave when the employee is entitled to leave under both laws.



The Massachusetts Pregnant Workers Fairness Act

The Alpha Group, Inc. is in compliance with The Massachusetts Pregnant Workers Fairness Act to provide reasonable accommodations to pregnant employees.

The Alpha Group, Inc. will reasonably accommodate all pregnant employees, just as we are required to reasonably accommodate employees with disabilities. This means that The Alpha Group, Inc. must engage in the interactive process with the employee or prospective employee to try to identify a reasonable accommodation that enables the employee or prospective employee to perform the essential functions of the position.

Nursing Mothers

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

Parental Leave Act Policy

An Act Relative to Parental Leave expands the current leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law went into effect April 7th, 2015 and expands the current leave law in the following ways:

- The parental leave law is now gender neutral. Both men and women are entitled to parental leave.
- If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the employee at the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits.
- The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months
- The law provides that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave.
- The law clarifies that an employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control.
- The law clarifies that an employee on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child.
- The law expands the notice requirements, mandating that employers keep a posting in a conspicuous place describing the law's requirements and the employer's policies as to parental leave.

The Military Family Leave Provisions Under the Family and Medical Leave Act

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin.



The Military Family Leave Provisions Under the Family and Medical Leave Act (Continued)

Qualifying Exigency Leave

A Covered employer must grant an eligible employee up to **12 workweeks** of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

Covered Active duty means:

- For members of the **Regular** Armed Forces; duty 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), duty 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.

Deployment to a foreign country includes deployment to international waters. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence. See Fact Sheet 28M©, Qualifying Exigency Leave, for additional information about qualifying exigencies under the FMLA.

Military Caregiver Leave

A covered employer must grant an eligible employee up to a total of 26 workweeks of unpaid, job-protected leave during a "single 12-month period" to care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member.

A covered service member is either:

- 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
- A **veteran** of the Armed Forces (including the National Guard or Reserves) 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 is dishonorably discharged does not meet the FMLA definition of a covered service member.

The Home Act

On July 14, 2016, Governor Baker signed into law An Act Relative to Housing, Operations, Military Service, and Enrichment, known as "The HOME Act." Among other things, the HOME Act requires employers to provide paid leave to qualified veterans on Veterans Day under certain conditions. The HOME Act also adds "veteran status" as a protected class under the Massachusetts Fair Employment Practices Act

Who qualifies as a veteran? A veteran is any person with an honorable discharge who served in any branch of the U.S. military or who served full time in the National Guard under certain conditions. Any person who served in wartime and was awarded a service-connected disability or Purple Heart is also a qualifying veteran.

Veteran is a Protected Class. The HOME Act amends the Massachusetts Fair Employment Practices Act by adding "veteran status" as a protected category. Previously, active military personnel were protected by the Fair Employment Practices Act, but veterans were not. M.G.L. 151 §4. Employers must now treat "veteran status" as a protected class, much like race, ancestry, color, religion



OSHA Workplace Safety and Security

OSHA

You have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSHA Act) was passed to prevent workers from being killed or seriously harmed at work. The law required employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards.

Safe Practices Policy

We take safety very seriously. The Alpha Group, Inc. understands that each of our employees make a valuable contribution to both our organization, as well as our client's. We work hard to keep communication lines open with both you and the client. We strive to provide a safe workplace at each assignment. Should you encounter any problems or unsafe conditions or practices, show a positive attitude and report them immediately to your Alpha Recruiter or the Human Resources Director.

Each item listed below is pertinent to the specific areas of safety. While some may not be job-specific to you, please review each item carefully.

- We expect each employee working on assignment to obey every rule, regulation, and order necessary to the safe conduct of the workplace assigned.
- No employee shall knowingly be permitted to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose him/her or others to injury.
- When working with heavy equipment and handling heavy materials, work shall be well planned to prevent injuries.
- When assignments involve lifting heavy objects, an employee should bend his/her knees and use the large muscles of the leg instead of the smaller muscles of the back. – *See the Alpha Website for more detail.*
- Employees should be alert to see that all guards and other protective devices are in the proper place and adjusted; any deficiencies should immediately be reported. Approved protective equipment shall be worn in specified areas.
- Our general policy is for every employee to follow safe practices, render every possible aid to safe operations, and report all unsafe conditions or practices to The Alpha Group, Inc.
- Employees may be required to purchase safety clothing, shoes and/or other safety equipment as a requirement of an assignment. Any employee who fails to have the required safety clothing, shoes or other safety equipment will be terminated due to a violation of The Alpha Group's safety policy. Any employee that has safety questions should speak with their Alpha Recruiter immediately.
- Employees may be required to take a drug test to ascertain if the employee is complying with The Alpha Group's safe practices policy.

The Alpha Group and our Clients strive to ensure a safe and secure work environment for all employees. The following policies exist to support that objective.

Hazard Material Communications

If you are working with Hazardous Material, please read as well as visit The Alpha Group's website www.thealphagroup.com for more information.

The U.S. Occupational Safety and Health Administration maintains a list of highly toxic and hazardous chemicals found in work environments that can affect employee health. OSHA requires the manufacturers of these substances to develop safety labels and Material Data Safety Sheets that outline safety measures for exposure. Employers are



OSHA Workplace Safety and Security (Continued)

expected to maintain a binder for employee review that contains these safety sheets on each hazardous substances used on site.

OSHA List of Hazardous Chemicals:

- Biological Hazards
- Compressed Gas
- Corrosive Chemicals
- Flammable Materials
- Moderate Poisons
- Radioactive Materials
- Severe Poison
- Water Reactive and Oxidizers

Workplace Privacy

All Company and Client property and equipment (including lockers, desks, and electronic equipment) are provided for assigned employees' use during their work day. However, all assigned employees should have no expectation of privacy relative to space, furniture or equipment provided.

Care and Use of Company Property

Employees are required to exercise proper care in the use of all Alpha Group and client property and equipment. Negligence in the care and use, unauthorized removal, or unauthorized personal use of Company property may be cause for disciplinary action, up to and including termination. No employee may remove Company property from company or client premises without prior Managerial approval.

If company or client property is damaged, lost, stolen and not returned at the end of an assignment, the company may take any legal action necessary to regain from the responsible employee the property or cost of replacement.

Alcohol and Drug Policy

The Alpha Group, Inc. maintains a Drug-Free Workplace policy that prohibits the illegal use, possession, manufacture, distribution, or other transfer of any drug, in any amount, by an employee while (1) on Company or Client premises, 2) performing any job-related activity on or off Company or Client premises, or 3) while otherwise participating in any Company or Client sponsored activity, or off Company or Client premises.

In addition, employees are prohibited to work or perform job-related activities, on or off company premises, while impaired under the influence of alcohol or illegal drugs. Employees are also prohibited from participating in any company sponsored activity, on or off company premises, while impaired under the influence of alcohol or illegal drugs.

The policy does not prohibit use by an employee of prescription drugs prescribed for the employee by a licensed physician or his/her legally authorized designee, provided the drug is used in accordance with the physician's instructions and in a therapeutic dosage which does not impair the employee's performance in any way.

Definition: A drug is any controlled substance listed on Schedules I through V of the Federal Controlled Substances Act. Controlled substance include, by way of example and without limitation, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD, phencyclidine or "PC" and cannabis (marijuana). The term "illegal drugs" includes not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual. For purposes of this policy, "distribution" of alcohol or an illegal drug includes the purchase, sale, or transfer of the substance in any amount or any attempt to distribute.

Massachusetts Anti-Discrimination Act for Disability Discrimination – Medical Marijuana

We are in compliance with the State of Massachusetts Court ruling dated July 17, 2017. The Alpha Group, Inc. [Marijuana Card Policy](#):



OSHA Workplace Safety and Security (Continued)

- We will need a copy of the medical marijuana card (prescription) for our files
- Employees cannot be under the influence of marijuana during work hours including all work breaks
- We will need a doctor's note from your treating physician stating when you need to use marijuana (after hours) and how the use will not impair your ability to perform the essential functions of your job including safety during working hours.
- When we receive the doctor's note we will have you sign an acknowledgement form confirming you will not use Marijuana before work, while working or during work breaks.

We take this matter very seriously and understand there may be concerns. If there is anything we can do to help you further understand our position do not hesitate to contact our Human Resources Department.

Employee Responsibility

Any employee who is found guilty, or pleads "no contest", to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance in the workplace must inform the Company's Human Resources Director within five (5) days of such conviction or plea.

Drug Test Policy

The Alpha Group, Inc. is a drug free workplace with exceptions. We will accept a positive test result if the applicant/employee has a medical prescription for the drug. If we feel there is a reasonable suspicion while employees are on assignment, we will perform a random drug test. We also require an employee that is involved in a Worker's Compensation related injury to pass a drug screening on the same day of the accident – including the test for the cannabis. Safety always has been and will always remain our number one priority!

The Alpha Group, Inc. will pay for all drug screens and will arrange for transport to our office and/or to a medical facility. *Any employee who refuses to test on the same day of the request will automatically be terminated due to a violation of the Drug-Free Workplace policy.*

Sanctions for Non-Compliance

An employee who violates any provision of this policy is subject to disciplinary action, up to and including the immediate termination of the assignment and employment with The Alpha Group. Any employee who refuses to take a drug screen on the same day requested will also be in violation of this policy and will be immediately terminated for cause.

Workers Compensation

The Alpha Group, Inc. recognizes that injuries may occur even if all precautionary measures are taken. In the event that you are injured, you should contact our Workers Compensation Coordinator immediately. You may call our standard business number (508) 285-8500 to report the accident.

The Alpha Group maintains a Workers' Compensation policy. We have set up procedures that, when properly followed, assure you of prompt action for your treatment, resolution of compensation issues, and assignment. You must provide us with a Full Duty Release from your doctor in order to be placed back out to work.

If you are injured on the job, you will need to see one of the health-care providers* listed below. The Alpha Group's Workers Compensation Coordinator will make the first appointment; this ensures that the injured worker will be treated for the injury as quickly as possible.

Tristan Medical Care (Occupational Health Services)
184 West Main Street, Norton, MA (508)824-0243

Occupational Health Services (*Associated with Sturdy Memorial Hospital*)
211 Park St, Attleboro, MA (508)222-5200

Occupational Health Services (*associated with Milford Hospital*)

• **61 East Main St. • Norton, MA 02766 • Tel: (508) 285-8500 •**
• www.thealphagroup.com • Fax: (508) 285-4000 •



OSHA Workplace Safety and Security (Continued)

115 Water St. (Hill Office Park, 2nd Floor), Milford, MA (508)422-2761

*Other OHS facilities are available; the employee may also seek treatment from his or her personal physician.

Note: Where appropriate, leave of absence due to Workers' Compensation will run concurrently with eligible Family and Medical Leave time.

Personal Cell Phone, Text Messaging and Phone Camera Policy

- A cell phone is a wireless telephone that uses radio frequencies to send and receive communication with other telephones, both wireless and land-based.
- Cell phones have created an increased distraction in the workplace. Personal calls – whether made on a cell phone or not – are especially distracting to co-workers, while text messaging also takes away from an employee's productive time.
- The use of personal cell phones by employees working on assignment at a Client Company is prohibited. Employees may use cell phones ONLY during lunch or break periods.
- Employees should advise friends and family members that they are not available to receive calls on their cell phone other than at lunch and/or break periods. If there is an emergency, family members should be advised to contact The Alpha Group at (508) 285-8500. We will contact our client company contact person to ensure you are contacted immediately.
- Other use, **including text messaging, playing web based games or applications** are prohibited during the workday.
- Cell phone camera functions may not be used during the workday.

All employees are required to follow this policy. Failure to do so will result in disciplinary actions, up to and including immediate termination of the assignment and employment with The Alpha Group.

Use of Company Telephone Equipment

Employees should utilize a client's telephone for work purposes only; personal telephone calls are not allowed. Employees should make personal calls during a lunch period or company approved break; these calls should be made on the employee's personal cell phone.

All employees are required to follow this policy. Failure to do so will result in disciplinary actions, including and up to the immediate termination of the assignment and employment with The Alpha Group.

Electronic Communication and Internet Usage Policy

The Alpha Group, Inc. respects the individual privacy of its employees. However, employee privacy does not extend to employees' work-related conduct or to the use of company-provided equipment or supplied by our Clients. It is the policy of The Alpha Group and our Clients to reserve the right to monitor Alpha's employees' use(s) of these communication services, computers, and other equipment to ensure that professional and business performance and conduct standards are maintained.

Employees acknowledge that they had no expectation of privacy when using the employers' email systems. Employees acknowledge that they have neither an expectation of confidentiality nor a right to claim work product or other privilege protection.



Personal Cell Phone, Text Messaging and Phone Camera Policy (Continued)

The Alpha Group, Inc.'s and our Clients' communication services, computers, and all other electronic systems are for the sole purpose of conducting the company's business. These systems are not intended to be used by employees for conducting personal business, conducting employment searches, playing electronic or video games, storing personal documents, or for any other personal reason. **Inappropriate use of The Alpha Group, Inc.'s and our Clients' communications and/or computer systems may result in disciplinary action, up to and including the immediate termination of employment.**

All information stored in the computers and other electronic-recording devices is the property of The Alpha Group and our Clients. Specifically, but without limitations, all documents, data, software, hardware, tapes, taped messages, voice mail, electronic mail, etc. stored in The Alpha Group, Inc.'s or the Client's company communications and computer systems are the property of The Alpha Group or the Client and may be used and accessed by the company at any time and in any manner it deems appropriate.

The Alpha Group, Inc. and our Client Companies reserve the right to access, alter, save, copy, recreate, print and/or use this electronic data in any method not prohibited by law. The Alpha Group, Inc. and our Client Companies may and can monitor employee activity on its communication systems, its computers, and its electronic record-keeping and/or storage systems as it deems necessary, without prior notification to the employees who customarily use these systems.

All electronically based computer programs and software are owned and licensed to The Alpha Group or our Client Companies and may not be used or copied for personal use or for any non-company business purpose. Employees are prohibited from installing any unauthorized software onto computers owned by The Alpha Group or our Client Companies.

No employee may remove or download any records maintained in The Alpha Group's or the Client Company's computer systems or other electronic record-keeping, and/or storage devices.

Any portable equipment provided for an employee's use, such as laptops, fax machines, wizards and cellular phones, must be promptly returned immediately to The Alpha Group when an assignment with a Client Company ends. All equipment must be returned in good condition. Any damage beyond reasonable wear and tear or property loss shall be the financial responsibility of the employee.

Employees may not use The Alpha Group's or the Client Company's voice mail, electronic mail, desktop computers, fax machines or the Internet in any way that may be seen as insulting, disruptive, or offensive by other persons. Examples of forbidden transmissions include sexually explicitly messages, cartoons or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be unlawful discrimination or harassment of others based on their race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran's status, physical or mental disability or any other characteristic provided by state, federal or local law.

All employees are required to follow this policy. Failure to do so will result in disciplinary actions, including and up to the immediate termination of the assignment and employment with The Alpha Group.

Bring Your Own Device (BYOD)

BYOD policies allow for the employers to take custody of the employee's personal device for various legitimate business purposes, which would including responding to discovery requests in litigation.

Confidential Information

All employees are expected and required to protect The Alpha Group, Inc.'s and our Client Company's trade secrets and other confidential information. Company trade secrets or confidential information should never be transmitted



Personal Cell Phone, Text Messaging and Phone Camera Policy (Continued)

or forwarded to outside individuals or companies not authorized to receive the information. Employees must exercise greater care when transmitting The Alpha Group, Inc.'s or the Client Company's trade secrets using email or instant messages than with other communication means because email makes it easier to redistribute or misdirect trade secrets to unauthorized individuals.

The Alpha Group, Inc. and our Client Companies also require its employees to use email in a way that respects the confidential and proprietary information of others. Employees are prohibited from copying or distributing copyrighted material—for example, software, database files, documentation, or articles—using The Alpha Group or the Client Company's systems.

Search Policy

Our search policy exists to ensure the security of the Company and Client's property and to maintain health and safety conditions. All employees are subject to this policy as a condition of continued employment policy. A request to search an employee's person or possessions is not an accusation of any wrongdoing; it is merely a part of an internal company investigation.

An authorized representative of The Alpha Group, Inc. or the Client Company may request to search all work areas, lockers, vehicles, personal property contents. All of these areas are subject to be requested for searches at any time. A refusal to submit to a search request may lead to disciplinary action, up to and including termination of an assignment.

Social Media Policy

Social Media is a growing communications tool that many employees are already participating in both personally and professionally. It is important for an individual to think about how he or she represents himself/herself online during personal leisure time when participating in a blog, wiki, online social network or any other form of online publishing or discussion or video upload.

While employees make their own decisions about whether to participate in Social Media, we expect everyone who participates in online commentary to understand and follow these important guidelines – even if their participation is during after work hour. The Alpha Group's overall goal is to have our employees participate online (when using the internet for work purposes as well as for personal use during non-work hours and when using the internet) in a respectful, relevant way that protects our clients' as well as our own reputation.

Employees who do participate in Social Media are encouraged to write knowledgeably, accurately and use appropriate professionalism. Despite disclaimers, web interactions can result in members of the public forming opinions about the company and its employees, clients and products. Here are some important guidelines that we expect employees to follow.

Employees should know and follow The Alpha Group's Code of Ethics and Business Conduct guidelines. Employees who name The Alpha Group or a Client and discuss work related matters must first seek permission from The President of The Alpha group. Employees should identify themselves by name and role (when relevant) and write in the first person. All statement must be true and not misleading; all claims must be substantiated. An employee must make it clear that they are not speaking on behalf of The Alpha group and/or our Client.

Employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. A sample disclaimer may be used such as this: "The postings on this site are my own and don't necessarily represent The Alpha Group's positions, strategies or opinions."



Social Media Policy (Continued)

Employees should be aware of their association with The Alpha group and our Client in online social networks. If an employee identifies himself as a company employee, the profile and related content should be consistent with how an employee should be presented to colleagues and clients.

1. Employees must respect copyright, fair use and financial disclosure laws.
2. Employees may not provide The Alpha Group's or our Clients' name or any other client confidential or proprietary information. Employees must ask permission to publish or report on conversations that are meant to be private or internal to our company.
3. Employees may not cite or reference other clients, partners or suppliers without their approval. If an employee has permission to make such a reference, wherever possible link back to the source
4. Employees should make sure that any efforts to be transparent do not violate The Alpha group's or our client's privacy, confidentiality, and legal guidelines for external commercial speech.
5. Employees should respect their audience. Employees should not use ethnic slurs, personal insults, obscenity or engage in any other conduct that would not be acceptable to The Alpha Group's or our Client's workplace.
6. Employees should post meaningful and respectful comments – no spam and no remarks that are off-topic or offensive.
7. Employees should never participate in Social Media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to a personal or company IP address. Refer all Social Media activity around crisis topics to the President of The Alpha group.
8. Employees need to take precautions to protect themselves, their privacy and The Alpha Group's and our Client's confidentiality. Employees should think before they post – and remember that anything published on the internet will be public for a long time.

Material violations of this code or related policies and procedures may carry disciplinary consequences up to and including immediate dismissal from employment. Such violations may also subject individuals to civil or criminal actions in state or federal courts.

No policy in this handbook should be interpreted to interfere with, restrain or otherwise inhibit you in the exercise of your rights guaranteed in Section 7 of the National Labor Relations Act. You have a right to your own wage/salary and may share that information with anyone. You have a right to raise concerns about wages and general work conditions publicly. Nothing in this employee handbook is considered proprietary or in any way secretive.

Violence and Weapons Policy

The Company is committed to working, with its employees, to maintain a safe work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. To that extent, the Company has established the following policies regarding violence and weapons. Violation or disregard of these policies will result in discipline up to immediate termination.

Violence

Violence, threats, harassment, intimidation, and other disruptive behavior in the work place will not be tolerated. In addition, the Company is sensitive to issues of domestic violence and the potential danger it poses to its employees and the workplace. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Accordingly, the Company will not hesitate to contact the appropriate law enforcement authorities in the event of any threatening behavior or act of violence against employees, visitors or guests of the Organization, and to initiate criminal prosecution, if appropriate.



Violence and Weapons Policy (Continued)

Weapons

The Company prohibits all persons who enter Company premises from carrying a firearm, knife, or any other prohibited weapon regardless of whether the person is licensed to carry the weapon or not and prohibits all employees from carrying a firearm, knife, or any other kind of prohibited weapon at any time on Company or client premises, or when representing the Company in any capacity.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by The Alpha Group, Inc. to carry a weapon on the premises.

Smoke-Free Workplace

The Alpha Group and Client companies are professional environments. While on Client worksites, employees must comply with the client-designated smoking policy, without exception.

While on Company worksites, smoking including e-cigarettes or any other electronic, nicotine-delivery device that simulates the use of tobacco is prohibited within all of the enclosed areas, without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities. Further, employees are expected to safely dispose of any tobacco remains and/or matches/lighters in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Solicitation and Distribution

The Alpha Group prohibits solicitations, collections or circulation of petitions by employees during working time. Nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. In addition, no person outside the Company is allowed on the premises at any time for these or related activities. Upon occasion, the Company may make an exception for charitable causes. In all such cases, however, the President must give explicit permission beforehand.