

Employee Handbook



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Chapter 1

INTRODUCTORY POLICIES

1001 Introduction

This handbook has been designed to familiarize SCOTT RAMEY PRODUCTION SERVICES (herein referred to as "SRPS") employees with our policies, procedures, work guidelines and benefits. The contents of this handbook, however, constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. SRPS reserves the right at any time to add, change, delete or modify, policies, benefits, wages, and all other working conditions as it deems appropriate without obtaining another person's consent or agreement. Therefore, other than the at-will agreement and agreement to arbitrate contained in the handbook Employee Acknowledgment and agreement, this handbook should not be construed as creating any kind of "employment contract."

As provided in the Employee Acknowledgment and Agreement, nothing in this handbook creates or is intended to create a promise of continued employment for a definite term. Employment at SRPS is employment at-will and may be terminated at the will of either SRPS or the employee, with or without cause or prior notice. This handbook shall supersede any and all prior handbooks, written documents or oral representations that contradict the at-will nature of your employment. Your status as an "at-will" employee may not be changed except in writing signed by the President of SRPS. If questions arise concerning the interpretation of any SRPS policy or benefit, please contact Human Resources.

1002 Statement of At-Will Employment Status

While we hope that your employment with SRPS will be long lasting, this employment is "at will". In other words, you are free to resign at any time and for any reason sufficient to you, just as SRPS is free to terminate your employment at any time and for any reason. We do not guarantee continued or permanent employment. Although SRPS reserves the right to terminate employment without cause and without giving advance notice, in most non-disciplinary terminations SRPS will try to give reasonable notice. Each employee, in turn, has the right to resign for any reason at any time. We request, but do not require, that if an employee decides to resign, he or she try to give at least two weeks' courtesy notice.

No SRPS lead or other employee has the authority to change this at-will relationship except in writing signed by SRPS's President specifically and clearly addressing the subject. For example, a description of pay on an annualized, monthly, or weekly basis, or any other description of tasks, obligations or benefits of employment which refer to some point or duration of time, does not entitle an employee to employment for any specific or minimum duration. This handbook shall supersede any and all prior handbooks, written documents or oral representations that contradict the at-will nature of your employment.

1003 Integration Clause and the Right to Revise

This employee handbook contains the employment policies and practices of SRPS in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. SRPS reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President of SRPS.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements, or representations can in any way change or alter the provisions of this handbook. This handbook sets forth the entire agreement between you and SRPS as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

1004 Equal Employment Opportunity

SRPS is an equal opportunity employer and makes employment decisions on the basis of merit, competence and qualifications. We want to have the best available people in every job. Company policy prohibits unlawful discrimination based on race, ethnicity, color, sex (including childbirth, breast feeding and related medical conditions), religion, marital status, age, national origin, ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical condition, genetic information, gender, gender identity or gender expression, sexual orientation, or any other protected status in accordance with all federal, state or local laws.

SRPS is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of SRPS and prohibits unlawful discrimination by any employee of SRPS, including supervisors and co-workers. This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to Human Resources or any member of the management team. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. SRPS will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

If SRPS determines that unlawful discrimination and/or a violation of company policy has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. SRPS will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers.

1005 Requests for Accommodation

SRPS is committed to complying with the laws protecting qualified individuals with disabilities, as well as employees', unpaid interns' and volunteers' religious beliefs and observances. The Company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability and/or employees' religious beliefs and observances to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify Human Resources. Once SRPS is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations.

If you believe that you have been treated in a manner not in accordance with these policies, please notify SRPS immediately by speaking to Human Resources. You are encouraged to utilize this procedure without fear of reprisal. This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

1006 Policy Against Unlawful Harassment, Discrimination, and Retaliation

SRPS is committed to providing a work environment that is free of unlawful harassment, discrimination, and retaliation. In furtherance of this commitment, SRPS strictly prohibits all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or gender expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other category protected by applicable state or federal law.

SRPS's policy against unlawful harassment, discrimination, and retaliation applies to all employees of the Company, including supervisors and managers, as well as to all unpaid interns and volunteers. SRPS prohibits managers, supervisors and employees from harassing co-workers as well as SRPS's clients, vendors, suppliers, independent contractors and others doing business with the Company. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. In addition, SRPS prohibits its customers, vendors, suppliers, independent contractors and others doing business with the company from harassing our employees. If you have any questions about what constitutes harassing behavior, ask Human Resources or another member of management.

Other Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwelcome sexual advances.
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances, propositions, requests or comments;
- Sending or posting sexually-related messages, videos via text, instant messaging, or social media;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct, such as touching, assault, impeding or blocking movement;
- Physical or verbal abuse concerning an individual's gender, gender identity or gender expression; and
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the Company strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial jokes or ethnic slurs, epithets, and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- Other conduct predicated upon one or more of the protected categories identified in this policy.

Prohibition Against Retaliation: The Company is committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of SRPS regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Making or filing an internal complaint with SRPS regarding alleged unlawful activity;

- Providing notice to SRPS regarding alleged unlawful activity;
- Assisting another employee who is engaged in any of these activities.

The Company is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

What You Should Do If You Feel You Are Being or Have Been Harassed, Discriminated Against or Retaliated Against

If you feel that you are being or have been harassed, discriminated against or retaliated against in violation of this policy by another employee, supervisor, manager or third party doing business with the Company, you should immediately contact Human Resources. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to Human Resources.

Supervisors who receive any complaint of harassment, discrimination or retaliation must promptly report such complaint to Human Resources. Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so we can take whatever steps are necessary to address the situation. The Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible by an impartial and qualified person and, upon conclusion of such investigation, appropriate corrective action will be taken where warranted. The Company prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment reported to management will be treated as confidentially as possible, consistent with the Company's need to conduct an adequate investigation.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act. Any questions about SRPS's policy against unlawful harassment, discrimination and retaliation or the procedure for filing complaints should be directed to Human Resources.

Chapter 2

EMPLOYMENT POLICIES AND PRACTICES

2001 Employee Classifications "New Hires"

The first 90 days of continuous employment at SRPS is considered an introductory period. During this time you will learn your responsibilities, get acquainted with fellow employees and determine whether you are happy with your job. Upon completion of the introductory period, SRPS will review your performance. If SRPS finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you.

Completion of the introductory period does not entitle you to remain employed by SRPS for any definite period of time. Both you and SRPS are free, at any time, with or without notice and with or without cause, to end the employment relationship and your compensation. SRPS may extend this 90-day introductory period, at its sole discretion if it is determined that such an extension is desirable or appropriate for any reason.

2002 Types of Employees

Regular Employees: Those who have successfully completed the introductory period and work a regular schedule. They are employed for an indefinite period and unspecified length of time. Regular employees may be classified as full-time or part-time.

Full-time Employees: Those who are normally scheduled to work and who do work a schedule of 37.75 hours per week or more.

Part-time Employees: Those who normally are scheduled to work and who do work less than 37.75 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

Exempt Employees: Those employees meeting the Fair Labor Law Standards Act and/or applicable state law definition, and classified by the company as exempt from overtime provisions.

Non-exempt Employees: Those employees covered by the overtime provisions of applicable state and federal wage and hour laws. Non-exempt employees receive pay in accordance with these laws.

2003 Job Duties

During the introductory period, SRPS will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or SRPS. Your cooperation and assistance in performing such additional work is expected. To the extent permitted by law, SRPS reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

2004 Work Schedules

For scheduling please send an email no more than twice a week during normal business hours to crew@srprodsvc.com. This must include your full name, telephone number, and available dates. Please note that calls and texts are not acceptable.

For your information and convenience, work schedules are posted on our [online calendar](#). Booking priority is given to those who have been with us longer & are high performers. If people abuse the calendar and consistently sign up for closed gigs, they will not be booked for jobs. It is your responsibility to check your schedule daily to see if there have been any changes. All employees are expected to be at their assignments at the start of their scheduled shifts, ready to perform their

work with the proper tools. As part of our responsibility to our clients and other employees, employees are expected to work as scheduled, to arrange their personal schedules to accommodate our established working hours, and to notify us as early as possible if they expect to be absent or tardy. It is vital for employees to check their calendar before agreeing to take any jobs in order to eliminate double booking. Unless it is not required by state or federal law, it is the employee's obligation to find a replacement for any jobs they cannot fulfill. The replacement must be an active employee who is already in the payroll system and be approved by management prior to the job.

Employees who are absent for more than two days and have not contacted their manager will be assumed to have abandoned their job and voluntarily terminated their employment as of the end of the second day missed (See Section 2019 for more on job abandonment). SRPS's standard workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.

Factors such as workloads, operating efficiencies, and staffing needs may require variations in schedules and total hours worked in a day or week. The company reserves the right to assign employees to jobs other than their usual assignments when required. In addition, employees may be required to work overtime or other hours than those normally scheduled whenever necessary.

Exchanging work schedules with other employees is discouraged. However, if it is necessary to exchange schedules, notify management, who may authorize an exchange if possible. Work schedule exchanges will not be approved for mere convenience or if the exchange will result in disruption of or interference with normal operations or will result in excessive overtime. Requests for a schedule change must be submitted in writing, at least 5 days ahead of time.

2005 Meal Periods

For Employees Working in California

Except for certain salaried exempt employees, it is our policy to provide and afford all employees who work more than five (5) hours in a work day with an uninterrupted 30-minute meal period free from all duty to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the 10th hour of work, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by SRPS, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duty during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes. The Company schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods during which they were required to work. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods. The Company strictly prohibits retaliation against any employee who reports violations of the Company's meal and rest period policies.

Please note that no lead is authorized to instruct an employee how to spend his or her personal time during a meal or rest period. Employees should immediately report a leads' instruction to skip or work during a meal period to the Human Resources.

Waiver of Meal Period. Employees may waive their meal periods only under the following circumstances: If employees will complete their work day in six (6) hours or less, employees may waive their meal period, as approved by their supervisor. Employees who work over ten (10) hours in a day may waive their second meal period only if they have taken their first meal period and they do not work more than twelve (12) hours on that day. Employees may not waive meal or rest periods to shorten their work day or accumulate meal or rest periods for any other purpose.

On-Duty Meal Period. In limited situations, certain designated employees may be authorized to work an “on-duty meal period” when the nature of the employee’s duties prevent the employee from being relieved of all duty. Only if the nature of your job duties requires it, and you and the Company have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked. The on-duty meal period agreement is revocable by you or the Company at any time.

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a meal period or not provided an opportunity to take a meal period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to our attention. The one-hour premium will not apply in situations where the meal period is waived as permitted by law, where an employee has a lawful on-duty meal period, or if an employee personally chooses to deviate from the Company’s schedules or policies providing meal periods as required by law.

For Employees Working in Other States

SRPS provides meal periods in accordance with state law.

2006 Rest Periods

For Employees Working in California

The Company provides all employees with the opportunity to take a ten (10) minute paid rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. During the rest periods, an employee will be relieved of all duty so that the employee can enjoy this personal time; however, the employee will not be permitted to leave the premises due to the short duration of the rest period.

The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are generally authorized and permitted to schedule their rest periods at their own discretion under these guidelines; however, a lead may ask that rest periods be scheduled to best ensure the smooth operation. Rest periods may not be combined with other rest periods or meal periods.

Rest periods are “on the clock” and counted as hours worked, and thus, employees are not required to separately record their rest periods on their timesheets or time cards. If your rest period is interrupted, you must notify your supervisor immediately so that arrangements for you to take a further, uninterrupted, rest period required by Company policy can be made. No lead is authorized to instruct an employee to waive a rest period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Rest periods can be waived provided they are waived without any coercion from a supervisor and the waiver is purely voluntary. Employees may be required to confirm that they have been provided an opportunity to take all of their duty-free rest periods during a particular pay period (including pay periods when one or more rest periods have been voluntarily waived by you).

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a rest period or not otherwise provided an opportunity by the Company to take a rest period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to our attention. The one-hour premium will not apply in situations where the rest period is waived as permitted by law or when an employee personally chooses to deviate from the Company’s schedules or policies providing rest breaks as required by law.

For Employees Working in Other States

SRPS provides rest periods in accordance with state law.

2007 Recovery Periods for Employees (CA)

The Company provides all employees working in temperatures exceeding 80 degrees Fahrenheit,

whether indoors or outdoors, with the opportunity to take an uninterrupted cool-down period of at least five minutes as needed to avoid overheating. Employees are permitted to access the provided shaded area and drinking water at any time to avoid heat illness. Cool-down periods are counted as hours worked, and thus, employees are not required to record their cool-down periods on their timesheets or time cards.

It is also our policy to relieve employees of all duty during their cool-down periods. As such, no lead is authorized or allowed to instruct an employee to waive or skip a cool-down period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Employees should immediately report a leads' instruction to skip, shorten, or work during a cool-down period to the Human Resources.

The Company pays one-hour of premium pay at your regular rate of pay in instances where an employee is required by the Company to work during a recovery period or not provided an opportunity to take a recovery period in accordance with this policy. Because this should be an exceptional occurrence, if you are aware of such a situation, please be sure to bring it to our attention. The one-hour premium will not apply in situations where the recovery period is waived as permitted by law or when an employee personally chooses to deviate from the Company's schedules or policies providing recovery periods as required by law.

2008 Timekeeping Requirements

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. "Off clock" work time is not permitted. "Hours worked" is defined by law as all-time an employee is subject to the control of an employer, and includes all time that an employee is suffered or permitted to work, whether or not required to do so. Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from SRPS before working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization are subject to disciplinary action up to and including termination of employment.

Non-exempt/hourly employees are required to complete a time/call sheet and out each day according to the following guidelines:

- Sign in no more than seven (7) minutes before your scheduled time to report to work.
- Sign out when you go for your scheduled meal period.
- Sign in when you return to work after your scheduled meal period.
- Sign out no later than seven (7) minutes after the time you are scheduled to leave work at the end of the day.
- Do not sign in until you are ready to report directly to your work area.

Your signature on the timecard indicates that the time recorded is accurate. It also confirms that you have taken your lunch and breaks for each day worked in the pay period in accordance with Company policies. Your lead will sign and approve your timecard at the end of the day. Submitting changes to another employee's timecard, or allowing another employee to complete your timecard will not be tolerated. Falsifying a time card in any way will not be tolerated and may result in disciplinary action, up to and including termination. Any errors on your timecard should be reported immediately to Human Resources.

Exempt employees do not clock in and out. They may be asked to keep an attendance log to reflect sick leave and other whole day absences such as jury duty or if applicable, for billable time for client services or projects. Violations of this policy may result in disciplinary action, up to and including possible termination.

2009 Payment of Wages

SRPS employees are paid bi-weekly, every other Friday. When payday falls on an observed holiday,

you will be paid on the preceding regular workday. SRPS provides, and encourages, direct deposit of paychecks. This is a service which saves you time and provides added security. With this option, each paycheck will be automatically deposited to your checking or savings account (or divided between the two) as you direct. Each payday, you still receive a pay stub for your records - much like a voided check with all the same information, which would appear on your regular check - except the face of the check is voided. No trips to the bank are necessary because your salary appears in your bank account on payday, or in some cases the night before.

Please review your paycheck for errors. Send all payroll inquiries via email to hr@srprodsvc.com with your name, dates/times, and job location. As required by law, SRPS will deduct Federal and State Income Tax and Social Security (FICA) Tax from your payroll check each pay period, as well as other deductions where required by law such as court-ordered attachments or garnishments. Please notify SRPS of any changes in address, marital status, telephone numbers, or bank information.

2010 Overtime

For Employees Working in California

As necessary, employees may be required to work overtime. However, it is SRPS's general policy not to ask employees to work in excess of 8 hours per day, or 40 hours per workweek. We will attempt to give as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor. Otherwise, all overtime work must be pre-approved by your supervisor. Working overtime without your supervisor's approval may result in disciplinary action, up to and including termination.

For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Holidays, sick time, and other time paid for which is not worked, is not counted when calculating overtime. SRPS will attempt to distribute overtime evenly and accommodate individual schedules. SRPS must previously authorize all overtime work. SRPS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:00 a.m. and ends 24 hours later. A workweek begins each Sunday at 12:00 a.m. and ends at 11:59 p.m. on Saturday. Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, shall be paid at a rate one and one-half times the employee's regular rate of pay. Compensation for the first eight hours worked on the seventh consecutive day worked within a workweek or on a day other than a regularly scheduled work day under a valid alternative work week schedule shall be paid at one and one-half times the employees' regular rate of pay.

Double time will be paid for all hours worked in excess of 12 in one day or in excess of 8 on the seventh consecutive work day within a single workweek. Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to managers, or other exempt employees.

For Employees Working in Other States

SRPS provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law.

2011 Advances

SRPS permits advances against paychecks under certain circumstances. Employees with a minimum of one year of service with SRPS may submit written requests for pay advances to the management team for review. The management team reserves the right to decline requests for pay advances based on employee performance and/or an employee's prior history of loan repayment to the company.

2012 Personnel Records

Important events in each employee's history with SRPS will be maintained in the employee's personnel file. Change of status records and disciplinary warnings are some examples of records maintained. To ensure that personnel records are up-to-date, each employee is requested to report any changes to Human Resources in writing. These include change of address, telephone number, marital status, number and status of dependents, emergency contact information, or important changes in personal status. To review your file, complete and provide a written request to Human Resources. Your request will be granted as soon as practical to arrange for the documents and personnel necessary for the review.

2013 Employee References

All requests for references must be directed to Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. SRPS's policy as to references for employees who have left SRPS is to disclose only the dates of employment and the title of the last position held. If an employee has authorized disclosure in writing, SRPS will also provide a prospective employer with information on the amount of salary or wage last earned.

2014 Employee Relations

Our sincere conviction is that the best and most rewarding employee management system results from a direct relationship between management and the employees. We believe that our personnel policies and practices adequately resolve work related problems. We encourage you to bring any problem to the attention of Human Resources. We in turn, promise to listen to your concerns with respect, and do our best to help to find an agreeable solution.

While we cannot guarantee perfect employee relations, we do promise to constantly strive for the following:

- To provide a reasonably clean and comfortable atmosphere in which to work.
- To treat each employee with consideration and respect and expect each employee to do the same within his or her working environment.
- To promote from within, whenever possible, on the basis of ability and qualifications.

2015 Romantic or Sexual Relationships with Other Employees

SRPS has adopted this policy because of the potential problems posed by romantic or sexual relationships between employees. These problems include conflicts of interest, interference with the productivity of co-workers, and potential charges of sexual harassment. Such problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate position. Questions and clarifications will be addressed by Human Resources.

SRPS imposes the following restrictions on romantic or sexual relationships between employees:

- When a supervisor or manager engages in a romantic or sexual relationship with his/her subordinate the supervisor or manager must disclose the existence of such relationship immediately to Human Resources. The Company will take all steps it deems necessary to prevent conflicts of interest and potential legal claims, including but not limited to transferring one or the other employees and or terminating the employment of the manager or supervisor.
- All employees must avoid romantic or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.
- All employees are expected to behave in a professional manner and avoid inappropriate displays of affection, arguments over relationship issues, etc., in the work environment.

2016 Employment of Relatives

Relatives of employees may be eligible for employment with SRPS only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. "Relatives" are defined to include spouses, children, siblings, parents, in-laws and step-relatives. Present employees who marry will be permitted to continue working in the job position held only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest.

2017 Reductions in Force

Under some circumstances, SRPS may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, SRPS will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In determining which employees will be subject to layoff, SRPS will take into account, among other things, operation and requirements, the skill, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

2018 Involuntary Terminations

There are circumstances under which employees will be immediately discharged from employment. While those circumstances are within SRPS's sole discretion, SRPS wants to make every reasonable effort to help employees succeed by providing them, whenever appropriate, with notice of deficiencies and an opportunity to improve performance or conduct.

However, all cases of employee discipline are different, and some call for more or fewer steps and employees should not assume that past disciplinary actions with respect to other employees will dictate their own cases. Employee requests for review of discharge or other disciplinary actions must be in writing and delivered to Human Resources to avoid miscommunications.

2019 Voluntary Termination

An employee who voluntarily resigns his/her employment or fails to report to work for two (2) consecutively scheduled workdays, without notice or approval, is considered to have abandoned their job and voluntarily terminated employment with SRPS. After two (2) days, SRPS will send the absent employee written confirmation that his or her employment has been terminated due to job abandonment. Once notice has been sent, it will be deemed to have been received as of the second day following transmission, after which time SRPS has no further legal obligations to the former employee.

SRPS requests any employee intending to voluntarily resign submit his or her resignation in writing to Human Resources at least two weeks prior to the date of departure. This is requested so that an orderly transition can be made and other employees are not over burdened by the resignation. All Company owned property must be returned immediately upon termination of employment.

For Employees Working in California

Employees must give a minimum of 72 hours' notice of resignation in order to receive their final paycheck on their last day.

For Employees Working in Other States

SRPS will follow final paycheck laws in accordance with state law.

2020 Sales Commissions

Employees who recommend a new client to SRPS and that client contracts for work, will receive a percentage of profits from that client's job when the project is completed and SRPS is paid.

2021 Employees Who Are Required To Drive

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license, proof of insurance and a driving record acceptable to the Company's insurance carrier. From time to time, employees will be asked to submit a copy of their driving record. Any changes in your driving record or automobile insurance must be reported to SRPS immediately. Failure to do so may result in disciplinary action, up to and including termination.

Employees who cannot maintain insurance or an acceptable driving record will not be permitted to operate a motor vehicle in the course of their duties. If the employee's job requires driving, failure to maintain insurance and/or an acceptable driving record may result in termination.

All employees driving a vehicle on SRPS business must immediately report to Human resources any accident and any moving or non-moving violation for which they are cited while driving any vehicle. SRPS accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on Company business, except those for mechanical violations on Company owned or leased vehicles. Liabilities created by any citation issued due to driver action will be the responsibility of employees who receive them. SRPS expects employees to obey all traffic laws, including speed limits.

2022 Parking Reimbursement

SRPS will reimburse employees for parking costs if free parking is not available at the job site. Employees must notify the lead to write in the parking amount on the sign-in sheet. In addition, the employee must email a photo of the parking receipt to hours@srprodsvc.com with their name listed on it within 24 hours of the job. Employees who do not follow this procedure may not be reimbursed.

Chapter 3

STANDARD OF CONDUCT

3001 Prohibited Conduct

SRPS's intentions are to provide its employees with a good working environment, which provides the opportunity to achieve results. Our management is expected to be fair in their working relationships, but they are also expected to apply consistent, equitable discipline when performance or behavior does not meet expectations. Violation of SRPS's conduct standards may result, at management's sole discretion, in one of the following forms of disciplinary actions – verbal warning, written warning, suspension, or termination. In arriving at a decision for appropriate action, the following may be considered: the seriousness of the violation, the employee's past record at SRPS, the circumstances concerning the matter.

The following conduct is prohibited and will not be tolerated by SRPS. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and SRPS's operations also may be prohibited. This statement of prohibited conduct does not alter SRPS's policy of at-will employment. Either you or SRPS remains free to terminate the employment relationship at any time, with or without reason or advance notice.

- Falsification of employment records, employment information or other SRPS records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another employee's.
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or client.
- Removing or borrowing Company or client property without prior authorization.
- Unauthorized use of Company or client equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Company property.
- Participating in horseplay or practical jokes on Company time or on Company premises.
- Carrying firearms or any other dangerous weapons on Company premises at any time.
- Engaging in criminal conduct whether or not related to job performance.
- Refusal to acknowledge and/or follow expressed and acknowledged behavior, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive language at any time on Company or client premises.
- Failure to notify when unable to report to work. (No Call / No Show)
- Unreported absence of two (2) consecutive scheduled workdays.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Failure to observe working schedules, including rest and lunch periods.
- Failure to provide a physician's certificate when requested or required to do so.
- Sleeping or malingering on the job.
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances.
- Working overtime without authorization or refusing to work assigned overtime.
- Wearing extreme, unprofessional or inappropriate (determined at manager's discretion) styles of dress or hair while working.
- Violation of any safety, health, security or Company policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawful harassment.
- Contacting our clients directly about employment with them.

3002 Off-Duty Conduct

While SRPS does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with SRPS's legitimate interests. For this reason, illegal off-duty conduct by an employee that adversely affects SRPS's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by SRPS, employees are expected to devote their energies to their jobs with SRPS.

The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at SRPS;
- Additional employment that creates a conflict of interest.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with SRPS;
- Additional employment that requires the employee to conduct work or related activities on SRPS property during the employer's working hours or using SRPS facilities and/or equipment;

Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to SRPS explaining the details of the outside employment. If the outside employment is authorized, SRPS assumes no responsibility for the outside employment. SRPS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

3003 Drug and Alcohol Policy

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (including marijuana regardless of prescription) or other unauthorized or mind-altering or intoxicating substances while on SRPS property (including parking areas and grounds), or while otherwise performing their work duties away from SRPS at client locations or job sites. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana), and from having excessive amounts of otherwise lawful controlled substance in their systems. This policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an employee's assigned duties. All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his/her job.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his/her immediate supervisor.

Who is Tested

Employees may be required to submit to drug/alcohol screening whenever the Company has a reasonable suspicion that they have violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, coworker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident. Employees in safety sensitive positions may be tested on a random or periodic basis. In addition, various job classifications are categorically subject to random or periodic drug testing to the extent permitted

by applicable state and federal laws.

Discipline

Violation of this policy or any of its provisions may result in discipline up to and including termination of employment.

Enforcement Policy

In order to enforce this policy and procedures, SRPS may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the Company's physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, work stations, lockers, and personal and company vehicles. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by the Company.

Investigations/Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent the Company from searching that area, thus employees should have no expectation of privacy for personal belongings brought on Company premises. Where the employee is not present or refuses to remove a personal lock, the Company may do so for him or her, and compensate the employee for the lock. Any such searches will be coordinated with a representative of management. The Company may use unannounced drug detection methods to conduct searches.

What Happens When an Employee Tests Positive for Prohibited Substances

All employees who test positive in a confirmed substance test will be subject to discipline, up to and including termination.

3004 Punctuality and Attendance

As an employee of SRPS, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Depending on the circumstances employees may be written up. If an employee is late to a four-hour mini, they will only be paid for the hours worked.

If you are unable to report for work on any particular day, you are expected to call your SRPS lead on site as soon as possible and email crew@srprodsvc.com. If you cannot get a hold of the lead after 15 minutes you must inform the person who booked you on the job. If you call less than one hour before your scheduled time to begin work, you may be considered tardy for that day, unless your absence is due to use of a paid sick day. Where your need for paid sick leave is unforeseeable, you must provide notice as soon as practicable. In all cases of absence or tardiness, employees must provide an honest reason or explanation. Employees also must inform SRPS of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work.

Unexcused, excessive absenteeism or tardiness will not be tolerated. You are responsible for providing SRPS appropriate notice and, where applicable, appropriate documentation for excused absences. This Company defines excessive absenteeism or tardiness as more than 2 unexcused absences or tardies in a one-month period. Excessive absenteeism or tardiness will be grounds for disciplinary action as defined in Section 2019. If you fail to report for work for any reason without any

notification to SRPS and your absence continues for a period of more than two consecutive calendar days, SRPS may consider that you have abandoned your employment and have voluntarily terminated.

No Call / No Show Policy

Authorized No Call / No Show – Unforeseen Emergencies

- If an employee is a No Call / No Show for a shift and he/she would like the absence to be considered an unforeseen emergency, the employee has three calendar days following his/her return to work to provide his/her SRPS with additional information and/or documentation regarding the absence.
- If the No Call / No Show is determined by Management, in conjunction with Human Resources, to be an authorized absence due to an unforeseen emergency, the employee is allowed to use appropriate accrued leave, if available, for the absence.
- Management may consider extenuating circumstances when determining discipline for a No Call / No Show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

Unauthorized No Call/ No Show

- If the No Call / No Show is determined not to be an unauthorized No Call / No Show the employee receives "no pay" for all time not worked.
- Any unauthorized No Call / No Show results in the administration of corrective action or discipline as follows:
 - The first instance of a No Call / No Show will result in a final written warning.
 - The second separate offense a No Call / No Show may result in termination of employment with no additional disciplinary steps.

3005 Personal Dress Code

As an employee of SRPS, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Clothing should be neat, clean and tasteful. No clothing with offensive language or gestures is allowed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. It is essential that you act in a professional manner and extend the highest courtesy to clients, co-workers, visitors and vendors. A cheerful and positive attitude is essential to our commitment to extraordinary client service and impeccable quality.

Certain employees are required to wear Company-provided t-shirts. They must take care of their shirts and report any wear or damage to management. SRPS will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by SRPS.

3006 Client Relations

We are a service business and all of us must remember that clients always come first. Clients are to be treated courteously and given proper attention at all times. Never regard a client's question/concerns as an interruption or an annoyance. Client inquiries whether in person or by telephone must be addressed promptly and professionally. Through your conduct, show your desire to assist the client in obtaining the help he or she needs. If you are unable to help a client, find someone who can. All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business. Never argue with a client. If a problem develops or if a client remains dissatisfied, ask management to intervene.

3007 Confidentiality & Trade Secrets Policy

As a condition of initial and continued employment with SRPS, all current and former employees are expected to conduct themselves in a manner which protects and preserves the Company's

proprietary, confidential, and trade secret information. The following are examples of confidential and/or trade secret information that must be maintained as confidential by employees and former employees.

- Business matters relating to marketing, costs, profits, and pricing methods.
- The details or provisions of any private written or oral contract or understandings between SRPS and a third party, client, or vendor.
- The details of any statistical data, training manual, financial statements, forms, techniques, methods, or procedures not generally known to competitors of SRPS.
- Procedural, training, or instructional manuals which have been developed by the SRPS and which are not generally known to the public.
- Long-range plans, budgets, acquisition strategies, methods of operations, bid information, and financial performance belonging to SRPS and not generally known to the public.
- Computer software and programs, proprietary information, and other data relating to aspects of SRPS finances or unique operations which cannot be obtained from sources other than the Company.
- Other confidential information that provides SRPS with a substantial competitive advantage in conducting its business that has not, by legitimate means, become generally known and in the public domain.
- Names and addresses and any related information pertaining to SRPS' customers that is not generally known in the public domain.
- Confidential employee information (e.g. medical records) obtained within the course and scope of your employment duties.
- All information protected by federal and/or state trademark law.

3008 Business Conduct and Ethics

No employee should accept cash gifts from any client, vendor, supplier or other person doing business with SRPS without written approval from their manager. In no event may a gift, gratuity or expense payment influence a business decision, transaction or service.

3009 Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the President may comment on behalf of the Company, on Company policy or events that have an impact on SRPS. Employees should not speak to the media on the Company's behalf without contacting Human Resources or the President. All media inquiries should be directed to them.

Chapter 4

OPERATIONAL CONSIDERATIONS

4001 Employer Property

SRPS reserves the right to inspect all Company property to ensure compliance with its rules and regulations. Such inspections can occur at any time, with or without advance notice or consent. Such an inspection may be conducted during, before, or after working hours by any supervisor or manager.

Electronic mail (E-mail) is to be used for business purposes only. SRPS reserves the right to access E-mail messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence. It may be necessary to assign and/or change "passwords" and personal codes for employee E-mail or computer access. These items are to be used for company business and they remain the property of SRPS. SRPS may keep a record of all passwords/codes used and/or may be able to override any such password system. Prior authorization must be obtained from a member of the management team before any Company property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace, work sites, or client locations. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent. Terminated employees should remove any personal items at the time they leave SRPS. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination.

4002 Video/Camera Surveillance

The Company reserves the right to utilize video cameras in various areas throughout its property to assist in training employees, monitoring productivity, protection of proprietary information, security, avoiding theft, deterring non-productive behavior and ensuring employee safety. If you happen to be on a telephone call in designated video surveillance areas, the visual recording may also capture all or portions of the dialogue. Therefore, employees should not assume that they have an expectation of privacy while they are on Company property.

Employees should be aware that the company may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will only do so after first ensuring that such action is in compliance with state and federal laws. Employees should not expect privacy in work-related areas as a result of this policy. Privacy of employees in nonwork areas will be respected to the extent possible. Reasonable belief of on-site drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork area privacy must be compromised.

4003 Company Computer Network, E-Mail and Communication Systems

The Company's computer network, email, instant messaging, text messaging, internet messaging, and online calendar systems are to be used for business-related purposes and only to transmit and receive business information. The Company treats all messages sent, received, or stored in its email, instant messaging, text messaging, internet messaging, and electronic bulletin board systems (collectively "Communications") as property of the Company.

The Company has the capability to access, review, copy, and delete any Communications sent, received, or stored on the Company's computer network, email system, electronic and internet resources, and on the message recording and storage systems of Company-issued mobile phones. The Company reserves the right to access, review, copy, or delete all messages stored on any issued Company phone, or to search any Company property for any purpose. The Company may disclose any information discovered to any party (inside or outside the Company) that it deems appropriate. By using Company Communications systems, you agree that you have no reasonable expectation of privacy in relation to such usage or any items or information stored in Company Communications or in the Company Communications network. Use of the email system to copy and/or transmit any documents, software, or other information protected by copyright or other intellectual property laws

is prohibited, and will result in disciplinary action.

4004 Social Media, Social Networking and Blog Policy

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, Facebook, Google, Twitter, LinkedIn, Tumblr, Instagram, Reddit, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

The Company respects the rights of all employees to use social media. However, because communications by Company employees on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liability, it is necessary for the Company to provide these guidelines. These guidelines are intended to ensure employees understand the types of conduct that are prohibited. This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

Employees engaging in use of social media are subject to all of the Company's policies and procedures, including, but not limited to, the Company's policies: (1) protecting certain confidential information related to the Company's operation; (2) safeguarding Company property; (3) prohibiting unlawful discrimination, harassment and retaliation; and (4) governing the use of Company computers, telephone systems, and other electronic and communication systems owned or provided by the Company.

Employees are prohibited from the following:

- Using or disclosing the Company's trade secret information or proprietary information related to products, production processes, designs, or using or disclosing documents or similar information that has been designated or marked as business sensitive, confidential/private, intellectual property or business use only. Examples of confidential information include customer information, trade secrets, non-public financial performance information and strategic business plans, and does not include information related to wages, hours and working conditions.
- Using or disclosing a client's, vendor's, partner's or supplier's trade secret information or confidential information (as defined above) related to products, production processes, designs, or using or disclosing documents or information that have been designated or marked as business sensitive, confidential/private, intellectual property or business use only.
- Using social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers or members of management that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the Company's workplace policies against discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act or characteristic.
- Posting or displaying content that is an intentional public attack on the quality of the Company's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Company's business and is unrelated to any employee concern involving wages, hours, or other terms and conditions of employment.
- Unless authorized and approved by the Company, disclosing or publishing any promotional content, as defined above, about the Company or its products. If content regarding a Company product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Company.
- Engaging in activities that involve the use of social media that violate other established Company policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Company business and with the authorization of the Company.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without that individual's express permission.

Violations of this policy may result in disciplinary action up to and including termination. If you have any questions about this policy, contact Human Resources. Employees may not use employer-owned equipment, including computers, Company-licensed software or other electronic equipment, nor facilities nor Company time, to conduct personal blogging or social networking activities.

Employees should know that the Company has the right to and will monitor the use of its computer, telephone, and other equipment and systems, as well as any publicly accessible social media. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed on publicly accessible online social media may be accessed by the Company at any time without prior notice. This is particularly true in cases involving the use of Company equipment or systems.

4005 Telephone Use

On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business, and in keeping them as brief as possible. The use of cell phones for personal use while at work is prohibited, except in cases of emergency.

Cellular Phones, Smart Phones, Tablets, And Other Handheld Electronic Devices

Excessive use of personal cellular phones, smart phones, tablets, and other handheld electronic devices ("handheld devices") during the workday can interfere with employee productivity and be distracting to others. Employees are, therefore, prohibited from using handheld devices for personal purposes during working hours except in an emergency. Employees should ensure that friends and family members are aware of the Company's policy.

Employees may not use a handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or any other Company policies. The Company will not be liable for the loss of handheld devices brought into the workplace.

Recording Devices

To maintain the security of our premises and systems, and the privacy of our employees and customers, employees are prohibited from taking photographs or making audio or video recordings of other employees during working time. Employees are prohibited from taking photographs or making audio or video recordings of our clients at any time. Employees are prohibited from taking photographs or copying for their own use confidential business documents not related to employee wages or working conditions at any time. These prohibitions include the use of handheld devices equipped with cameras and audio and video recording capabilities. Employees who violate this policy are subject to disciplinary action, up to and including immediate termination of employment.

Safety Issues for Handheld Devices

Employees are expected to refrain from using their handheld devices while driving in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. If an employee needs to make a phone call while driving, the employee must use a hands-free device. However, under no circumstances may an employee use any electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages.

Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

4006 Off-Duty Use of Facilities

Employees are prohibited from being on Company premises or making use of Company facilities

while not on duty. Employees are expressly prohibited from using Company facilities, Company property or Company equipment for personal use.

4007 Employee Property

An employee's personal property, including but not limited to, packages, purses and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Company property.

4008 Safety and Accident Prevention

Safety is a joint venture at SRPS. SRPS provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by SRPS and use safety equipment where required. Your work place should be kept neat, clean and orderly. It is your responsibility to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. Most accidents can be avoided by simply being more careful. Employees are expected to follow these common-sense rules for safety, and to develop an attitude for safety.

General Rules

- Report all unsafe or potentially hazardous conditions, such as broken or splintered chairs or tables, defective equipment, torn carpeting, uneven floors, loose rails, unsafe tools, or knives, broken china or glass, etc.
- Aisles and passageways must be kept clean and free from obstructions.
- Do not permit brooms, pails, mops, cans, boxes or any other objects to remain where someone may fall over them.
- Wipe up any grease or wet spots on stairs or floors, at once.
- Wear safe and sensible clothes while on duty.
- Follow all safety rules and procedures.
- Wear safe shoes with good soles, and required steel toed shoes and work boots.
- Take sufficient time to serve the client properly. Being in a hurry may cause an accident.
- Help new employees to work safely on the job. Show them the right way to do the job.
- Help them to learn a safety attitude.
-

Preventing Slips and Falls

- If you spill it, wipe it up.
- If you drop it, pick it up.
- Keep you work area clean and dry.
- Mop and dry mop small areas at a time.
- Watch your step on tile floors.
- Walk, don't run.
- Remove or report aisle obstructions.
- Report any leaky or dripping equipment.

All safety equipment will be provided by SRPS and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to management. As an employee, you have a duty to comply with the safety rules of SRPS, assist in maintaining the hazard free environment, to report any accidents or injuries - including any breaches of safety - and to report any unsafe equipment, working condition, process or procedures, at once to a supervisor.

Employees should report safety violations or injuries to their lead. If the lead is unavailable or if you believe it would be inappropriate to contact that person, you should immediately contact Human Resources. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by SRPS, up to and including termination. All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of California.

4009 Smoking Policies

SRPS endeavors to provide a healthy environment, therefore prohibits any form of tobacco consumed in company buildings, job sites, and/or client locations. Additionally, no smoking is allowed within twenty (20) feet of exterior entranceways. No Smoking is allowed in the restrooms. This policy specifically extends to electronic cigarettes ("e-cigarettes") or any other personal vaporizing devices. If an employee wishes to smoke they must leave the job site/client location on their break.

Please note: Smoking must be limited to the appropriate break periods. Under California law rest period time is based on the total hours worked daily, and only one ten-minute rest period need be authorized for every four hours of work or major fraction thereof.

4010 Solicitation and Distribution of Literature

Our primary goal at SRPS is to provide our clients with the best service possible. In order to allow employees to perform their job duties and provide our clients with their undivided attention, the solicitation by an employee of another employee for the support of any organization is prohibited during the working time of either employee. In addition, the distribution of paper advertising materials, handbills or other literature is prohibited in all working areas at all times. Similarly, non-employees may not come on the Company's property at any time to solicit for any cause or distribute material or literature of any kind for any purpose

4011 Conducting Personal Business

Employees are to conduct only company business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Chapter 5

EMPLOYEE BENEFITS

5001 Holidays

The following holidays are paid at time and a half only if an employee is asked to work on a specific holiday. If the employee does not work on a holiday, no holiday pay will be provided. Holiday pay is not considered "hours worked" when computing overtime pay.

New Year's Day

Martin Luther King Day

President's Day

Easter

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving

Christmas Eve After 5pm

Christmas Day

5002 Sick Time (CA)

SRPS will provide paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the Company. Eligible employees will receive 48 hours or 6 days of paid sick time each year. Beginning on the 90th day of employment, eligible employees may begin to use paid sick leave. At the beginning of each year, employees will be granted the full 48 hours or 6 days of paid sick time. This benefit does not accrue. Unused sick time will be carried over from year to year. A maximum of 48 hours or six days of paid sick time will carry over each year. Employees can have a maximum of 80 hours of sick time. Sick time cannot be taken in increments of less than two (2) hours.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning.

Consult Human Resources for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive. The actual dollar amount that an employee receives may vary according to the compensation plan of the employee. Leave under this policy may run concurrently with leave taken under local, state or federal law, including leave taken pursuant to the California Family Rights Act or the Family and Medical Leave Act.

An employee must be scheduled to work to be able to use Sick Time, it cannot be used if they have not been booked on a job. Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for paid sick time is unforeseeable, employees must provide notice as soon as practicable. In order to be paid sick time, employees must send their request in writing to hr@srprodsvc.com. Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with SRPS within a year of separation will have any unused paid sick time under this policy reinstated.

5003 Insurance Benefits

Disability Insurance (CA): Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at SRPS or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the personnel manager.

Family Temporary Disability Insurance "FTDI" (CA): Effective January 1, 2004 each employee began contributing to the State of California to provide Paid Family Care Leave. Contributions are made

through payroll deduction. FTDI is another disability benefits program that is administered by California's Employment Development Department which allows eligible employees to receive compensation for lost wages, for up to six (6) weeks in a twelve-month period, if you take time off work to provide care for a seriously ill child, spouse, parent, domestic partner, grandparent, grandchild, sibling, parents-in-law, or to bond with a new child. More information about PFL is available from the personnel manager.

Despite its name, the FTDI is not a "leave" program; it does not provide you with any entitlement to leave beyond that to which you are entitled pursuant to Company policy. You may also elect to use your sick leave during receipt of FTDI benefits. You must notify the Company if you intend to file for FTDI benefits. All claims for FTDI benefits must be submitted directly to the Employment Development Department of the State of California. The Employment Development Department ultimately determines whether you receive FTDI benefits based on the serious health condition of certain family members that require your care. You may not be eligible for FTDI benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits.

Unemployment Compensation: SRPS contributes thousands of dollars each year to the Unemployment Insurance Fund on behalf of its employees.

Social Security: Social Security is an important part of every employee's retirement benefit. SRPS pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation: At no cost to you, you are protected by Unemployment Compensation's workers' compensation insurance policy while employed by Unemployment Compensation. The policy covers you in case of occupational injury or illness.

5004 Leaves of Absence

SRPS may grant leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to keep in touch with Human Resources during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted SRPS, it will be assumed that you do not plan to return and that you have terminated your employment. Upon return from an approved leave of absence, you will be credited with the full employment status, which existed prior to the start of the leave.

5005 Pregnancy Disability Leave of Absence (CA)

Female employees may take a leave of absence up to four (4) months for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth). "Female employees" includes transgender employees. For the purposes of leave under this policy, "four months" means the number of days the employee would normally work within four calendar months (one-third of a year equaling 17 1/3 weeks), if the leave is taken continuously, following the date the pregnancy leave commences.

Employees who are granted leaves for pregnancy will be returned to their same or similar position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify Human Resources of the need for a reasonable accommodation. In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable. If you are affected by pregnancy or a related medical condition, please notify us as soon as reasonably possible as SRPS cannot provide you with reasonable accommodation unless it knows of the need for such accommodation.

Prior to the start of the leave, SRPS will require a statement from your health care provider indicating that you are unable to perform your job and the anticipated date of your return. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further verification

from your health care provider that you are unable to perform your job and the revised anticipated date of return.

Lactation Accommodation

Employees who wish to express breast milk at work may request a reasonable accommodation to do so, which may include increased break time and privacy. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private. Non-exempt employees should clock out for any lactation time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid.

5006 Leave for Organ and Bone Marrow Donors (CA)

An employee who provides written verification to SRPS that the employee is an organ or bone marrow donor (required for medical necessity) is entitled to receive a job protected paid leave of absence that may be taken in one or more periods in order to donate, if the employee has been employed for at least 90 continuous days. Eligible organ donors are entitled to a leave of absence not to exceed 30 business days in any one-year period of time. Eligible bone marrow donors are entitled to a leave of absence not to exceed 5 business days in any one-year period.

5007 Leave for Victims of Felony Crimes (CA)

To the extent required by law, employees who are victims of certain, specified felony crimes, or who are an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim, may receive unpaid time off from work to attend judicial proceedings related to that crime. Additionally, employees who are victims of such crimes may take unpaid time off from work to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue. To take this leave, the employee must provide the Company in advance with a copy of the notice of the proceeding. If advanced notice is not possible, the employee must provide the Company with appropriate documentation evidencing the employee's attendance at the judicial proceeding upon returning to work.

5008 Leave for Victims of Domestic Violence, Sexual Assault, or Stalking (CA)

SRPS will provide unpaid leave for victims of domestic violence, sexual assault, and/or stalking in accordance with state law. Employees are expected to provide as much notice as possible prior to taking a leave of absence for this purpose.

Leave will be provided as required under state law:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling relating to a domestic violence experience, sexual assault or stalking;
- To participate in safety planning and to take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation;
- To obtain a protective order from a court relating to a domestic violence experience, sexual assault, and/or stalking;
- To meet with a district attorney or other law enforcement official relating to a domestic violence experience, sexual assault, and/or stalking;
- To appear in a legal proceeding relating to a domestic violence experience, sexual assault, and/or stalking; or
- To address other issues directly related to a domestic violence experience, sexual assault, and/or stalking.

5009 Unpaid Family School Partnership Leave (CA)

In accordance with state law, the Company will allow an employee to take time-off of work in order to participate in school activities for the employee's child, as is defined by state law.

5010 Military Leave

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify SRPS of upcoming military duty by providing Human Resources with a copy of your orders as soon as possible.

5011 Jury Duty or Witness Leave

SRPS encourages employees to serve on jury selection or jury duty when called. Unemployment Compensation does not pay for time off due to Jury or Witness Duty, unless otherwise required by state or federal law. You should notify Human Resources of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty you will be expected to return to work for the remainder of your work schedule. Any mileage allowance, fee, etc., paid by the court for jury services is to be retained by you. Exempt employees will continue to receive their regular salary when they work partial weeks while on jury duty, pursuant to state and federal law.

5012 Time Off For Voting

SRPS will provide employees with time off to vote in accordance with state law. When possible, the employee should make every effort to vote prior to or after their scheduled working hours. No employee will be penalized or retaliated against for requesting time off to vote.

5013 Other Leaves of Absence

This Handbook only addresses those leaves of absence that SRPS has found are the most commonly requested by its employees. There may be, however, additional types of leaves of absence available under state and federal law. If you believe that you may be entitled to a statutory leave of absence that is not set forth in this Handbook, please contact Human Resources to discuss your potential eligibility for one of these leaves of absence.

5014 Recreational Activities and Programs

SRPS or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off- duty recreational, social, or athletic activity that is not part of the employee's work- related duties.

5015 Workers' Compensation

SRPS pays the entire amount of the Workers' Compensation insurance premium, which provides benefits to employees who experience injury or illness that arises out of the course and scope of your employment. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries, and illnesses immediately. You should be aware that California law makes it a crime to knowingly file a false or fraudulent claim for Workers' Compensation benefits, or to submit knowingly false or fraudulent information in connection with any Workers' Compensation claim. The Company maintains a strict policy against discharging, threatening to discharge, or in any manner discriminating against any employee because he or she has filed or made known his or her intention to file a claim for workers' compensation benefits or an application for adjudication to the workers' compensation board. If you feel you are being discriminated against in violation of this policy please contact Human Resources.

Acknowledgement of Receipt – Policy Against Unlawful Harassment, Discrimination, and Retaliation

Section 1006 have been prepared for your information and understanding of SRPS' unlawful harassment, discrimination, and retaliation policies. PLEASE READ IT CAREFULLY. Upon completion of your review of Section 1006, please sign the statement below.

I, _____, have received and read a copy of SRPS' sexual harassment, discrimination, and retaliation policy and I have familiarized myself with this policy. By my signature below, I acknowledge, understand, accept and agree to comply with Section 1006 regarding unlawful harassment, discrimination, and retaliation. I understand this policy is not intended to cover every situation that may arise during my employment, but that this policy is a guideline only. I also understand that SRPS has the right to amend, interpret, modify, or withdraw this policy at any time with or without notice. I understand that because SRPS cannot anticipate every issue that may arise during my employment, if I have any questions regarding SRPS' unlawful harassment, discrimination, and retaliation policies, I should consult Human Resources.

Employee Signature

Date

Employee Acknowledgement and Agreement

By signing below, I acknowledge that I have received a copy of the SRPS Employee Handbook, and that I will familiarize myself with its contents.

1. I acknowledge that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at SRPS are at-will, shall be for no specific duration, and may be changed or terminated at the will of SRPS. I understand that SRPS and I have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and SRPS concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with SRPS and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the President of SRPS.

2. SRPS, and I agree to utilize binding individual arbitration as the sole and exclusive means to resolve all disputes that may arise out of or be related in any way to my employment, including but not limited to the termination of my employment and my compensation. SRPS and I each specifically waive and relinquish our respective rights to bring a claim against the other in a court of law. SRPS and I agree that any claim, dispute, and/or controversy that I may have against SRPS (or their respective owners, directors, officers, managers, employees, or agents), or that SRPS may have against me, shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act ("FAA"), in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. sec 1280 et seq., including section 1283.05 and all of the Act's other mandatory and permissive rights to discovery). The FAA applies to this Agreement because SRPS's business involves interstate commerce. Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination, harassment and/or retaliation, whether they be based on the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, or any other state or federal law or regulation), equitable law, or otherwise. The only exception to the requirement of binding arbitration shall be for claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the California Workers' Compensation Act, Employment Development Department claims, or other claims that are not subject to arbitration under current law. I and the Company acknowledge that by signing or refusing to sign this Agreement, I make no representation or demonstration of support or rejection of concerted activity. However, nothing herein shall prevent me from filing and pursuing proceedings before the California Department of Fair Employment and Housing, or the United States Equal Employment Opportunity Commission (although if I choose to pursue a claim following the exhaustion of such administrative remedies, that claim would be subject to the provisions of this Agreement). By this binding arbitration provision, I acknowledge and agree that SRPS and I give up our respective rights to trial by jury of any claim SRPS or I may have against the other.

3. All claims brought under this binding arbitration Agreement shall be brought in the individual capacity of myself or SRPS. This binding arbitration Agreement shall not be construed to allow or permit the consolidation or joinder of other claims or controversies involving any other employees or parties, or permit such claims or controversies to proceed as a class action, collective action or any similar representative action. No arbitrator shall have the authority under this agreement to order any such class, collective or representative action. By signing this agreement, I am agreeing to waive any substantive or procedural rights that I may have to bring an action on a class, collective, representative, or other similar basis. However, due to the nature of this waiver, the Company has provided me with the ability to choose to retain these rights by affirmatively checking the box at the end of this paragraph. Accordingly, I

expressly agree to waive any right I may have to bring an action on a class, collective, private attorney general or other similar basis, unless I check this box: []

4. In addition to any other requirements imposed by law, the arbitrator selected to hear claims under this Agreement shall be a retired California Superior Court Judge, or an otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment, judgment on the pleadings, and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged in accordance with Cal. Civil Code Section 47(b). As reasonably required to allow full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion. Resolution of all disputes shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law.

5. This is the entire agreement between SRPS, and I regarding dispute resolution, the length of my employment, and the reasons for termination of my employment, and this agreement supersedes any and all prior agreements regarding these issues. Oral representations or agreements made before or after my employment do not alter this Agreement.

6. If any term, provision or portion of this Agreement is determined to be void or unenforceable it shall be severed and the remainder of this Agreement shall be fully enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS. I FURTHER UNDERSTAND THAT THIS AGREEMENT REQUIRES ME TO ARBITRATE ANY AND ALL DISPUTES THAT ARISE OUT OF MY EMPLOYMENT. I UNDERSTAND I CAN ACCESS THE HANDBOOK AT ANY TIME AT WWW.SRPRODSVC.COM UNDER THE EMPLOYMENT SECTION OR REQUEST A COPY FROM HUMAN RESOURCES.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Date

Signature

[RETAIN IN EMPLOYEE PERSONNEL FILE]