

PREMIER PERSONNEL'S EMPLOYMENT POLICIES

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Premier Personnel is an equal opportunity employer. As such, Premier Personnel is interested in hiring the most qualified candidates for employment and will not use discriminatory criteria in hiring employees.

Job applicants will be assessed on the basis of their ability to perform the job for which they are interviewing without regard to non-job related criteria. If an applicant is asked questions on a Premier Personnel job application or in the applicant's job interview that relate not to the applicant's qualifications for the job but to the applicant's personal characteristics, beliefs and opinions, the applicant should not feel that the question must be answered. The applicant's opportunity to work at Premier Personnel will not be jeopardized by the applicant's refusal to answer a non-job-related question.

It is the policy of Premier Personnel to consider qualified applicants with disabilities in its hiring process. If an applicant with a disability is qualified for a position that is available and can perform the important parts of the job, either without help or with a reasonable amount of help, it is Premier Personnel's policy to consider that person on an equal basis with any other applicants who apply for the job. Premier Personnel will not make disability a factor in its hiring process; its employment decisions are based on job-related criteria alone.

If the employee feels that he/she has been subjected to discrimination based on disability by Premier Personnel, the employee may file a complaint with Larry Zebrak or Christine Zebrak.

Premier Personnel believes that employees should be afforded the opportunity to work in an environment free of harassment based on the employee's race, skin color, religion, gender, sex, national origin, age or disability of the employee's relatives, friends or associates.

Harassment does not refer to occasional comments of a socially acceptable nature. Harassment is a form of inappropriate conduct that undermines the employment relationship. No Premier Personnel employee will be subjected to ethnic slurs or to other verbal or physical conduct relating to the employee's national origin, surname, skin color, gender, sex or age. Behavior that amounts to harassment will result in disciplinary action, up to and including dismissal.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward the employee because of the employee's race, skin color, religion, gender, national origin, age or disability or that of the employee's relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with the employee's work performance; or (3) otherwise adversely affects the employee's employment opportunities. Harassment in the workplace is illegal.

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If the employee experiences or witnesses harassment in the workplace, report it immediately to Larry Zebrak. If Larry Zebrak is the person who is harassing the employee, the employee may approach another member of Premier Personnel's management. All allegations of harassment will be quickly investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Employment at Premier Personnel is at-will for an indefinite period of time, unless terminated by either Premier Personnel or the employee. Either Premier Personnel or the employee may terminate employment at any time with or without cause. No written or oral representation by Premier Personnel management is intended to create a contract of employment. No employment practice of Premier Personnel is intended to create a contract of employment.

DRUG-FREE WORK PLACE POLICY

Premier Personnel is an alcohol and drug-free employer. The unlawful manufacture, distribution, dispensing use or possession of illegal drugs on the job site will not be tolerated and will be grounds for dismissal. Consumption of alcohol during employment hours is not acceptable and may be grounds for dismissal.

Premier Personnel requires notification, in writing, of any conviction under a criminal drug statute for a violation occurring in a work place, regardless of geographic location, no later than five (5) calendar days after such conviction.

TELECOMMUNICATIONS POLICY

Without the express permission of the on site client supervisor, a Premier Personnel employee may not use the long distance telephone services, pay-by-minute telephone services, or internet services at the client site. Any abuse of this policy is grounds for dismissal, will result in non-payment of time recorded on such activities, and may result in legal action to recover the charges incurred by the employee.

While on assignment with Premier Personnel, employees must realize that Electronic Mail (Email) may be saved, redistributed or reviewed by others. Employees should prepare and word Email messages with the same discretion as official correspondence or memoranda. Electronic Mail (Email) messages must be written in courteous, professional and businesslike terms. Writing messages that contain defamatory, discriminatory, obscene, offensive or harassing language (in code or otherwise) or disclose information about anyone without express authorization is grounds for dismissal.

While on assignment, an Email system is intended only for official business use. Email must not be used to receive or send messages of a personal or nonbusiness purpose. Premier Personnel employees must avoid broadcast distribution of electronic communications without the express permission of the assignment supervisor. While on assignment, do not use an Email system or any other forms of electronic communications

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to bypass normal corporate lines of communication. When electronic communications contain proprietary or confidential information, do not forward information to others without express permission of the sender or counsel.

Disclosure of confidential or proprietary data or information or classified material in Email messages or other forms of electronic communications is prohibited. Likewise, the use of an Email system to transmit documents software or other copyrighted information is prohibited. If you are unsure of the proprietary nature of the information you are transmitting or reviewing, please seek guidance from your supervisor before you act.

Provided that the client gives permission, Premier Personnel and its agents reserve the right to access, review, delete, disclose or use Email messages for any business purpose.

Although certain laws restrict access to and distribution of Email messages, system users must assume that an Email messages will be saved, copied and/or reviewed by company personnel, and in instances when the assignment is with a federal contracting agent, government regulators or others. Users should have no expectations that Email messages will be private and should not use the system to send messages that are intended to be private.

Customers, suppliers and other non-company persons under certain circumstances may use the Email system of Premier Personnel's clients. All third party users must be made aware of this Electronic Communications Policy.

It is in violation of Premier Personnel's policy to use an Email system for purposes of idle curiosity about the affairs of others with no legitimate business purpose for obtaining access to the files or communications of others.

Each user of an Electronic Communications system will be required to specifically agree to the policies and procedures as a condition of employment or continued employment.

I have read Premier Personnel's employment policies. My signature below acknowledges my reading and understanding of Premier Personnel's policies.

Applicant

Premier Personnel Coordinator

Date

(PLEASE SIGN ONE COPY OF THIS STATEMENT AND RETURN TO A PREMIER PERSONNEL COORDINATOR; RETAIN ONE COPY FOR YOUR FILES)