



LET'S WORK

EMPLOYEE HANDBOOK

2026

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Mission Statement

At Let's Work Staffing, our mission is to bridge the gap between hardworking individuals and meaningful employment opportunities. We are passionate about not only providing businesses with reliable workforce solutions but also empowering our employees to rebuild and transform their lives. By fostering a supportive environment and acting as a stepping stone to greater opportunities, we help our team members achieve their goals and unlock their full potential. Together, we create stronger communities through dedication, integrity, and a commitment to growth and success.

Equal Employment Opportunity

Let's Work is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Let's Work is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made the Company aware of their disability, provided such accommodation does not constitute an undue hardship to the Company.

Any employee or job applicant who has questions regarding this policy or believes that they have been discriminated against should notify their manager or HR.

About this Handbook

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

This handbook should not be construed as an employment agreement or contract and does not guarantee any contractual rights. It's also important to remember that this handbook provides general guidelines and that other information such as benefit plans will be described in other documents.

This handbook states only general Company guidelines. Let's Work may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment-at-will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

Employment-At-Will

Where applicable by law, employment with Let's Work may be terminated for any reason, with or without cause or notice, at any time, by you or the Company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment-at-will, unless otherwise dictated by state law. Only the President of the Company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing. This policy of at-will employment is the sole and entire agreement between you and Let's Work as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment-at-will, the terms and conditions of employment with Let's Work may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Open Door Policy

Let's Work has an open-door policy and takes employee concerns and problems seriously. The Company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with their immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with a manager..

Section 2 - Employment Policies

Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee

employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Let's Work.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by Let's Work management based on the Fair Labor Standards Act guidelines only.

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

Regular Full-Time: These are employees who are not in temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (32 hours or more per week).

Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. A common definition of part-time employment is scheduled work of 32 hours or less per week.

Short-Term Employee: A "short-term employee" shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-term employees are not eligible for Company benefits.

Progressive Discipline Policy

Let's Work enforces a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal, or some other disciplinary action, in no particular order. The course of action will be determined by the Company at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation. The following progressive

disciplinary steps may be utilized for breach of policy or violation of rule(s):

First offense: Verbal counseling/warning

Second offense: Written warning

Third offense: Suspension (length to be determined by supervisor/manager)

Fourth offense: Termination

Note that each offense need not be for violation of the same policy or procedure. First-time violations of different policies or procedures may count as second, third, or fourth offenses. All violations will be filed in the employee's personnel file. The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the Company provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant the imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, Let's Work reserves the right to accelerate disciplinary measures to deal with the severity of the infraction. Furthermore, there are some situations which Let's Work believes are so detrimental to the integrity of its operations and personnel that immediate termination may be required (see Standards of Conduct).

Section 3 - Time Away from Work and Other Benefits

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the Company's benefit plans are described in more formal plan documents available from management. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from management. Although Let's Work plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

Paid Holidays

Paid Holidays are at the discretion of the Client. Depending on where you are placed, you may not work holidays, you may be paid 1 1/2 times your usual rate of pay, or pay could be the

standard rate. Please ask us about specific holiday pay policies at your site. Federally recognized holidays are as follows: New Year's Day, Memorial Day, Easter, Juneteenth, Independence Day (4th of July), Labor Day, Thanksgiving Day, and Christmas Day. Holidays are observed on a paid basis for all eligible employees.

Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees. Additional state-specific policies may apply.

In Oregon, all employees start accruing sick time immediately, which can be used after a 90-day period. Please ask office staff if you have questions about when your sick time will be available. Hours for sick time will be shown on your pay stubs.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, the employee should notify his or her supervisor. The employee is required to provide copies of the jury duty notice to his or her supervisor and to the payroll department.

The supervisor will verify the documentation by contacting the office issuing the jury duty notice and make scheduling adjustments to accommodate the employee's absence. The supervisor will also provide the court documentation to payroll for processing.

Military Leave

Let's Work is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Let's Work's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department.

Family Medical Leave Act Leave

Let's Work offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more Company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year are available for the following reasons:

The birth of a child and to care for the newborn child;
Placement of a child into adoptive or foster care with the employee;
Care for a spouse, son, daughter, or parent who has a serious health condition; or
Care for the employee's own serious health condition.
To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered servicemember" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of member's office, grade, rank or rating.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the Company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or the employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the Company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the Company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

Let's Work will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The Company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the Company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue

to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to management.

Upon returning from FMLA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

Workers' Compensation

As required by law, the Company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of their job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor, regardless of severity.

Additional information regarding workers' compensation is available from office staff.

Section 4 - On-the-Job Practices and Policies

Employment Records

Employment records will be kept on site for three (3) years.

Pay Day

All employees of the Company are paid daily or weekly, depending on the Client. The employer takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. You are responsible for your work ticket if you are given one at the jobsite. You must turn this in to be paid, either in person or by email. The work ticket should be signed by your site supervisor. This might not be the case at all job sites, please ask the office staff for specifics on site time keeping.

By law, the Company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the office staff immediately so the Company can resolve the issue as quickly as

possible.

Overtime

Let's Work reserves the right to request any and/or all employees to work overtime during busy periods or in cases of emergency. Overtime is only applicable if an employee works over 40 per week. Thereafter, Let's Work will pay employees time and a half for the additional hours

Timekeeping

Timekeeping varies for each client. Typically, you will receive a work ticket for timekeeping before being dispatched to your job site. Timekeeping practices vary from client to client. Please ask office staff about timekeeping policies at your location.

Working Schedule

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided with meal and rest periods as required by law. Your supervisor will provide further details.

Pay Methods

Let's Work encourages employees to have their pay directly deposited into their bank accounts via direct deposit or have their pay directly loaded onto Kittrell Pay cards. For direct deposit, please allow 2-4 business days for the deposit to become available. Pay card funds are available instantly and will usually be in your account within 5 minutes, although you may have to allow up to 24 hours for the deposit to be completed. Employees will receive an itemized statement of wages when Let's Work makes direct deposits.

Lactation Breaks

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break time for an employee to express breast milk. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

Let's Work will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the employee's use. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law.

Please advise the Office if you need break time and an area for this purpose.

Worksite Animal Policy

To maintain a safe and controlled work environment, dogs are not permitted on the job site. However, we recognize the importance of service animals for individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA), we will consider reasonable accommodations for employees who require a service animal to perform their job duties.

Employees requesting an accommodation for a service animal must submit a formal request to management, outlining the necessity of the service animal and any relevant documentation. Each request will be evaluated on a case-by-case basis to ensure compliance with safety regulations and operational needs.

Section 5 - Standards of Conduct

Non-Harassment Policy / Non-Discrimination Policy

Let's Work believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the Company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state, and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate, or coerce. It includes verbal taunting (including racial and ethnic slurs), which impairs an employee's ability to perform their job. Harassment includes:

Verbal conduct such as threats, epithets, derogatory comments, or slurs;

Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the next level manager..

Sexual Harassment

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an

intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "catcalls"; staring at someone; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such an incident directly to their supervisor or, if that is not appropriate, to HR.

Reporting:

Any employee who feels that they have been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies should bring the matter to the immediate attention of their supervisor or management. Let's Work will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident, as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts, which shall include gathering statements from all parties and witnesses involved.

Responsibilities

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and temporary workers understand this policy, taking complaints about harassment seriously, and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

Workplace Violence

It is Let's Work's policy that any threats, threatening language, or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations, or incidents that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The Company will not permit any form of retaliation against any employee for filing a report under this policy.

Let's Work will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Punctuality and Attendance

Scheduled hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact the supervisor. The Company does not tolerate absenteeism without an excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The Company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no-call/no-show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your supervisor as early as possible, but no later than the start of your workday. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

The Company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

For day labor, missing 3 or more shifts may result in termination or limited shift availability for you.

Check-In and Reassignment Policy

As a temporary employee, work assignments are dependent on client needs and may vary in duration, including assignments lasting only one day. Upon completion of any assignment, employees are required to maintain regular contact with the Company to request additional work. Employees must check in with the Company at least once each business day following the end of an assignment to inquire about new work opportunities and must remain available and responsive for potential assignments. Acceptable methods of contact include phone, email, text message, or other approved communication methods. Failure to check in as required will be considered a voluntary resignation, and the employee will be deemed to have abandoned their position and removed from active employment status. Additionally, refusal of suitable work without good cause may also be treated as a voluntary quit.

Personal and Company Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for end-users who have legitimate business uses for connecting a personally owned mobile device to the Company's corporate network. This mobile device policy applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the Company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unauthorized resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's public image. Therefore, all users employing a mobile device connected to the Company's corporate network, and/or capable of backing up, storing, or

otherwise accessing corporate data of any type, must adhere to Company-defined processes for doing so. For approval and further information, contact your supervisor.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets, and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary. Some employees may be authorized to use their PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD may also be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

Personal Visitors and Telephone Calls

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working hours, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

Inspections

Let's Work wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Let's Work prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Company or client property, to agree to the inspection of their persons, personal possessions, and property, personal vehicles parked on Company or client property, and work areas including vehicles, desks, cabinets, work stations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as a personal email sent to the Company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

Smoking

The Company complies with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking is not allowed on Let's Work premises. This includes "vaping" or using e-cigarettes. Smoking is prohibited in all Company vehicles.

No Solicitation / No Distribution

Let's Work works hard to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Company property at any time.

Equipment and Property Including Intellectual Property

Employees are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video, print materials, and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in disciplinary actions being taken, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a supervisor if equipment, machines, or Company property appears to be damaged or in need of repair.

Furthermore, the Company is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

Hiring Relatives

It is well-accepted that the employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

Let's Work's policy is that relatives, friends, or individuals who live with but are not legally related to persons currently employed by the Company may be hired only if they will not be working directly for or supervising a relative or personal friend or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed.

Employee Relationships

A familial relationship among employees can create an actual, or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Let's Work may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

References

Let's Work will respond to reference requests through Human Resources.

Social Media Policy

Information published on any social networking site should not reveal any information designated by Let's Work as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The Company respects the right of any employee to maintain a blog, web page, or to participate in a social networking site. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter, and similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter, or similar site. Any conduct that is impermissible under the law, if expressed in any other form or forum, is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site.

You should not post content about the Company, management, co-workers, or customers that is discriminatory, libelous, or threatening, or a violation of the Company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality, disability, or other protected class, status or characteristic. Let's Work encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. Let's Work logos and trademarks may not be used without the written consent of an officer of Let's Work.

Employee Dress Policy

Employees are expected to dress in a manner appropriate to their work environment and exercise good hygiene. Appropriate safety attire and dress are required at all times, including the proper personal protective equipment. When a situation arises regarding the appropriateness of attire,

the manager or supervisor will be responsible for counseling the employee using best judgment as to the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be prevented from working until they are well-groomed or wearing proper attire.

Section 6 - Acknowledgements

General Handbook Acknowledgment

Signature: _____ *Date:* _____

Receipt of Non-Harassment Policy

Signature: _____ *Date:* _____

Receipt of Sexual Harassment Policy

Signature: _____ *Date:* _____