



Contractor Handbook

For Exclusive use of Temporary Employees Managed by



A People 2.0 Affiliate

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Introduction

Welcome to Hiregy and People 2.0. We are pleased that you are joining our team of Associates, and we look forward to working with you. Please review this Handbook carefully and feel free to ask any questions.

Purpose of the Handbook

This Handbook was prepared to give you important information about People 2.0 and Hiregy, what you can expect as an Associate of People 2.0, and what we will expect of you. It will help avoid mis-understandings and provide answers to questions that may come up during your employment with us.

Naturally, no Handbook can cover every situation. We allow managers to make the final decisions they think are best within the framework of the policy described in this Handbook.

It is our intent to maintain all the policies and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

About Hiregy & People 2.0

At Hiregy, we change lives by connecting exceptional people. We do this with integrity, exceptional service, and innovation. We are excited about you representing us!

Hiregy is an independent, owner-operated company based in Florida in the Tampa Bay area and will be acting as People 2.0's representative in regard to your employment and job assignments. HIREGY is a licensed agent of People 2.0 and represents People 2.0 to clients in this area. HIREGY also serves as an agent for People 2.0 in certain personnel matters.

People 2.0 is a privately held, national staffing company headquartered in Pennsylvania with over 50 branches throughout the U.S.

Your Employment Status

You are being employed by People 2.0 Global, Inc. (doing business as "People 2.0") to work in job assignments at local client locations. Hiregy has contracted with People 2.0 to act on its behalf in the Tampa and Tampa Bay area and will help coordinate your schedule and our communication with you. Hiregy will notify you of available work assignments for which we believe you are qualified. You will be paid based on the client job position to which you are assigned. Your paycheck and W-2 will be issued by People 2.0, and workers' compensation, unemployment and other benefits are provided by People 2.0. Please remember that you are employed by People 2.0, not by Hiregy directly, or by the company to which you are assigned to work.

Your first 90 days of employment are an Introductory Period, during which you have a chance to see how you like People 2.0, Hiregy and your job assignment. We have an opportunity to measure your dependability and

performance. During the Introductory Period, you can be dismissed for even a minor policy violation. If you should be discharged for unsatisfactory work performance during this period, your eligibility for unemployment benefits may be affected (as state law allows).

Nothing in this Handbook or in the new employee orientation, application, interview, or in any employment form creates an employment contract of any kind. Only an Officer of People 2.0 Global, Inc. is authorized to create an employment contract, and any such contract will be in a separate writing, signed by the President. Nothing in this Handbook or elsewhere is to be considered a guaranty of employment or work. Your employment is based solely on available work assignments from our clients for which you are qualified. All employment is strictly at will and can be ended by you or by People 2.0 without advance notice.

Problems or Misunderstandings

If there is anything about your job, your relationship with People 2.0, Hiregy, or one of our clients that creates a problem for you, we want to know about it and work with you to find a satisfactory solution. You should bring any work-related question or problem to a Hiregy supervisor or manager, NOT to a client representative at your job site.

If you have a problem, a dispute, complaint or concern, bring it first to a Hiregy Representative in the HIREGY office. Usually, the Hiregy Representative can resolve any concern. If you are not satisfied, however, you should ask to speak with the Manager of the branch office where you were hired. It is every Manager's job to listen and try to solve any work-related problem.

Should you be unable to resolve a work problem locally, you are to contact the H.R. department at People 2.0 directly. A Hiregy representative will provide you the phone number and address in Pennsylvania.

Job Assignments & Attendance

Work Assignments

Our goal is to match the skills and experience of each Associate to a specific client position. If, for some reason, you do not like the job to which you are assigned, you should contact the Hiregy office as soon as possible to see if another suitable assignment may be available.

If you walk off a job before the shift ends, we will assume you have quit your job with People 2.0. Your employment will be terminated and you will not be eligible for other work through our company. Eligibility for unemployment benefits may also be affected.

Work Schedule

Work schedules and hours are set to meet the business needs of our clients. As a result, it is sometimes necessary to change schedules or

hours. All work schedules and any changes will be communicated through Hiregy. If a client representative asks you to change your schedule, be sure to confirm the change with Hiregy so there is no confusion about your schedule or pay.

Overtime

Unless you are a salaried or professional Associate, or otherwise exempt from overtime under law, you will be paid time-and-a-half for all hours you work over 40 in one week. When calculating overtime, only hours actually worked are counted. Training time does not count toward the 40 regular hours needed before overtime begins, except as otherwise required by state law. You must receive authorization to work overtime prior to beginning any overtime work.

Attendance

Dependability is critical to success in every assignment, as absenteeism and tardiness are disrupting and they cause extra work for us, your co-workers and our clients.

Absences and Tardiness We expect you will on assignment each day. If you are going to be late or absent for any reason, you must personally notify the Hiregy office at least four (4) hours in advance. It is not enough to notify only someone at the company where you are working.

Even with proper notice, absences and multiple tardiness may result in dismissal unless you have a note from a doctor or there is a legal basis for your absences. Any unexcused absences may result in dismissal.

No Call/No Show – Missing a scheduled work day and failing to notify Hiregy of your absence is the same as quitting your job (“no call/no show”). If there is a no call/no show, People 2.0 will treat it as a voluntary quit on your part, and as a result, you will no longer be employed by People 2.0. Your eligibility for unemployment benefits will be affected.

End of Assignment

IMPORTANT: If your job assignment ends for any reason, you must contact our office within twenty-four (24) hours to receive a new assignment. If no work is available at that time, you must contact Hiregy at least once each week, and once again every week thereafter to confirm your availability. You can contact your branch via email or phone at (813)449-4800.

Notification can be via email at tampa@hiregy.com

If you fail to contact Hiregy for work as required above, we will assume that you have quit voluntarily, that you have found other work and/or do not want another work assignment. As a result, your employment with People 2.0 will automatically terminate and you may lose unemployment compensation benefits under state law.

Quitting Your Job

If you should ever decide to quit your job and terminate your employment with Hiregy and People 2.0, we will want to know why. Your feedback can help us make this a better place to work. A Hiregy representative will be in contact with you to follow up with you directly.

Pay & Benefits

Pay Rate & Pay Days

Pay rates vary by assignment. That means every job can pay a different wage. If you change assignments or work in more than one assignment during any pay period, do not assume that your pay rate will be the same for both. Please make sure you know the wage for every job you work.

The work week is Monday (12:01AM) through Sunday (12:00 midnight). Payday is the following Thursday. Thus, each Thursday you will be paid for time you worked during the previous week. Unless you are on a job with a special pay cycle, your bank or paycard account will be credited with your net earnings by 12:00PM Thursday. Paper checks, when required, are released after noon Thursday.

Direct Deposit

People 2.0 prefers to deposit your paycheck to your checking or savings account automatically unless you require a paper check for some special reason. If you do not have a bank account, we can issue you an ATM payroll debit card ("paycard") where permitted by law. All Associates will be asked to authorize direct deposit or a paycard account, except as prohibited by law. Be sure to read payroll authorization forms carefully and ask the Hiregy Representative any questions you may have.

Paycard Questions or Problems

If you experience any difficulty using a People 2.0 paycard, please confirm the date your card is to be active and review the instructions provided with the card first before taking any other action. If you need further assistance, call the toll-free Customer Service number located on the paycard. Internet access is also be available.

It is your responsibility to read instructions and ask any questions. Be sure to review the information provided on paycard fees carefully. Fees apply to certain services and card usage.

Timecards & Records

We must get an accurate record of your weekly work hours for your paycheck to be correct. Timekeeping procedures may be different for different worksites. Some Associates may not be required to track or report their own time. However, if you are asked to complete a weekly time ticket, record time on a website or scan an ID card daily, you must do so on time to be sure you are properly paid. In every job, be sure you know your responsibility for timekeeping and how records of your work time are being kept.

Payroll Errors

If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very low. Unfortunately, a mistake that affects an Associate paycheck can still sometimes occur. If there should be some mistake in your check, however, we will correct it and make sure you are properly paid. You only need to discuss the facts with a Representative in your Hiregy branch to solve the problem quickly. Once we have correct information, we can arrange to credit your bank or paycard account promptly or issue a correction check.

Insurance and Benefits

People 2.0 offers certain insurance plans as a benefit to all Associates. No one is denied coverage. In most areas, the following types of insurance are offered: Health Insurance, Accidental Death Benefit, Dental and Vision Plans, Short and Long-Term Disability, and Term Life Insurance.

This handbook does not include details or specifics on insured benefit plans. All of the information, along with insurance premium costs, is included in separate enrollment materials you have been or will be provided at the time you are hired.

Safety & Accidents

Safety Policy

The SAFETY of our Associates is the most important concern of People 2.0 and Hiregy. We intend to deal only with clients who are committed to maintain a safe workplace, and we employ people we expect to take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident.

As part of its commitment to SAFETY, People 2.0 has a formal Safety Program. It starts with the careful selection of clients and Associates, and includes control of worksite hazards, investigation of incidents, a fraud reward program and a mandatory Return to Work program. The Safety Program may also include certain training or job preparation and safety rules.

Every manager, every Associate, and every client has responsibility for SAFETY. In fact, SAFETY is a *condition of employment*. As our Associate, you are expected to know and follow all safety rules, to report any accident or unsafe condition, and to work in a safe, responsible manner.

If you are injured while violating a safety rule or policy, benefits otherwise due under Workers' Compensation may be substantially reduced.

Prior Injuries & Physical Limitations

We do not want to put any Associate in a job that could cause harm or aggravate a prior injury. If you have been injured before, or if certain work could cause you harm, be sure to let a Hiregy manager know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to *let us know* in advance so that we can protect your safety.

General Safety Rules

All Associates are required to obey the safety rules set by People 2.0, Hiregy, their worksite clients and government agencies. If an accident occurs while you are in violation of safety rules or policies, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Only perform the duties that you are assigned and communicated by Hiregy. If the Client asks you to alter the assignment in any way, contact Hiregy immediately for approval.
- Never do any work you feel is unsafe or could cause injury. Do not perform tasks involving physical exertion unless you have been trained and are familiar with the risks associated with them.
- Always follow the safety instructions of the Supervisor on the job.
- Do not drive your vehicle or company vehicle for any business purposes besides to and from work.
- Do not operate any power equipment without permission and the proper advance training.
- Handle cash, credit or securities without permission from Hiregy.

- No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. Use of drugs or alcohol while on the job is strictly prohibited.
- Every Associate is to help keep the workplace neat, orderly and free of obstructions. Close file cabinets when you are finished in them. Do not string power cords or any cable across a walkway.
- All unsafe conditions and any accident or injury must be reported to the Hiregy office *immediately*.

Prohibited Work:

In any job we may offer you, the type of work and the specific job duties have been defined and agreed upon with the client. Basic responsibilities will be explained before you begin work. You should never do work for a client that includes physical tasks or operation of equipment that we did not describe in advance. If you are asked to do so, decline and report the request to the Hiregy office immediately.

On the job, no People 2.0 Associate is allowed to:

- Drive a vehicle;
- Operate power machinery without training and special permission;
- Climb a ladder or work more than five (5) feet above the ground;
- Handle, move or work with hazardous chemicals or materials.

Associates can be terminated for doing unauthorized work. Benefits otherwise due under Workers' compensation could be substantially reduced.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. A Hiregy or client representative will explain:

- Any chemical or material substances that are known hazards at your job site and which you may be exposed to;
- The "Material Safety Data Sheets" that describe any hazardous materials and what to do if you are exposed to them,
- How to identify and properly handle any hazardous substances.

Lifting

Some jobs may require lifting of heavy supplies, cartons, equipment or materials. Associates in those jobs should know proper lifting techniques.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back as straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. Always get help if you have to lift more than 50 pounds. If you need more information on proper lifting notify the Hiregy Representative.

If You Are Injured

If you are injured on the job in any way, however minor, you must report the incident to the Hiregy office immediately. Except in a true emergency, you should not leave the worksite without reporting an injury.

People 2.0 carries Workers' Compensation insurance to protect and benefit any Associate who may be hurt on the job. We also have a Managed Care arrangement with nearby medical facilities to make sure any injured Associate can get needed treatment. A list of Preferred Providers is on the back of this Handbook.

To get free medical attention for an on-job injury, and any Workers' Compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

If you are injured on the job, report the incident to the Hiregy office immediately, even if the injury is minor. **Note:** Reporting an incident to a client supervisor on the job is not enough. You will be directed to a People 2.0 Preferred Provider for treatment. Be sure to name "People 2.0" as your employer.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the State of Florida requires that you be treated by a Preferred Provider. There, you will be required to take a drug test. If you fail or refuse a drug test, and if drugs or alcohol were a cause of the accident, you could forfeit workers' compensation benefits.

After you have been treated, a Doctor will determine what work you can do: regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not.

As soon as you are able, you must come to the Hiregy office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we can avoid a similar accident in the future.

Returning to Work

Unless the Doctor says you are unable, you must report for work the day after any injury. If the Doctor says you cannot work at all, you must provide written notice from the Doctor and call an HIREGY manager the next day to discuss your situation. Whether you are released for light or limited work, or for regular duty, we will have a suitable job for you the next day.

Fraud Policy

Workers' Compensation is designed to limit the loss of an Associate who is injured or becomes ill in the course of their work. People 2.0 will do all it can to ensure that its employees receive the benefits to which they are legitimately entitled. Benefits are available when an injury is accidental and when an injury or illness is both work-related and medically verified.

If an injury or illness was not caused by an on-job accident or condition at all, however; if an accident or illness never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is also fraud.

People 2.0 and Hiregy have "zero tolerance" for phony or fraudulent claims. We have considerable experience investigating and dealing with fraudulent claims and will immediately terminate any Associate involved in workers' compensation fraud. We will criminally prosecute fraud to the full extent of the law.

Fraud Reward Program

People 2.0 has a reward program designed to encourage Associates to report anyone they may know who is committing fraud. If a fraud tip is verified and an investigation enables People 2.0 to file charges or dismiss a claim for benefits, the reporting Associate will receive \$1,000. A cash award is presented even if there is not a criminal conviction.

To report FRAUD, please telephone the People 2.0 Claims Manager at (610) 429-4111. Your CONFIDENTIALITY IS ABSOLUTELY GUARANTEED and conviction is not required!

General Policies and On-Job Rules

Equal Employment Opportunity

Equal Employment Opportunity is both a policy and a practice of every People 2.0 and Hiregy office. In accordance with all applicable federal, state and local laws, People 2.0 provides employment opportunities to applicants and Associates regardless of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status or any other protected status.

The People 2.0 Equal Opportunity policy applies to all areas of employment, including, hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition, neither People 2.0 nor Hiregy will discriminate against any Associate in a client job assignment or honor discriminatory requests from clients.

Any Associate who violates an Equal Opportunity policy will be subject to discipline, up to and including possible termination.

Accommodating Disabled Individuals

As part of Hiregy's desire to maintain a diverse workforce, we are fully committed to compliance with the Americans with Disabilities Act (ADA) and with all other federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

In compliance with the ADA, and applicable state and local laws preventing discrimination against individuals with a disability, Hiregy offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but who can still perform the essential functions of the job.

Hiregy will endeavor to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities, whenever it is possible to do so without undue hardship on the Company. Employees with qualified disabilities should make requests for accommodations to their supervisor.

Drugs & Alcohol

Substance abuse has a negative impact on an Associate's work and personal life, and it affects our ability to provide quality service to clients. It can cause poor work performance, decrease productivity and create safety hazards. That's why People 2.0 and Hiregy work to maintain a Drug-Free Workplace. To qualify for employment, regardless of job assignment, all applicants must agree to submit to drug testing.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance or alcohol on the premises of Hiregy, People 2.0, or its clients, or while performing any People 2.0 job duty is strictly prohibited. Reporting for work or performing any job duty under the influence of alcohol or any illegal substance is likewise prohibited.

Company rules regarding alcohol use and illegal drug activity include times when an Associate is representing People 2.0, Hiregy or one of their clients, or is involved in a work-related or company-sponsored event, even if it is at a non-work location or outside of normal work hours. People 2.0 will not knowingly employ an individual actively involved in any illegal activity on or off the job.

Abuse or misuse of prescription and over-the-counter drugs is also prohibited. Associates using drugs for a medical condition must inform a Hiregy Representative if the drug could affect physical or mental abilities, or have side effects which affect job performance. Associates may bring to work and take prescription drugs at work only if the drug has been prescribed by a doctor, is being taken in accordance with that doctor's instructions, and to enforce its drug and alcohol policy, and in addition to any pre-employment testing, People 2.0 reserves the right to require any Associate to submit to drug or alcohol testing at any time, without notice, as permitted by law. A drug test is also required immediately after every on-the-job accident and any time there is reasonable suspicion that an Associate may be under the influence of drugs or alcohol. Some job assignments may require an additional drug test required by a client or particular job assignment.

Before any drug screen is conducted, the applicant or Associate will be provided a list of the specific drugs or substances for which the test is conducted. Applicants and Associates must notify the individual administering the test in advance if any prescription or over-the-counter drug has been taken that may affect test results. A refusal to be tested in accordance with this policy shall be considered a positive test.

No job offer will be extended to applicants who test positive and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will be removed from any job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to be re-tested by an independent, certified laboratory at their own expense within 24 hours of the original test. If the laboratory test is negative, the cost of the re-test will be reimbursed and the Associate will be reinstated with no disciplinary record.

Family and Medical Leave Act

The Family Medical Leave Act provides that eligible employees are eligible to take 12 weeks of leave within a twelve-month period for the birth or adoption of a child, or to care for a serious health condition of either the employee or an immediate family member. Family and medical leave may be taken "intermittently" or on a "reduced schedule" basis under certain circumstances.

An eligible employee is one who has been employed for at least 12-months, has at least 1,250 hours of service during the 12 month period immediately preceding the date of the requested leave, and who expresses an intent to return to work after the leave.

An employee desiring to take family and medical leave must give at least 30 days advance notice prior to commencement of leave, if the need for leave is foreseeable. If the need for leave was not foreseeable, and/or 30 days is not possible, the employee must give as much notice as is possible under the circumstances. Employees can request a FMLA form from the Hiregy office staff.

A physician's release to return to work will be required when the leave has been taken due to the serious health condition of the employee. An employee will not be returned to work without the proper documentation from the health care provider.

Harassment

People 2.0 and Hiregy believe in a friendly workplace that is not hostile or offensive, where all Associates are treated fairly and with respect. Harassment, threats, intimidation or discrimination of any kind, including verbal or visual, will not be tolerated for any reason. Any Associate who violates this policy will be subject to serious discipline, including possible termination. It is important to understand that, among other things, harassment includes:

Verbal Harassment, such as making a joke or comment about a certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.

Physical Harassment, such as assault, touching, blocking or physically interfering with a person's movement or work.

Visual Harassment, such as derogatory images, posters, cartoons or drawings.

Sexual Harassment, including unwelcome sexual advances or requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, suggestive comments, gestures or sounds, or graphic remarks about a person's anatomy.

Intimidation – Creating an intimidating, hostile or offensive work environment through conduct like that described above.

If you feel you have been subjected to harassment, threats, intimidation or discrimination by a co-worker, a supervisor or manager, a client Associate or any other person connected with your job, you should report the incident to a People 2.0 or a Hiregy manager immediately. If the complaint involves the manager, or if you feel uncomfortable discussing the matter with him/her, report the matter to his/her superior or to People 2.0's Human Resource Manager at (610) 429-4111.

People 2.0 will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no Associate will be punished in any way for bringing any good faith complaint to the company's attention.

Any People 2.0 or Hiregy employee, supervisor or manager who is found to have engaged in harassment, or in retaliation against another individual

who complained of harassment, will be subject to serious discipline, including possible termination.

Appearance Standards

People 2.0 and Hiregy expect every Associate to be neat, clean and dressed properly for their work environment. Sleeveless shirts and halter-tops are not permitted in any position. Most client companies have their own dress code or standard. Hiregy will advise you of the standards for your assignment, and you will be expected to maintain them. It is important to understand specific policies when the dress is “business casual.” Business casual can mean different things, but as our Associate, you are not permitted to wear jeans, shorts or T-shirts in any office workplace.

Solicitation

Solicitation is against the rules in every job assignment. Solicitation is also not permitted on Hiregy property or any client property.

No solicitation of People 2.0 or client employees is allowed during your work shift or the work shift of the person being solicited. For purposes of this work rule, “solicitation” specifically includes passing out fliers, letters, petitions or other documents for signatures and sales of products, services, or fundraisers.

Special Job Site Rules

Every client has rules or policies that apply in their workplace. A Hiregy representative will review client policies with you in advance, but it is your job to remember them and comply with them. Client rules might include restrictions on lunch or rest breaks and telephone use. Cell phone or audio devices use may be prohibited. As a People 2.0 Associate, you are required to know and follow the policies in effect at your job site.

Confidential Information

People 2.0 Associates may receive or have access to confidential and proprietary information of People 2.0, Hiregy or one of their clients (“Confidential Information”). Among many other things, Confidential Information includes information on products, release dates, prices or rates, inventories, customers and customer locations, security systems, personnel, contracts, business and personnel files and records. Customer names, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information is all strictly confidential. As a condition of continued employment, all Associates must agree to protect all Confidential Information. Associates are to treat any information obtained while working for People 2.0, in association with Hiregy or in any client assignment as confidential and may not be disclosed to any other party, even another People 2.0 Associate.

Disclosure of Confidential Information is a policy violation that will result in disciplinary action, including possible dismissal.

Working For A Client

Some clients may offer an Associate long-term employment after they have worked in a temporary assignment for a certain time (time period varies by client). No client promises to hire everyone who completes that time, and no Associate is guaranteed a job with any client company.

The hiring of People 2.0 Associates is governed by a contract with each client. If a client wishes to hire a People 2.0 Associate, it must be arranged and/or approved through Hiregy and People 2.0. If you are interested in a job with a client, ask an Hiregy manager for details.

Important: You may not work directly for an Hiregy/People 2.0 client on your own or apply for a job with a client while you are working for People 2.0. If you want to work for a client, you must either do so through People 2.0, or quit your job with People 2.0 first. Violation of this policy will result in disciplinary action, including possible dismissal.

Grounds for Dismissal

There are certain activities and behaviors People 2.0 considers so serious, they are grounds for immediate dismissal. Some of the most important of these are mentioned under “Drugs and Alcohol” and “Harassment” above, and others are in the “Job Assignments and Attendance” section earlier. Review those sections for specifics and be aware that, although not exclusive, the following are also grounds for dismissal:

- Dishonesty – False statements or misrepresentations during the application process; producing false ID or documents.
- Violence and Weapons – Any act or threat of violence toward another person, fighting or provoking a fight while on company or client premises; possession of a weapon or explosives.
- Criminal Behavior – Engaging in any criminal conduct, including betting or gambling while on company or client property.
- Immoral Conduct or indecency on company or client property.
- Destroying Property – Causing damage or destruction of company or client property, or property of other Associates.
- Endangering Others – Any willful action which endangers the life or safety of another person.
- Theft of company or client property, or the property of other Associates; unauthorized use or possession of any company or client property, including documents and computer disks.
- Falsifying Time – Falsely reporting work hours or altering any Associate time records; reporting time not actually worked.
- Interfering or Sleeping – Interfering with another Associate or restricting work output. Sleeping on the job or during paid time.
- Breach of Confidentiality – Giving confidential, proprietary or private information to competitors or any unauthorized person.
- Walking Off – Walking off the job or leaving work before the shift end without authorization (except if ill or injured).

Receipt of Contractor Handbook

This receipt certifies that I have received a copy of the People 2.0 Contractor Handbook. I understand that the Handbook is NOT A CONTRACT OF EMPLOYMENT, that my employment is "at will," and that People 2.0 has a right to change, create or delete its policies and benefits at any time, with or without advance notice.

I understand that I am an employee of People 2.0. Only People 2.0 or an authorized representative (which may include Hiregy) or I can terminate my employment. When a job assignment ends, I will report to the Hiregy office to request a new assignment. I understand that failure to report at the end of an assignment and regularly thereafter, or my failure to accept a new assignment, will mean that I have voluntarily quit and may not be eligible for unemployment benefits.

I understand that I will be expected to report for and complete any job assignment or shift I accept. If I am unable to report for work for some unexpected reason (such as an emergency or illness), I will personally contact the Hiregy office as soon as possible – before the shift begins whenever possible. If I do not report for or complete a shift or assignment or give proper notice to Hiregy, People 2.0 should assume that I have voluntarily quit. I realize that I may not be eligible for unemployment benefits under such circumstances.

I have reviewed and agree to abide by the General Safety Rules established by People 2.0 and Hiregy, and any additional safety rules of a client. I agree that, if I am injured on the job, I will inform my worksite supervisor and the Hiregy office immediately. I understand that People 2.0 will deal promptly with any legitimate Workers' Compensation claims, coordinate any needed medical treatment and pay medical expenses, etc. I also understand that the company will aggressively fight and prosecute any fraudulent claim.

I understand that it is my responsibility to inform Hiregy and People 2.0, PRIOR to accepting an assignment, if I have any previous injury, or if certain work could cause me harm.

I have been informed of the specific Workers' Compensation rules that apply locally and understand that I am personally responsible for the cost of any unauthorized medical treatment or services provided outside the People 2.0 Preferred Provider network, except as permitted by state rules.

I have read the company's Drug and Alcohol policy and I consent to drug testing as a condition of employment. I understand that any violation of substance abuse policies will result in my dismissal and termination of employment.

I am aware that it is my responsibility to read, understand and know all of the company's employment policies. I have had an opportunity to ask questions about the Handbook, and any questions I had have been answered in language I understand.

By accepting a job offer I am agreeing to abide by People 2.0 employment policies. If I fail to comply with company policies and procedures, I understand that my employment may be jeopardized or terminated without warning.

Contractor Signature

Date

Contractor Print Name

Date

Agent for People 2.0

Date

If You Get Hurt On The Job

Report the accident to the Hireguy office *immediately*:

Call: 813 449-4800

For Medical Treatment, See

Occupational Health Services

3102 E. 138 Avenue
Tampa, FL 33613-3915
813 615-7676

Fast Track Urgent Care

11969 Sheldon Rd
Tampa, FL 33626-3644
813-925-1903

The Doctors Walk In Clinic

13210 Bruce B Down Blvd
Tampa, FL 33612-3806
813 977-2777

Combi – Occupational Medicine

9210 Florida Palm Drive
Tampa, FL 33619-4352
813 246-4277

Occupational Health Services

7001 N. Dale Mabry Hwy, Ste. 5
Tampa, FL 33614-3910
813 558-8095

Lakeside Occupational Medical Ctr

1750 N. 50th Street
Tampa, FL 33619-3104
813 247-4489

Doctors R Us Walk In Clinic

6821 W. Hillsborough Ave., Ste. 19
Tampa, FL 33634-5803
813 890-0705

Bayfront Convenient Care Clinic

13163 66th Street
Largo, FL 33773-1812
727 531-2273

EMERGENCIES ONLY

University Community Hospital

3100 E. Fletcher Ave
Tampa, FL 33613-4613
813 971-6000

University Community Hospital

7171 N. Dale Mabry Ave.
Tampa, FL 33614-2630
813 971-6000

Brandon Regional Hospital

119 Oakfield Dr.
Brandon, FL 33511-5779
813 681-5551

Largo Medical Center

201 14th St. SW
Largo, FL 33770-3133
727 588-5200

If You Suspect

- Fraud
- Theft
- Drug Use
- Illegal Activity
- Unsafe Conditions
- Contract Violations
- Improper Behavior

Call People 2.0 HQ anonymously at 888-270-3579.
(Leave a recorded message anytime)

