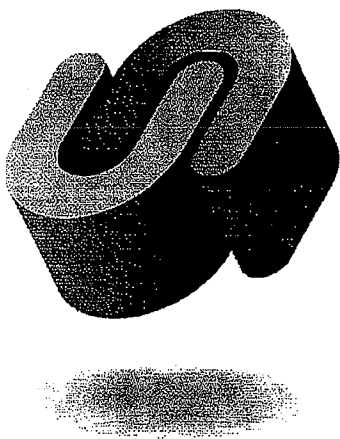


**EMPLOYEE HANDBOOK FOR
CYBER STAFFING & PAYROLL SERVICES**



CYBER

STAFFING
& PAYROLL SERVICES

3050 Post Oak Boulevard, Suite 550
Houston, Texas 77056
832-799-1776 Main
512-850-3211 Cell
713-522-0810 Fax
jennifer@ahcpafirm.com

DRUG AND ALCOHOL POLICY

Cyber Staffing realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. Cyber Staffing, LLC is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. Cyber Staffing, LLC has a zero tolerance attitude under this policy, and any temporary employee (TE) in violation of the policy will be subject to immediate dismissal. Any TE involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on the premises of any Client Company (CC) or Cyber Staffing, LLC premises, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

DRUG AND ALCOHOL TESTING POLICY

Employees Subject to Testing:

Under the Cyber Staffing, LLC drug and alcohol testing policy, any TE may be subject to drug and/or alcohol testing under the following conditions:

- After enrollment in Cyber Staffing, LLC's payroll as a TE
- If the TE is involved in a workplace accident; or
- If the TE CC supervisor has a reasonable suspicion to believe the TE may be impaired by drugs and/or alcohol. Reasonable suspicion includes observed drug or alcohol use, evidence of usage, or physical symptoms of impairment due to usage, or report of drug or alcohol use by a reliable or credible source.

Safeguards:

Cyber Staffing, LLC's policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard TE privacy rights to the fullest extent of the law.

Written Notice and Employee Consent:

Before being asked to submit to a drug and/or alcohol test, the TE will receive written notice of the request or requirements. Prior to performing drug or alcohol testing on any TE, the TE will be required to sign a form consenting to the testing listed on the form and acknowledging that a confirmed positive test result can result in disciplinary action. Any TE refusal to consent and submit to lawful testing will be considered misconduct and a voluntary resignation by the TE. In addition, refusal to consent to post-accident testing as provided herein may result in the TE forfeiting the right to collect workers' compensation benefits. Prior to testing, the TE will be given the opportunity to inform the health care professional(s) conducting the test, or the laboratory analyzing the sample, of any prescription or over-the-counter medications that have been taken immediately prior to the test. Verification may be required.

TE Initials: _____

Notice of Results:

If the TE is asked to submit to a drug or alcohol test, Interim will notify the TE of the results within twenty-four (24) hours after it receives them from the laboratory. To preserve the confidentiality Cyber Staffing, LLC strives to maintain, the TE will be notified in person whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

Positive Test Results:

If the TE receives notice that the TE test results were confirmed positive, the TE will be given the opportunity to explain the positive result following the TE receipt of the test result. In addition to any other right specifically provided under applicable law, each TE contesting a confirmed positive result may have another sample tested within one (1) day of being informed of the confirmed positive result. If the TE second test shows any trace amount at all of the substance that the employee initially tested positive for, the TE will be subject to immediate termination.

Adverse Employment Action:

If there is reason to suspect that the TE is working while under the influence of an illegal drug or alcohol, the TE will be suspended until the results of a drug and alcohol test are made available to Cyber Staffing, LLC by the testing laboratory. No adverse employment action will be taken until the test results are in.

Confidentiality:

Cyber Staffing, LLC will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. The TE will be asked for the TE consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Also, results will be sent to federal agencies as required by federal law. If the TE is to be referred to a treatment facility for evaluation, the TE test results will also be made available to the TE counselor.

Costs:

Cyber Staffing, LLC will pay the cost of any drug and alcohol testing that it requires or requests a TE to submit to including retesting of confirmed positive results.

Drug and Alcohol Use at Work Prohibited:

Cyber Staffing, LLC will not tolerate any use of non-prescribed drugs or alcohol during work hours.

TEMPORARY EMPLOYEE SIGNATURE:

EMPLOYMENT POLICY

For the duration of your time working as a Temporary Employee (TE) assigned to a Client Company (CC) of Cyber Staffing, LLC will be your Employer of Record (EOR). Please read the foregoing document carefully, initial in the space provided on Page 1, sign as indicated on Page 2 and return his document to Cyber Staffing, LLC. If you have questions regarding any section of this document please contact the offices of Cyber Staffing, LLC.

EOR Expectations:

Attendance – TE is to report to and leave CC location at the specified time required. Absenteeism and/or tardiness are assumed misconduct. In the event TE will be late or absent, it is directed the CC be contacted at least one (1) hour prior to normal arrival time, and TE failure to do so may result in disciplinary action. Cyber Staffing, LLC requires a written explanation on TE timesheet recording the reason for absence or tardiness. Absences due to medically verifiable illness, jury duty and/or military leave are acceptable in moderation with valid documentation.

Confidentiality – TE must exercise care with reference to any and all confidential information of CC. This information may not be taken, copied or communicated in any form to other parties. Doing so is a third-degree felony and will be prosecuted by Interim as such. Any office equipment, i.e., voice mail, e-mail, computers or property on the premises of CC are for CC business purposes, are subject to CC or Cyber Staffing, LLC access at any time and may not be regarded by TE as private or confidential. TE misuse as stated herein may result in disciplinary action.

Disciplinary Issues – TE failure to act appropriately is considered by Cyber Staffing, LLC as misconduct. TE is required to follow the CC behavioral policies while on assignment. Fighting, use of offensive language, illegal drug or alcohol use, mismanagement of position, absenteeism/tardiness, harassment and violence are among the offenses considered as disciplinary issues between TE and Cyber Staffing, LLC and will be documented. TE understanding of the issue may be submitted to Cyber Staffing, LLC for consideration. Disciplinary action may include termination.

TE Expectations:

Paycheck Issuance and Compensation Guidelines – as a TE paid on a weekly hourly basis, scheduled paydays are each Wednesday, with exception made for weeks when recognized holidays occur on Monday, Tuesday or Wednesday. In that event, the payday will occur one, possibly two, day(s) later.

In work weeks where no holidays occur, paychecks are mailed to the home address of TE or directly deposited into the bank account of TE each Tuesday, provided timesheets are received by Cyber Staffing, LLC no later than 9:00 a.m. each Monday. Cyber Staffing, LLC allows the passage of thirty days of continued employment be a TE before honoring direct deposit. TE is allowed one change in bank account information per year. Cyber Staffing, LLC is not responsible for lost or stolen paychecks; however, after the expiration of seven (7) business days, any lost or stolen paycheck will be replaced; and, depending upon the circumstances, TE may be charged a stop-payment fee, replacement check fee. Cyber Staffing, LLC operates on a forty (40) hour work week, and time worked in excess of forty (40) each week must be approved by CC. Bonuses, severance pay, parking/toll reimbursements, vacation pay, sick leave and pay for time not worked

is not compensated or reimbursed by Cyber Staffing, LLC, with the exception made for instances in which the CC, at its option, wishes to have TE compensated or reimbursed. Deductions, other than those regulated by State or Federal law and/or stop-payment, replacement check expense, will not be from TE paychecks without prior consent of TE. Exceptions include adjusting paychecks to reflect actual hours worked in the event of timesheet error or miscalculation and/or deductions to reimburse CC for any alleged TE misuse of CC facilities or equipment. TE paychecks will be held by Cyber Staffing, LLC in the event a TE departs the premises of CC with any property belonging to CC and will be held by Cyber Staffing, LLC until such time as any property belonging to CC is returned to CC.

TE Initials: _____

Timesheet and/or Check Fraud – any TE discovered as having purposely falsified a timesheet or committed check fraud of any kind or nature will be pursued to the fullest extent of the law governing such actions and conduct.

Tax/Employment Records – Cyber Staffing, LLC issues a W-2 at year end for TE tax records. TE is responsible for notifying Cyber Staffing, LLC of any change of address to ensure W-2 is mailed to the correct address. Changes of address of submitted after December 31 of any calendar year may not be accepted. Should TE wish to change W-4 documented claimed exemptions or update Employment records with new or additional information, TE must notify Cyber Staffing, LLC in writing promptly. TE employment and/or tax records are not released without TE prior consent, except court- ordered requests made by government agencies.

Benefits – Cyber Staffing, LLC does not offer group insurance, pension plans, paid holidays, vacation Pay or any other benefits, with the exception of Workers’ Compensation Insurance.

Safety and Reporting of Injury – It is the responsibility of TE to become familiar with the safety and Emergency procedures of CC. Should TE suffer an injury or have an accident, it must be reported to CC and Interim immediately so that proper attention may be given the matter and accurate, complete documentation of such injury or accident is recorded. Failure to do so may affect TE receiving Workers’ Compensation Insurance benefits.

Discrimination – Cyber Staffing, LLC is an Equal Opportunity Employer and complies with all State and Federal laws governing discrimination. TE is required to inform Cyber Staffing, LLC of any instance to which TE is subjected to discrimination.

Sexual Harassment – TE is required to inform Interim immediately of any harassment or accusation of harassment while in the employ of Interim. Harassment is defined by the Equal Opportunity Commission as “unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of any sexual nature when submission to the conduct enters into employment decisions and/or such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.”

Administrative Issues:

This Policy – This Employment Policy is a guideline and is not intended to imply any contractual rights. It may be changed or modified by Interim at any time without advance notice to TE. Employment Termination – this policy is not intended to construe a guarantee of continued employment. Employment is “at will” meaning TE or Cyber Staffing, LLC may terminate employment at will at any time. Termination may occur for any or no reason. Cyber Staffing, LLC requires TE call the Cyber Staffing, LLC office and advise Cyber Staffing, LLC of TE last day on assignment and availability for further work on or before the first business day after TE assignment end. This is separate from any other requirement or understanding between TE and PC. TE failure to inform Cyber Staffing, LLC, as instructed in this paragraph may negatively affect TE employment status and relinquish right to pursue unemployment benefits.

TE signature constitutes understanding, acceptance and acknowledgement of policies stated herein.

TE is required to maintain a copy of this policy and contact Cyber Staffing with any questions.

Temporary Employee Signature

Temporary Employee Printed Name

Temporary Employee Social Security No.

Date of Signature

Purpose of this Handbook

This handbook has been prepared to inform new employees of the policies and procedures of this company and to establish the company's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

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

At-Will Employment

Employment at this company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only [enter authorized person's name] is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

Workplace Commitments

Equal Opportunity Employment

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, 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.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Jennifer Wise.

Non-Harassment Policy / Non-Discrimination Policy

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting:

Any company employee who feels that he or she has 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 his or her supervisor or Jennifer Wise. The company 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.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

Open Door Policy

The company 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. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

Company Policies and Procedures

Professional Conduct

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

Payday

You will be advised of pay dates. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for the pay period. Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Employees may contact Jennifer Wise to obtain the necessary authorization forms for requesting additional deductions from their paychecks.

Notify a supervisor if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks [are/are not] permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to Jennifer Wise immediately.

Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.

Violations of these policies could result in disciplinary action.

Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

Attendance Policies

General Attendance

Working hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor.

The company does not tolerate absenteeism without 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. Chronic absenteeism may result in disciplinary action.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Tardiness

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.

Breaks

When working conditions permit, and pending a supervisor's approval, employees are entitled to breaks.

Meal periods is applicable will be discussed with you by a supervisor.

Work Performance

Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company.

Forward any questions about performance expectation or evaluation to the supervisor conducting the evaluation.

Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

Discipline Policy

Grounds for Disciplinary Action

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Procedures

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.

Termination

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files, documents, equipment, keys, access cards, software or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor;
- to participate in an exit interview as requested by Jennifer Wise.

Health and Safety

Workplace Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or [enter alternate name] immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to Jennifer Wise.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

Emergency Procedures

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Jennifer Wise.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

Acknowledgement of Receipt for Employee Handbook

(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Jennifer Wise.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION

(Please read the following statements, sign below and return to the Human Resources office.)

I, _____ hereby authorize any representative of **Cyber Staffing, LLC** bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records, felony and misdemeanor. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by **Cyber Staffing, LLC** and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Signature of Employee: _____

Maiden Name: _____

Drivers License No: _____

Social Security No: _____

Current Address: _____

Previous address: _____