

Cambridge Professional Group[®]

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Employee Handbook
Temporary / Contract Employees



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WELCOME

Welcome to Cambridge Professional Group! We are pleased that you are joining us and we know that your contributions will assist us in remaining a leader in our industry.

You have joined an organization that has an outstanding reputation in the Staffing Industry. Credit for this goes to every one of our employees. We believe that each employee contributes directly to the organization's growth and success, and we hope you will take pride in being a member of our team.

As an employee of Cambridge Professional Group (the "Company" or "Cambridge"), you will want to know what you can expect from us, what our clients expect of us, and what we expect from you. This Handbook will give you that information by outlining our Company's current benefits, practices and policies.

Please keep this Handbook handy as a guide and ready reference throughout your employment. If you have questions as you read through this Handbook, please do not hesitate to discuss them with your Cambridge Staffing Consultant. Your Staffing Consultant is a very important source of information and will be more than glad to assist you.

PURPOSE OF THE HANDBOOK

This Handbook is designed to acquaint you with our Company and to give you a ready reference to answer most of your questions regarding your employment with us. The contents of this Handbook, however, constitute only a summary of the employee benefits, personnel policies, and employment rules in effect at the time of publication.

This Handbook should not be construed as creating an employment contract or creating other contractual rights of any nature. Although the Company intends that the benefits, policies and regulations outlined in this Handbook will generally remain in effect, the Company reserves the right at any time to amend, curtail or to otherwise revise the benefits, policies or regulations outlined in this Handbook.

This handbook applies to all temporary employees of Cambridge. However, where it conflicts with any contract, the contract shall control. For example, in the case of insurance, the insurance contract is controlling.

This Handbook supersedes all prior inconsistent handbooks or policies and may be changed from time-to-time as necessary.

EMPLOYEE STATUS

According to State law, all employees are employed at-will which means that they can be terminated at any time, with or without cause and with or without advance notice. This at-will relationship can only be changed in a written document signed by the Company's President.

"Temporary Employees" are employees who are registered with the Company and who work outside the Company offices under the direction of Cambridge clients.

Temporary employees are eligible for benefits as outlined in the following pages, subject to certain other requirements which may be described in individual policies.

For the purposes of family and medical leave, insurance, and certain other benefits, eligibility requirements may be different. If so, insurance plan documents or applicable law will control eligibility.

If you have any questions concerning your status or the benefits for which you qualify, please ask your Staffing Consultant.

INTRODUCTORY POLICIES

OUR CLIENT RELATIONS PHILOSOPHY

Client satisfaction is extremely important to us. Our clients are critical to the success of our business, and every Cambridge employee's performance effects the strength of our client relationships. Our clients deserve professional services, quality work and courteous, attentive treatment.

OUR EMPLOYEE RELATIONS PHILOSOPHY

We believe that our success over the years has been in a large part due to the relationships built between the Company and its employees. Each of our employees is important to us, and we are committed to attracting and retaining quality employees like you. To accomplish this, we are committed to maintaining a wage and benefit program that we believe is unsurpassed in our industry. It is also our goal to make your career with Cambridge a rewarding and challenging experience.

WHILE YOU ARE ON ASSIGNMENT

While you are on assignment with one of the Company's clients, the contents of this handbook are applicable. In addition, our clients may provide you with their policies, procedures, job requirements, etc. Of course, we expect you to follow the client's guidelines also. If for any reason, you believe that a conflict exists between our requirements as outlined in this handbook, and the requirements of a particular assignment, you should utilize our problem solving procedures as outlined below.

PROBLEM SOLVING PROCEDURE

Occasionally, while you are on an assignment, issues may arise with which you are uncomfortable dealing independently. Please call us if there is something about your assignment that is bothering you. We cannot answer your question or solve your problem unless you tell us about it.

Our "Problem Solving Procedure" offers all employees the freedom to discuss pertinent issues with the Company. If you have a problem relating to your employment with Cambridge or an assignment, it usually can be resolved by following these steps:

1. First, discuss any concern with your Cambridge Staffing Consultant. Very often, your Cambridge Staffing Consultant is in the best position to handle your problem satisfactorily.
2. If you are not satisfied after you speak with your Staffing Consultant, or if you feel that you cannot speak to your Staffing Consultant request to speak to your Division Manager.

3. If you are not satisfied after you speak with your Division Manager, or if you feel you cannot speak to your Division Manager speak to the Cambridge President.

In the event you have an issue, but because of the nature of the issue, you cannot follow the steps in this procedure, you may go directly to the Cambridge President. The Cambridge President is available for advice and assistance in discussing your issues as appropriate.

You should follow these procedures if you believe that our **EEO Policy** relating to discrimination, **No Harassment Policy**, or another Company policy may have been violated. You also should follow these procedures if you need a reasonable accommodation to allow you to perform the essential functions of your job.

After discussing the matter with you and conducting an appropriate investigation, we will take prompt, appropriate remedial action. When you inform us of a concern or problem, we will try to answer you as soon as practical under the circumstances.

EQUAL EMPLOYMENT OPPORTUNITY “EEO”

We are an Equal Employment Opportunity employer. The Company is committed to providing equal opportunity in employment, including but not limited to selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination in employment based on race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by law. Violation of this policy may result in disciplinary action, up to and including immediate termination.

NO HARASSMENT

We do not tolerate the harassment of applicants, employees, clients, or vendors. Any form of harassment relating to an individual's race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy will result in disciplinary action, up to and including immediate termination or the termination of the Company's relationship with a Client if necessary.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your Staffing Consultant or one of the contacts listed below. At a minimum, the term “harassment” as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race; color; religion; national origin; sex (including same sex); sexual orientation, pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our Staffing Consultants and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No Staffing Consultant or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the Staffing Consultant or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees or clients are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees, and clients. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If, while you are on assignment, you believe that our No Harassment Policy may have been violated, you should report the matter to us immediately.

1. First, discuss any concern with your Staffing Consultant.
2. If you are not satisfied after you speak with your Staffing Consultant or if you feel that you cannot speak to your Staffing Consultant, discuss your concern with your Division Manager.
3. If you are not satisfied after you speak with your Division Manager, or if you feel you cannot speak to your Division Manager, speak to the President.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The Company will protect the confidentiality of employees reporting suspected violations of this or any other Company policy to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other Company policy are subject to discipline, up to and including immediate termination. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Federal Immigration Reform and Control Act of 1986 requires employers to verify the legal working status of all employees hired on or after November 7, 1986. The Act makes it unlawful to hire anyone who is not either a citizen or an alien who has the legal right to be employed in the United States. All employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law.

COMPANY BENEFITS

YOUR PAY

Paychecks are issued weekly, on Thursdays, for the one week pay period ending the previous Sunday. We require that all temporary employees enter their time worked on-line, no later than **5:00 p.m. on Monday** for the prior week. The time records must be completed in full, including your name, our client's name, dates, times and hours worked. In addition, the timesheet must be approved on-line or signed by both you and your supervisor at the assignment. Please be aware that Cambridge reserves the right to delay or revise paychecks against timesheets which have not been approved on-line or in writing by our client.

For pay periods which are impacted by holidays observed by Cambridge and/or our clients, we will advise you in advance and in writing of amended payroll schedules.

All paychecks will be mailed on Thursdays, unless you have notified us in advance of your intent to collect your check or participation in direct deposit. Such notification must be made to our Receptionist Staff no later than 5:00 p.m. of the day prior to payday, and you may then collect the check at our offices during normal business hours. You may authorize in writing for someone else to pick up your paycheck. The Company will only release paychecks to individuals who present a signed authorization and proper identification.

The Company may make deductions from your pay for many different reasons. For example, we are required by law to deduct certain amounts for taxes, Social Security, garnishments, etc. Likewise, an employee may authorize us to make deductions for benefit premiums, 401(k), flexible spending accounts, etc. For our exempt employees, we do not make deductions for the quality or quantity of work except as allowed by law.

If you believe that a deduction has been made to your pay in error, promptly notify the Staffing Consultant. The Company will investigate your pay and deductions. We will not penalize an employee for reporting a suspected error and we will reimburse an employee for any improper deduction.

VACATION PAY

Cambridge offers vacation pay to our temporary employees who meet certain criteria. You will be eligible for one day of vacation pay for each 400 hours you work in a calendar year, up to a maximum of 5 days in your first year, and 10 days (2 days for each 400 hours) in your second year. You must work 2000 hours cumulatively to earn second year benefits. If you take a permanent position or become inactive for more than six months you will lose your accrual toward second year vacation benefits and have to start over when you reactivate with Cambridge.

Please do not confuse this pay with actual time off. If you are on assignment with us and would like to take time off, you must arrange this in advance with Cambridge and our client, as appropriate.

You will find your accumulated hours worked reflected on the right hand side of your weekly pay stub for the calendar year to date. Once you have reached the number of work

hours to be eligible for vacation pay, please submit a signed timesheet clearly marked "vacation pay". The vacation pay timesheet must be separate from your regular timesheet of hours worked. Your vacation pay will be included in the next regularly scheduled payroll. The rate of pay for vacation will be your average regular hourly rate of pay from Cambridge in the month immediately preceding your written request for vacation pay.

For purposes of vacation pay eligibility, we cannot consider hours worked from the previous calendar year. In other words, the "total hours" worked for Cambridge reverts to zero on each January 1. All payments related to vacation pay are subject to applicable withholding taxes.

Vacation pay should be requested once you reach the applicable hour threshold or by Dec. 31st, whichever occurs first.

HOLIDAY PAY

Cambridge offers holiday pay to our temporary employees who meet the following criteria:

You will receive one day of holiday pay for each 400 hours you work in a calendar year up to a maximum of 4 days of holiday pay.

Please note that receipt of holiday pay does **not** coincide with customary holidays. Rather, eligibility for holiday pay is based on your accumulated hours worked during the calendar year.

You will find your accumulated hours worked reflected on the right hand side of your weekly pay stub for the calendar year-to-date. Once you have reached the number of work hours to be eligible for holiday pay, please submit a signed timesheet clearly marked "holiday pay". The holiday pay timesheet must be separate from your regular timesheet of hours worked. Your holiday pay will be included in the next regularly scheduled payroll. The rate of pay for holidays will be your average regular hourly rate of pay from Cambridge in the month immediately preceding your written request for holiday pay.

For purposes of holiday pay eligibility, we cannot consider hours worked from the previous calendar year. In other words, the total hours worked reverts to zero on each January 1. All payments related to holiday pay are subject to applicable withholding taxes.

Holiday pay should be requested once you reach the applicable hour threshold or by Dec. 31st, whichever occurs first.

MEDICAL INSURANCE REIMBURSEMENT

Cambridge offers medical insurance expense reimbursement. To qualify for this benefit, you must have been paid for working an average of at least 25 hours per week for the two consecutive calendar months immediately preceding the first month for which you submit a reimbursement request. Once you qualify, and starting in the first month after the two qualification months, Cambridge will reimburse the actual cost to you up to \$100 per month toward health insurance premiums that you have already paid (out of pocket) to insure yourself,

spouse, and/or dependents for as long as you continue to receive pay for working a weekly average of 25 hours per week each month. If you fail to work the requisite number of hours for two successive months, you are no longer eligible for this benefit and must re-qualify as explained above.

At the end of each month for which you qualify and **no later than the 15th of the next month**, you must submit a request for reimbursement and provide a copy of the insurance company invoice and your canceled check copy, credit card entry, etc. We will include your reimbursement in your regular weekly paycheck on or before the 30th of the month.

As an example, assume that you meet the 25 hour per week criteria for the months of January, February and March, you would submit your request for reimbursement and evidence of payment for March coverage no later than April 15th. You would receive your reimbursement of up to \$100 no later than April 30th.

Please note that the insurance coverage must be in your name and we reserve the right to deny reimbursement if, in our sole discretion, the evidence of coverage and payment you have provided to us is insufficient. We may deny reimbursement requests received later than the 15th of the following month.

All reimbursements will be paid net of applicable withholding taxes.

MEDICAL INSURANCE

For certain long term assignments, Cambridge offers Health Insurance which includes Major Medical, dental, vision and life insurance. Cambridge and the employee share in the cost of the plan. A copy of the plan can be obtained from your Staffing Consultant.

401(K) PLAN

The Company has established and maintains a 401(k) plan to allow eligible employees a tax-leveraged means of supplementing their retirement planning. The Company currently pays for administration of this plan, which is funded by employee contributions and a matching program by the Company.

The Company provides employees covered by its plans with Summary Plan Description booklets and other materials regarding these retirement plans, as appropriate.

SOCIAL SECURITY INSURANCE

Pursuant to the Federal Insurance Contributions Act, better known as the Social Security Act, the Company deducts a percentage of your pay, matches it with an equal amount from the Company, and sends it to Social Security to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security office for a more complete explanation.

WORKERS COMPENSATION

Workers Compensation is required by State law and is paid entirely by the Company. Workers Compensation protects you in the event of occupational injury or sickness. **You must** report immediately any on the job accident to the supervisor at your assignment **and** to your Cambridge Staffing Consultant immediately. Where medical care is required for on the job injuries, employees initially must go to one of the designated medical facilities provided by Cambridge. In Atlanta call 404-824-2800, 800-563-6101 or 770-329-1222 for twenty-four (24) hour assistance. In Washington, D.C. call 240-482-3860 or 866-270-1792 for twenty-four (24) hour assistance.

CIVIC RESPONSIBILITIES

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify the Staffing Consultant immediately so we can plan the department's work with as little disruption as possible. We do not pay employees who are serving on jury duty.

Employees with jury duty must provide their Staffing Consultant with a copy of the subpoena. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their Staffing Consultant as soon as possible and report to work if requested.

Witness Duty: If you are subpoenaed to appear as a witness, please notify the Staffing Consultant immediately so we can plan the department's work with as little disruption as possible.

Employees with witness duty must provide their Staffing Consultant with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their Staffing Consultant as soon as possible and report to work if requested.

Voting: Although polls are open most of the day, we realize that in some instances our employees are required to work overtime and may find that these hours are insufficient to get to the polls. If you have a problem in this regard, please let your Staffing Consultant know so that we can make arrangements for you to have the necessary time to get to the polls.

FAMILY AND MEDICAL LEAVE OF ABSENCE

Eligible employees may take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons.

Employee Eligibility: To be eligible for family or medical leave, employees **must** have worked at least:

1. Twelve (12) months for the Company; and

2. 1,250 hours for the Company over the previous twelve (12) months.

Conditions Triggering Leave: Family and medical leave must involve one or more of the following reasons:

1. To care for a newly born child, or placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.
3. The employee has a serious health condition which makes the employee unable to perform the employee's job duties.

Duration Of Leave: Eligible employees may receive up to twelve (12) workweeks of unpaid leave during any "rolling" twelve (12) month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Eligible employees may take family and medical leave intermittently -- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule -- whenever it is medically necessary to care for a seriously ill family member or because you are seriously ill and unable to work. Intermittent leave is not permitted for birth of a child or placement of a child for adoption or foster care.

Subject to certain conditions, eligible employees may choose (or the Company may require you) to use accrued paid leave (such as sick time or vacation) concurrently with family and medical leave.

Maintenance of Health Benefits: The Company will maintain coverage for eligible employees and dependents (if applicable) during family and medical leave. This coverage will be provided if you or your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. Where appropriate, you must make arrangements to continue to pay your share of health plan premiums while on leave.

In some instances, the Company may recover premiums it paid to maintain health coverage for you and your family if you do not return to work from your leave.

Job Restoration: Upon returning from a family and medical leave, an eligible employee will normally be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee does not continue to accrue additional benefits such as vacation, for example, while on family and medical leave.

Use of family and medical leave does not result in the loss of any employment benefit that an employee earned or was entitled to before using family and medical leave.

Of course, as always, assignments for all temporary employees are governed by Cambridge's contractual agreement with the client.

Notice And Medical Certification: When seeking family and medical leave, employees may be required to provide:

1. Thirty (30) days of advance notice of the need to take family and medical leave, if the need is foreseeable.
2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic recertifications (at the Company's expense) may also be required.
3. Periodic reports during the leave regarding your status and intent to return to work.
4. Medical certification of fitness for duty before returning to work, if the leave was due to your health condition.

When leave is needed to care for an immediate family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so that it will not unduly disrupt the Company's operation.

Extended Medical Leave: Eligible employees who have exhausted their family and medical leave and all other employees may be allowed to take an extended medical leave of absence, not to exceed twelve (12) months following the last day worked. Employees who take such extended medical leave are not guaranteed to be returned to work or reinstated to a particular job, rate of pay, or shift at the end of their extended medical leave. However, the Company will attempt to return an employee to his or her regular position if it is available. If it is not available at the time reinstatement is sought, the Company will attempt to place you in a similar job for which you are qualified, if such job is available. Employees on extended medical leave may maintain their insurance benefits, subject to policy terms and conditions, by paying the applicable COBRA premiums in a timely manner. Employees on extended medical leave do not accrue any additional employee benefits such as vacation while on extended medical leave.

Other Employment: Outside employment during your leave period is prohibited and may result in disciplinary action, up to and including immediate termination of employment.

Failure to Return from Leave or to Comply with Company Policy: Employees may be subject to immediate termination for:

1. Failure to return to work within twelve (12) months of the beginning of any kind of authorized leave;
2. Failure to return to work within twelve (12) weeks of the beginning of a family leave;
3. Failure to return to work as scheduled following the end of a medical or family leave;
4. Providing false or misleading information or omitting certain information in connection with a leave; or

5. Violation of any of the Company's rules and regulations relating to leave (or any other Company policy or performance standard).

REASONABLE ACCOMMODATIONS/ MODIFIED JOB DUTIES

To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to another assignment for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the Company or our clients, we would be unable to make the particular accommodation. Similarly, where placing an individual in an assignment, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular assignment.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please follow the procedure set forth in our Problem Solving Procedure. We will discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

MILITARY LEAVE OF ABSENCE

The Company allows employees who require time off from work to fulfill military duties to meet those commitments.

Employees with such commitments are expected to notify their immediate Staffing Consultant and to provide the Company with a copy of the orders as soon as possible. We ask that you be sensitive to the Company's needs when scheduling military duty or training.

BEREAVEMENT LEAVE

Regular, full-time employees are eligible to receive up to three (3) days paid bereavement leave due to the death of a member of their immediate family. An employee's immediate family includes his or her spouse, children, parents, brother or sister. Regular, full-time employees are eligible to receive one (1) day without pay for grandparents, grandchildren, stepparents, stepchildren, and any other relatives residing in the same household as the employee.

An employee notified of a death in his or her immediate family while at work will be paid for the remainder of the scheduled hours that day, and the three-day eligibility for paid bereavement leave will not commence until the next regularly scheduled work day which is lost. All time off in connection with the death of one of the above-listed individuals should be organized with your supervisor.

STATE LEAVE LAWS

Where a particular state gives employees additional leave rights, we will comply with those laws.

COMPANY POLICIES AND PROCEDURES

This section of our Handbook discusses your responsibilities while on assignment for Cambridge. Please thoroughly familiarize yourself with these policies and apply them in your work with our clients. Compliance with these policies will help ensure a more efficient, productive, and pleasant atmosphere for you, your co-workers and our clients. We also ask that you familiarize yourself with the policies and procedures of our clients as appropriate.

ASSIGNMENT SCHEDULE

Our Staffing Consultants make every effort to accommodate our clients' schedules while keeping in mind the flexibility you desire.

Lunch and break times as applicable will be set by the client. Generally, employees will have a meal period, which is deducted from hours worked, and break period, which is not deducted from hours worked.

You should not perform any work before the normal work schedule begins. Do not begin work and do not clock in more than 10 minutes before your normally scheduled shift. Likewise, stop work and clock out no more than 10 minutes after the end of your scheduled shift. In either instance, do not perform work unless you are on the clock. If a client asks you to perform additional work or to work "off the clock" you should notify your Staffing Consultant immediately. All overtime must be pre-approved by your Cambridge Staffing Consultant and the Client.

TIME OFF REQUESTS

When you require time off from a particular assignment, be sure to inform your Staffing Consultant as far in advance as possible. Prompt notice of the need for time off will allow the Company to better serve its clients.

WORK LOAD

While on assignment, take initiative to stay busy. If you finish a particular job, be sure to ask the client contact or the clients' other employees for additional work. Cambridge does not allow you to conduct personal business of any type while on assignment (including personal phone calls or using the internet for personal reasons while on assignment) regardless of the client's work load.

BASIC WORK RULES

This Company has certain policies and rules to govern the conduct and performance of our employees even while our employees are on assignment with our clients. Our most important rule is to use good sense at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Remember ALL of these basic work rules also apply while you are on assignment for our clients.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more, difficult for us to serve our clients. Every employee plays an important role in our clients operation, and his or her absence or tardiness places an unnecessary burden on our client's employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled work day. If you are going to be out a day or late, call your Staffing Consultant.

Breach of Confidence or Security: Because of the nature of our clients' work, we cannot tolerate any breaches of security measures or confidential business relationships. Remember, you have signed a confidentiality agreement which applies to both Cambridge and our clients.

Company Premises: You are allowed on a clients' premises only during your scheduled work hours, unless otherwise authorized by the client. You are prohibited from going into work areas other than your assigned area except as directed by the client. You may not visit other departments.

Conflict of Interest: We prohibit employees from transacting any business that competes with the Company or with a client for whom you are actively on assignment. If you think that you may have such a conflict, you must notify your Staffing Consultant immediately.

Damage to Property: Both Cambridge and our clients have made a tremendous investment in facilities and equipment to better serve clients and to make your job easier. Deliberate, reckless, or careless damage to the Company's property or our client's property will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite, and friendly to our clients and vendors, and to their fellow employees and co-workers at both Cambridge and the client's. No one should use profanity or show disrespect to a client, client's employee or a co-worker, or engage in any activity which could harm our Company's reputation or the reputation of a client.

Fighting, Threats, or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a client, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on Company premises while on assignment, or on a client's premises.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any customer document, employment application, resume, document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, time card, or any other document.

Gambling: Employees may not engage in any form of gambling on Company premises, on assignment, on a client's premises or during designated work time.

Gifts or Gratuities: Employees may not accept any gift or gratuity of any kind from a client, client or supplier without the express written authorization of the Division Manager.

Harassment: Our No Harassment Policy, which we have set forth in detail in this handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor at your assignment for first aid treatment or medical care and also reported to your Staffing Consultant. If you have a job-related injury/accident, you must see a Cambridge-designated doctor immediately. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including supervisors and managers, must follow directions from someone. Employees must not refuse to follow the directions of a Staffing Consultant or member of management. Likewise, employees must follow the lawful direction given by a client.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving your work station before quitting time to change clothes or make preparations to leave before the end of your scheduled shift is also prohibited.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of clients, vendors, other employees or co-workers, or the Company.

Poor Performance: We expect all employees to make every effort to learn their assignment and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of their assignment will be held accountable and may be required to pay for all shortages. Employees who handle cash also may be disciplined for such shortages, up to and including immediate termination.

Cell Phones and PDAs: Your cellular phone and/or PDA or pager must remain off (not just on silent) while on assignment and may only be checked when you are on approved breaks or lunch.

Sleeping or Inattention: To properly serve our clients, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

Solicitation or Distribution: In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved. Furthermore, employees may not distribute literature or other material of any kind in working areas, at any time, whether or not the employees are on working time. Non-employees are prohibited from soliciting or distributing materials to employees on Company premises at any time. For just some examples, non-working time would be lunch or break and a non-working area would be the break room.

Substance Abuse: We will not tolerate substance abuse. **Employees who test positive for the presence of drugs or alcohol may be subject to immediate termination.** Our Drug and Alcohol Policy, which is set forth in detail in this handbook, states our position and policy regarding drug and alcohol use.

Theft: Our society has laws against theft and so do we. Stealing or attempting to steal Company or client property or property belonging to others is strictly prohibited. To protect you, your co-workers, the Company and our clients, we reserve the right to inspect all purses, briefcases, packages, lockers, tool boxes, desks, cabinets, vehicles, and any other containers or items on Company or client property. If you wish to remove any Company or client property from the premises for personal use, you must obtain written permission in advance from your Staffing Consultant.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on Company or client property, a job site, or off the job, since such activity can adversely affect the Company's reputation.

Unsafe Work Practices: Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what we expect of our employees, please discuss them with your Staffing Consultant.

SUMMARY OF DRUG AND ALCOHOL POLICY

As a condition for initial and continued employment, the Company prohibits employees from reporting to work or performing their duties with any unlawful drugs in their systems or while influenced by alcohol. Employees also are prohibited from using, possessing, manufacturing, distributing, or making arrangements to distribute unlawful drugs while at work, off site at training or meetings, on Company or client property (including in personal vehicles onsite), during breaks, or in Company vehicles. Further, the Company prohibits all unlawful drug use, possession or distribution, on or off duty.

To enforce this policy, the Company may at any time where lawful require, as a condition of employment, any employee to submit to a physical examination and/or a urine, breath, blood or other type of test to determine the presence of drugs or alcohol in his or her system. The possible occasions for drug and alcohol testing include, but are not limited to:

1. Pre-employment or re-employment
2. When the Company has a reasonable suspicion that an employee has violated the Drug & Alcohol Policy;
3. When an employee suffers an on-the-job reportable injury or is involved in an accident;

4. When an employee seeks a transfer, promotion, or to return them from a suspension or an approved medical leave of absence.

Violation of these rules, including: (1) a test indicating alcohol impairment or the presence of drugs in an employee's system; (2) refusal to cooperate with the Company in any test, search or investigation, or failure to execute any paperwork or consent forms necessary for examinations or tests; (3) possession of, distribution of, or consumption of unlawful or abused drugs, unauthorized alcohol, or drug paraphernalia; (4) tampering with or adulterating a test sample; or (5) unlawful conduct on or off duty will result in discipline, including immediate discharge of current employees or disqualification of an applicant.

Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs may be disqualified for unemployment compensation benefits. Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers compensation benefits.

Although the proper use of medication is not prohibited, employees must consult with a Staffing Consultant or the employee's supervisor, when he or she is legitimately taking medication which he or she has reason to believe may affect safety or performance. Any prescription medication brought onto Company or client property or taken aboard Company vehicles must be retained in its original container labeled with the names of the employee and the prescribing physician. No employee may take another persons medication. The law treats the abuse of prescription medication as unlawful drug use.

If an employee wants to seek help for drug or alcohol problems prior to being caught in violation of the Company's Drug and Alcohol Policy or being asked to undergo a test, he or she may seek information from the Director of Finance and Administration.

ABSENTEEISM AND TARDINESS

Each of our employees plays an important role in getting our client's work done. Therefore, each employee is expected to be in his or her work area on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of client operations and interferes with our ability to satisfy our client's needs. **Therefore, any absenteeism or tardiness can result in discipline up to and including immediate termination.**

If you are going to be late or absent from work for any reason, you must personally notify your Staffing Consultant as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to notify your Staffing Consultant as soon as possible. **Failure to notify your Staffing Consultant as soon as possible may result in immediate termination. A voicemail and/or email is not acceptable. You must speak personally with your Cambridge manager or a member of our management team.**

Failure to report to an assignment for one (1) work day without notifying Cambridge may result in automatic termination.

When your absence is due to illness or doctors visit, the Company may require you to provide appropriate medical documentation.

OVERTIME

The Company or clients may periodically schedule overtime work or weekend work to meet our business needs. We will attempt to give employees advance notice, if possible. We expect that all employees who are scheduled to work overtime or who are called out to work on a special project will be at work unless specifically excused by their Staffing Consultant. Failure to report for scheduled overtime work may result in discipline, up to and including immediate termination.

Overtime Hours: All hours worked in excess of forty (40) hours in a workweek are overtime hours. For purposes of calculating overtime hours, only actual hours of work will be counted. Paid time off is not counted as hours worked for purposes of calculating overtime hours. **Overtime must always be pre-approved by your on-site supervisor and your Cambridge Staffing Consultant.**

Overtime Compensation: Overtime compensation varies depending on the employee's pay plan, job duties, DOT status, and other regulatory factors. For example, our salaried-exempt employees normally do not receive extra pay for overtime hours. Likewise, certain other employees are exempt from overtime premium pay, so we pay those employees straight-time pay for overtime hours. Our hourly non-exempt employees receive straight-time pay plus half-time pay (the time-and-one-half rate) for overtime hours. In any event, all overtime work performed by such employees will be paid properly.

All employees (other than salaried-exempt employees) must receive approval from their supervisor prior to performing overtime work or they may be subject to disciplinary action up to and including immediate termination.

TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required to record his or her hours of work for the Company through the use of our on-line time sheet system. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. In most cases our on-line time system will submit your time for approval via the internet. Some clients require paper time sheets and our system will print your time sheet out automatically in these cases. Whatever your method of timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting work in the morning.
- Immediately after finishing work before lunch.
- Immediately before resuming work after lunch.
- Immediately after finishing work in the evening.
- Immediately before and after any other time away from work

All employees must have overtime approved in advance by the client and Cambridge. Additionally, when applicable, employees must record any other non-working time (after breaks) such as time away from the Company for errands, doctor appointments, etc.

Any changes or corrections to your time card or time record must be initialed by you and the client. Timesheets must be approved by the client on-line or signed and faxed to Cambridge each Monday before 5:00 p.m., unless an alternate holiday pay schedule has been announced.

JOB RESPONSIBILITIES

To best serve our clients, we expect and require our employees to do a variety of tasks from day to day. Where possible, we attempt to cross-train our employees so that they can perform as many tasks as possible. This practice allows us to achieve maximum efficiency, as well as providing better job security for our employees.

Whenever client's needs require us to assign employees to a new task, either temporarily or permanently, we will provide additional training, if necessary.

From time to time, we may publish lists of tasks to be performed by employees as part of their jobs. These lists are only guidelines intended to facilitate communications with employees and they should not be viewed as an exhaustive listing of a particular employee's job requirements.

All of our employees are responsible for compliance with the various federal, state, or local laws that apply to and regulate their job duties.

WORK AREA APPEARANCE

We expect employees to maintain assigned work areas in a neat, professional, and acceptable manner. Each employee is expected to maintain his or her assigned area, and all employees are expected to maintain the common areas even when on assignment at our clients.

CONTACT WITH GOVERNMENTAL AGENCIES

Anyone who is contacted by a representative of a governmental agency or unit, including a process server, should not accept on behalf of the Company or a client any document and should not answer any questions on behalf of the Company or a client. The government representative should instead be referred to the Company's President or your supervisor at the client. The purpose of this policy is to ensure that Company or client management receives all information pertaining to the Company or client at the earliest date possible so it may fulfill any obligation imposed upon it by law or regulation. This policy is not designed to prohibit an individual's cooperation with a government investigation.

REPORTING OF WORK-RELATED ACCIDENTS AND HAZARDS

All accidents, including those which do not involve serious injury and those involving clients, must be reported immediately to the client and to your Cambridge Staffing Consultant. Also please be sure to report any unsafe conditions, defective equipment, or other hazards to the client and Cambridge.

SAFETY

We promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, we urge you to follow common-sense safety practices and to correct or report any unsafe condition, or defective or malfunctioning equipment to the client and your Staffing Consultant.

All employees are required to adhere completely to all safety requirements set forth by State law, Federal law, and insurance company requirements. Failure to comply with any safety requirements is grounds for immediate termination.

WORKPLACE SECURITY

To provide a safe workplace for our employees and clients, the Company will not tolerate any violent acts or threats of violence.

On Company or Client premises: Any employee who commits or threatens to commit any violent act against any person while on Company or client premises will be subject to immediate termination. The Company or client premises includes roadways and parking lots.

Off Company or Client premises: Any employee who, while engaged in Company or client business off the premises, commits or threatens to commit any violent act against any person will be subject to immediate termination. Even when off the premises and not involved in Company or client business, an employee who commits or threatens to commit a violent act against another person will be subject to immediate termination, if that threat or violence could adversely affect the Company, a client or the reputation of the Company or a client.

Reporting/investigation procedure: Any employee who is threatened with or subjected to violence, or who becomes aware that another individual has been threatened with or subjected to violence, should immediately notify his or her Staffing Consultant or someone else in management both at the client and at Cambridge. Employees are urged to take all threats seriously. Reports of threats or violence will be carefully investigated; employee confidentiality will be maintained to the fullest extent possible; and, if necessary, appropriate action taken to insure the continued safety of our employees and the public.

NO WEAPONS

The Company prohibits employees and all other persons (other than law enforcement and authorized security personnel) from bringing firearms, ammunition, explosives, or other weapons of any kind onto Company or client property at any time. Likewise, no employee should possess any firearm, explosive, or other weapon at any time while performing any work for the Company or a client. Although the Company retains the right to determine the scope of this policy and the terms contained in it, "possession" as used in this policy generally means to have on your person, in your vehicle or the vehicle assigned to you, or in other property in your presence or under your control (such as bags, packages, purses, briefcases, desks, toolboxes,

lockers, etc.), while on Company or client premises or while you are at work for the Company or a client.

Any violation of this policy may subject an employee to discipline, up to and including immediate termination. If you have any questions concerning the application of this policy, you should ask your Staffing Consultant immediately.

INSPECTION OF WORK AREA

Employees are reminded that permission to bring items, such as bags, onto Company or client property is conditioned on agreeing to inspection by the Company or client on request. Therefore, the Company or client may search, without further advance notice, desks, cabinets, tool boxes, vehicles, including personal vehicles brought onto Company or client property, bags, or any other property at the Company or client or in vehicles on site.

PARKING LOTS AND ROADWAYS

We ask that all of employees park in the area designated by the client for employee parking. If you have any questions as to where you should park, please ask your client supervisor.

We prohibit speeding or operating a motor vehicle in a reckless manner on Company or client property or Company or client time. Speeds on Company or client property must not exceed 10 miles per hour. Company or client roadways and parking lots are considered as much a part of the complex as the inside of a building, and you are subject to all rules in these areas.

SEVERE WEATHER

Normally, severe weather does not affect Company or client operations. However, under extreme weather conditions, you may not be able to report to work or a client may close its operations.

In the event of severe weather, you should make every effort to report to work unless your personal safety or the safety of the your family is at risk. If you are not able to report to work, you must follow the normal "call-in" procedures to report your absence. If you make every effort to safely report to work and notify your Staffing Consultant of your absence according to the normal call-in procedures, your absence will be excused. Failure to properly report an absence will result in an unexcused absence and may result in disciplinary action. Hourly employees are not paid for absences caused by severe weather but may utilize any earned but unused paid time off.

In the rare circumstance of extreme weather or natural disaster, the Company or client may close. If the Company or client closes, we will attempt to notify you of the closure by any available means such as radio and television announcements, voice mail, and/or personal phone calls.

UNAUTHORIZED RECORDING

To maintain the security of our and our client's premises and systems, the Company prohibits unauthorized photography or audio and video recording by an employee. Do not use a cell phone or any other device to make any type of photograph or audio or video recording. Authorization for any type of recording requires the advance written approval of the President. Violation of this policy may result in discipline, up to and including immediate termination of employment.

USE OF COMPANY PROPERTY AND EQUIPMENT

Employees are expected to learn and follow all operating instructions, perform preventive maintenance, where applicable, and observe all safety practices. If you're unsure about the proper operation or maintenance of the Client's property or equipment, ask your supervisor. Property and equipment that appears damaged, defective, unsafe, or in need of repair should be reported promptly to your supervisor.

Employees causing damage to the Client's property and equipment may be subject to disciplinary action up to and including immediate termination. This includes loss or damage due to carelessness, negligence, improper use, or unsafe practices. Monetary reimbursement to the Client may also be required if applicable.

VEHICLE AND DRIVING REQUIREMENTS

Only authorized employees may use Company vehicles. If a Company vehicle incurs any damage while under the charge of a particular employee, that employee must report the damage immediately and may be responsible for paying for some or all of the repair costs, to be determined in the Company's sole discretion.

Likewise, if an employee receives a citation for any violation while operating a Company vehicle or a personal vehicle while on Company business, the employee is responsible for paying any fine or penalty incurred and may be subject to discipline, up to and including immediate termination. All such violations or citations must be reported to your immediate supervisor immediately. Failure to immediately report a violation or citation may result in discipline, up to and including immediate termination.

Drinking alcoholic beverages, or otherwise violating the drug and alcohol policy is prohibited in a Company-owned vehicle or in a personal vehicle while on Company business. Violation of this rule may result in disciplinary action, up to and including immediate termination.

Unacceptable Driving Records: For employees who drive vehicles in the course of their duties, an accident, a citation for D.U.I., D.W.I., or any other serious driving violation or citation (**even those occurring off-duty**) may create an unacceptable driving record. An unacceptable driving record may result in an employee not being allowed to drive a Company vehicle or other discipline, up to and including immediate termination.

Seatbelts: All employees must wear a seatbelt while driving or riding in any vehicle, either personal or Company-owned, while going to or from work, and at all times while

performing Company business. Furthermore, the Company encourages all of its employees to wear seatbelts at all times, as required by state law.

Use of Cellular Telephones While Driving: For safety reasons, we ask that employees not talk on their cellular telephones while driving on Company business, unless the cellular telephone has a “hands-free” mode.

Motor Vehicle Record Checks: For employees who drive vehicles in the course of their duties, we will check motor vehicle records (“MVR”) of all applicants prior to making them offers of employment and of all current employees at least two (2) times each year. As part of the hiring process, applicants will be required to sign a written consent form allowing the Company to check their MVR **at any time** prior to or during their employment.

Reporting of Traffic Incidents: Employees who drive either personal or Company vehicles in the course of their duties must report in writing to their supervisor any citation, D.U.I., D.W.I., violation or accident (“incidents”) that occur at any time (on or off duty) after beginning employment with the Company. Failure to report such incidents within forty-eight (48) hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline, up to and including immediate termination.

Driver’s License: All employees who drive as part of their job duties must have a valid driver’s license for the state in which the employee resides. Any employee whose driver’s license is suspended or revoked must report the suspension or revocation to the Chief Financial Officer within 24 hours of the suspension or revocation.

PERSONAL APPEARANCE

Our Company’s professional atmosphere is maintained, in part, by the image we present to our clients and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees must dress in a businesslike manner and avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. For example, jeans, shorts, miniskirts (more than 3" above the knee), leggings, sweatpants, sweatshirts, t-shirts, short tops, halter tops, backless tops, sleeveless tops, tennis shoes (except as authorized by your Department Manager), open toe shoes, sandals, extremely high heels, and hats (except as required for sun protection) are **NOT ACCEPTABLE** attire.

No article of clothing can be too tight or too baggy. Clothing must not expose the chest, armpits, stomach, waistline or backside including when bending over, sitting down, or otherwise moving about. The Company, in its sole discretion, will determine when clothing does not meet these requirements. In addition, employees may not report to work with bare legs. “No bare legs” means that socks or hose must be worn at all times with all types of shoes.

Good personal hygiene is also important in terms of our clients’ favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

We also want to meet our clients' expectations in terms of the Company's image and style. Thus, for our employees who have contact with our clients, we limit the types of tattoos and piercings that may be visible to the client. No employee may make visible a tattoo that might be offensive to clients or a violation of our No Harassment Policy. Any employee who might have such a tattoo must keep it covered while at work or while representing the Company. Likewise, we do not want to appear extreme to our clients by the number or location of piercings visible to a client. As with articles of clothing, the Company managers will determine whether particular tattoos or piercings (including earrings) should not be visible to our clients. Please know that if tattoos or piercings are not in keeping with the image that the Company chooses to present to its clients, you may be required to cover the tattoo and cover/remove the piercing.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time away from work will be without pay for non-exempt employees. Violation of this policy may result in discipline, up to and including immediate termination of employment.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy. Each manager will make the determination as to what is appropriate in his or her department based on the amount of client contact and safety considerations and the dress code applicable to a particular client's place of business. Employees should understand that managers may apply the policy differently and that they are responsible for following their manager's instructions.

PERSONAL TELEPHONE CALLS

While on assignment, you may only make and receive personal calls while on lunch or break. Personal calls must be made or received on your personal cell phone and not on the client's phone system. In case of emergency, the caller should contact Cambridge and we will contact you at the client's offices. Do not make or charge long distance calls to a client's phone or fax.

KEYS AND ACCESS CARDS

Employees who are issued keys or access cards by clients must return the key or card immediately at the end of the assignment to either the client or Cambridge.

NO DATING

Romantic or sexual liaisons that develop among employees in the workplace may be potentially disruptive to the conduct of our business. The Company will intervene and discuss the romantic or sexual liaisons with involved employees. We may also take remedial measures, up to and including transfer or immediate termination, when the Company decides that it is necessary to do so to protect the Company's interests.

Managers or Staffing Consultants are expressly prohibited from dating or becoming similarly involved with any non-management employee within their sphere of responsibility. In

the event the Company becomes aware of such a relationship, the Staffing Consultant or manager involved will be subject to immediate termination.

Furthermore, for the duration of any client assignment, an employee must not date or be romantically involved with a client's employee.

TOBACCO AND SMOKING

Please abide by the client's smoking policy. At Cambridge, smoking is only allowed in designated outdoor areas.

ELECTRONIC COMMUNICATIONS

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using Company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry or similar text messaging devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Acceptable Uses of Our Systems: Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes.

Company Control of Systems and Electronic Communications: All Electronic Communications contained in Company Systems are Company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the Company. The Systems and Electronic Communications are accessible to the Company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private.

The Company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the Company's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the Company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Prohibited Uses of Our Systems: Employees may not use our Systems in a manner that violates our policies including but not limited to No Harassment, Equal Employment Opportunity, Confidential Information, Business Records, and No Solicitation. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, among other things, sexually-explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of Company policies.

In addition, employees may **not** use our Systems:

- To download, save, send or access any defamatory, discriminatory or obscene material;
- To download, save, send or access any music, audio or video file;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that the Company might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion;
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the Company or others without appropriate authorization.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available and known to the Company. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to Electronic Communications. The Company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee’s employment as well as possible civil liabilities or criminal prosecution.** Where appropriate, the Company may advise legal officials or appropriate third parties of policy violations and cooperate

with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

Passwords and Encryption Key: Employees must not password protect or encrypt any work product created for a client or created on a client's Systems. Only log on to the work station assigned to you or as requested by the client.

Questions: If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your supervisor for advance clarification.

BUSINESS RECORDS

The Company, our employees, and our clients maintain various types of written and electronic records related to the Company's business or the client's business. All such records maintained on the Company or client premises and in the Company or client systems are considered to be Company or client property and, thus, are subject to review or inspection by the Company, the client, its employees, or agents **at any time** without advance notice.

CONFIDENTIAL INFORMATION

Employees may, by virtue of their employment with the Company or assignment to a client, obtain access to sensitive, confidential, restricted and proprietary information about the Company or client not generally known or made available to the public or competitors and which the Company and/or client have made reasonable efforts to keep confidential, including but not limited to financial records, client or vendor records and files, referral or mailing lists, credit card numbers and similar information whether stored electronically or as documents.

Such confidential information shall be used solely by employees in the performance of their job duties for the Company or client and shall not be used in any other manner whatsoever during their employment or assignment. Employees shall not without the prior written consent of the Company or client use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the Company or client and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment or end of an assignment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination of employment or assignment, employees must deliver to the Company or client immediately any and all confidential information whether stored electronically or as a document, including but not limited to all copies of such documents prepared or produced in connection with their employment with the Company or assignment with a client that pertain to the Company's or client's business or the employee's services for the Company or client, whether made or compiled by the employee or furnished to the employee in connection with such services to the Company or client. In addition, at termination or end of assignment, employees must return to the Company all of the Company's or client's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the Company or client.

CHANGES IN PERSONNEL RECORDS

To keep your personnel records up to date, to ensure that the Company has the ability to contact employees, and to ensure that the appropriate benefits are available, employees must notify the Company promptly of any change of name, address, phone number, marital status, number of dependents, or other applicable information.

COMPLIANCE WITH APPLICABLE LAWS

The Company intends to comply with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave; equal opportunity; environmental regulations and laws; safety; health; and laws regarding any other terms and conditions of employment. If you have any questions about a particular policy or its interpretation, please contact your Staffing Consultant.

Similarly, we expect our employees to comply with all laws that apply to their jobs as a condition of their continued employment.

BULLETIN BOARDS

The Company maintains an employee bulletin board as an important information source. The bulletin board is to be used solely to post information approved by the Company regarding Company policies, governmental regulations, and other matters of concern to all employees which are related to the employees' employment by the Company. Please form a habit of checking the bulletin board when you are at the Cambridge Office so that you will be familiar with the information posted there. No information may be placed on these bulletin boards without approval by Human Resources.

NOTICE OF RESIGNATION

In the event you choose to resign from your position or assignment, we ask that you give us at least two weeks notice. Your final paycheck may be held until you return all Company and client property (including keys) in your possession or for which you are responsible.

EXIT INTERVIEW

Any employee leaving the Company may be required to attend an exit interview conducted by the employee's Staffing Consultant. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of company property, or other related matters.

TO SUM IT ALL UP

This Handbook highlights your opportunities and responsibilities as an employee of the Company. It is a guide to your future here. By keeping the contents of this Handbook in mind you should be successful and happy in your work at Cambridge. Once again welcome to our Company. We look forward to working with you.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the **Cambridge Professional Group** (“Company”) Employee Handbook that covers many important Company policies, including, among other things:

	<u>Initials</u>
Drug and Alcohol Policy	_____
Equal Employment Opportunity Policy	_____
No Harassment Policy	_____
Problem-Solving Procedure	_____
Electronic Communications Policy	_____

I will familiarize myself with the Handbook and all of its contents.

I understand that this Handbook represents only current policies and benefits and that it does not create a contract of employment. The Company retains the right to change these policies and benefits at any time, without advance notice, as it deems appropriate.

I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that the Company has a similar right. I further understand that my status as an at-will employee may not be changed except in writing signed by the Company’s President.

Signature

Job Title

Printed Name

Date

Employee Copy – Please keep in Handbook for reference.

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Signature

Job Title

Printed Name

Date

Employer Copy – Please sign, tear out and return to your manager.