



POLICY MANUAL FOR FIELD PERSONNEL

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INTRODUCTION

Construction Recruiters America Staffing, Inc. would like to take this opportunity to welcome you as a member of our team. We hope that you will find your employment with us to be a fulfilling and rewarding experience, where you can utilize your skills and talents, grow both professionally and personally, and become an integral part of our team.

Our Company aims to foster understanding and respect among our employees. We personally believe that the quality and dedication of our people are crucial to our success. Each employee plays a critical role in delivering the best service to our customers. We are a friendly group, and we hope that you will also contribute to promoting this image.

Recognizing the importance of our employees, Construction Recruiters America Staffing endeavors to create a work environment where dignity and respect are valued. If you have ideas for improving work performance or any other suggestions or concerns, please feel free to discuss them with your recruiter. By working together as a team, the Company aims to uphold our tradition of providing comprehensive staffing contracting services to our customers.

This is our Company Policy Manual. Construction Recruiters America Staffing, Inc. ("the Company") has provided you with this set of general guidelines to offer a clearer understanding of what the Company expects from you and what you can anticipate from the Company.

Whenever you have any inquiries regarding Company policies and procedures, you can refer to this Manual for guidance. Naturally, if you still have any questions, your recruiter will be more than willing to assist you.

YOUR RELATIONSHIP WITH THE COMPANY

This Manual does not constitute or imply a contract. Your employment can be terminated at any time, by either you or the Company, with or without cause and without prior notice. The employment at-will relationship remains unchanged by this Manual or any future written policy statements. The only way to modify the at-will relationship is through a written agreement signed by the President of the Company.

THE ESTABLISHMENT OF POLICIES, RULES, REGULATIONS, AND PROCEDURES

The guidelines, rules, policies, and procedures discussed in this Manual are provided to assist you in your day-to-day work activities. However, none of the statements in this Manual are intended to be contractual commitments or obligations of the Company to any individual employee or group of employees. There may be circumstances in which the Company determines that changes are necessary in these guidelines, rules, policies, and procedures. Therefore, the Company reserves the right to modify, rescind, or supplement any or all of the guidelines, rules, policies, or procedures contained in this Manual at any time, and may take actions that are contrary to what is outlined in this Manual. If the Company does make any modifications, rescissions, or supplements, it will make its best efforts to provide written notice to all employees before the changes take effect. Please refer to the Addendum included in the New Hire Paperwork Packet - Policies & Procedures for additional information. You are required to sign this addendum along with this Manual.

DEFINITIONS OF EMPLOYMENT STATUS

Temporary Employment

As a temporary employee, you are hired for specific assignments that may vary in duration. Your employment will continue if there are available assignments that match your skills and availability.

Part-Time and Full-Time Employment

Part-Time Employees: You are classified as part-time if you work less than [insert number] hours per week. Part-time employees may be eligible for certain benefits as outlined in this handbook.

Full-Time Employees: You are classified as full-time if you work [insert number] or more hours per week. Full-time employees are eligible for comprehensive benefits.

At-Will Employment

All employees of Construction Recruiters America Staffing, Inc. are considered at-will employees. This means either you or the company can terminate the employment relationship at any time, with or without cause or notice.

Client Company Relationship

While you may be assigned to work at client companies, you remain an employee of Construction Recruiters America Staffing, Inc. It is essential that you adhere to both our policies and those of the client company during your assignment.

Benefits

Your eligibility for benefits such as health insurance, holiday pay, and life insurance may depend on your employment status. Please refer to the Benefits section of this handbook for more information.

Performance Reviews

Your performance may be evaluated by both [Company Name] and the client company. This feedback may influence your future assignments and career development opportunities.

EMPLOYEE RELATIONS PRINCIPLES

The Company believes that both the Company and our employees' interests can be best served by adhering to the following employee relations principles:

Mutual Respect

We strive to promote a culture of respect where all employees are valued, regardless of their role, background, or opinions. This fosters a supportive workplace.

Open Communication

CRAS encourages transparent and open lines of communication between employees and management. Employees should feel comfortable voicing their concerns, suggestions, and feedback.

Fairness and Equity

We ensure that all employees are treated fairly and equitably in terms of opportunities, compensation, and treatment. Avoid favoritism and bias in decision-making.

Conflict Resolution

Establish clear communication for resolving conflicts and grievances. We encourage constructive discussions and provide a structured approach for employees to address issues.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity is both a policy and a practice at the Company and continues to be upheld. Our policy regarding Equal Employment Opportunity includes the following:

1. We will recruit, hire, train, and promote individuals in all job positions without any discrimination based on race, color, religion, national origin, sex, age, disability, veteran's status, or any other protected status.
2. Decision-making processes related to employment will be conducted in a manner that promotes the principles of Equal Employment Opportunity.
3. Promotion decisions will be made in accordance with the principles of Equal Employment Opportunity.
4. All personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and any social or recreational programs, will be administered in accordance with the principles of Equal Employment Opportunity.

To fulfill our commitment to equal employment opportunity, reasonable accommodations will be provided for applicants and employees with known disabilities, allowing them to perform essential job functions, with or without the need for such accommodations. Therefore, individuals requiring any reasonable accommodations should inform the Human Resource Department.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Construction Recruiters America Staffing is committed to providing a work environment that is free from sexually hostile, demeaning, or harassing behavior. It is the responsibility of every employee to ensure that the work environment remains free from such behavior. We expect all employees and individuals associated with our business to always maintain a professional demeanor and behavior. Sexual harassment is not tolerated at Construction Recruiters America Staffing as it violates our principles, negatively impacts performance, and is illegal. Therefore, we have adopted and will strictly enforce this sexual harassment policy.

Sexual/illegal harassment is defined as unwelcome sexual advances, requests for sexual favors, or any other verbal or physical behavior of a sexual nature that either conditions someone's employment or unreasonably interferes with an individual's work performance, creating an intimidating, hostile, or offensive work environment.

This includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical behavior of a sexual nature. No supervisor or employee shall threaten or suggest, explicitly or implicitly, that an employee's or applicant's refusal to engage in sexual advances will negatively impact their employment, evaluation, wages, advancement, duties, shifts, or any other employment or career condition. Similarly, no employee shall promise, imply, or provide preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Sexual/illegal harassment also encompasses unwelcome sexual flirtations, advances, or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching, graphic or verbal comments about someone's body, sexually degrading descriptions, the display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Construction Recruiters America Staffing's sexual/illegal harassment policy applies to all individuals regardless of gender, and offenders may be of the opposite or same sex. Offenders, regardless of gender, will be dealt with in a serious and fair manner.

The key elements of Construction Recruiters America Staffing's sexual/illegal harassment policy are as follows:

- a. Any form of sexual/illegal harassment towards or by any employee, outside contractor, customer, sales representative, supervisor, or business associate involved with the Company will not be tolerated.
- b. All allegations of sexual/illegal harassment will be thoroughly investigated by the Company.
- c. All employees are responsible for preventing and eliminating sexual/illegal harassment in all business-related activities as part of their job requirements.
- d. This policy is administered without any form of discrimination based on race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other legally protected class, aligning with the Company's equal employment opportunity policy.
- e. Incidents of sexual/illegal harassment must be reported to the management of Construction Recruiters America Staffing in accordance with the established Prevention and Handling of Discrimination and Harassment Procedures outlined in this handbook. It is the duty of the victims of such harassment and any individual aware of any occurrence of sexual/illegal harassment to report such incidents.
- f. The Company will not tolerate any form of retaliation against individuals who report incidents of harassment.

GUIDELINES FOR PREVENTION AND HANDLING OF DISCRIMINATION AND HARASSMENT

These guidelines outline the process for addressing incidents of discrimination and harassment involving employees or non-employees. The guidelines are applicable to incidents that occur during job-related activities, whether on Company premises or elsewhere. The Company has the authority to modify these guidelines as deemed appropriate in specific cases.

In the event of sexual/illegal harassment or discrimination, the following steps should be taken by the victim or observer:

- a. The victim or observer should firmly ask the harasser or offender to cease their behavior.
- b. If the harassment persists, the victim or observer should immediately contact a supervisor. If the supervisor is unavailable, any member of management should be informed.
- c. The victim should verbally and in writing detail the basis of the complaint.
- d. Supervisors who receive reports of such incidents are responsible for documenting all information provided by the complainant.
- e. Supervisors are required to promptly notify the Human Resources Department of the initial complaint and provide all written documentation.
- f. The Director of Human Resources or their designated representative will investigate the complaint, which will involve consulting the alleged offender(s) and any witnesses. The Human Resources Director or their designee will compile the information gathered from the investigation.
- g. After investigating the complaint, Construction Recruiters America Staffing will determine an appropriate course of action and inform both the complainant and the offender of the actions to be taken.
- h. A report summarizing the investigation's results and resolution will be prepared

OURS RULES AND EXPECTATIONS

HOURS OF WORK

Your supervisor will determine your specific hours of work based on the Company's need to provide our customers with the most convenient and efficient service possible. Whenever there are any deviations from your regular working hours, your supervisor will inform you. It is expected that you will be willing to work any hours requested by your supervisor to meet our customers' needs. Failure to do so could result in disciplinary actions, including termination.

The Corporate office hours for Construction Recruiters America Staffing are from 8:00 A.M. to 5:00 P.M. Eastern Standard Time, Monday through Friday.

NO-FAULT ATTENDANCE CONTROL POLICY

Each employee of the Company has been hired because there is a specific need for their services within our organization. When an employee is not at work, regardless of the reason, this need is not being fulfilled. Therefore, it is crucial that all employees maintain regular and consistent attendance. If the Company discovers that an employee cannot adhere to a regular and consistent work schedule, then the Company will have to find someone else who can fulfill this requirement more reliably.

- a. Absence - An employee will be considered absent if they miss more than 2 hours of work, unless their absence is due to an emergency or has been approved for another reason.
- b. Tardy/Left Early - If an employee arrives at work after the established starting time but within two hours of the beginning of work, they will be considered tardy, unless the delay is caused by an emergency or has been approved for another reason. Employees who leave work before the end of the regular workday will be considered to have left early, unless they have obtained supervisor approval. If prior approval has not been obtained, the employee's departure will be considered as walking off the job, which will be deemed as a resignation of their position.
- c. Absent Without Notification - Employees who are absent from work and do not notify their Immediate Supervisor and Construction Recruiters America Staffing, as outlined in the Absence Reporting Procedures below, will be considered absent without notification.

ABSENCE REPORTING PROCEEDURE

If you anticipate being absent, you must notify your immediate supervisor and Construction Recruiters America Staffing by telephone at least one hour before your scheduled work shift. If your immediate supervisor is unavailable, you **MUST** exhaust all means necessary to contact him/her. This includes leaving a voicemail message, paging, calling your supervisor on their cell phone, and contacting the CRA Project Manager for the job. You should also inform your supervisor and Construction Recruiters America Staffing about the reason for your absence and when you plan to return to work.

In the case of an unexpected absence or tardiness due to an emergency, you should inform your supervisor and Construction Recruiters America Staffing as soon as possible. Failure to notify the Company of an absence will be considered an automatic resignation by the employee unless it can be proven that providing such notification was impossible.

If you will be absent for more than one day, you must keep your supervisor and Construction Recruiters America Staffing updated on your status by calling them each day using the same procedure mentioned earlier. Inform them of your status and provide the expected day and time for your return to work.

If your supervisor requests it or if you are absent from work for more than two consecutive days, you must provide your supervisor and Construction Recruiters America Staffing with proper medical documentation explaining your illness. The documentation should also state that you are able to return to work and outline any restrictions on your ability to perform essential job functions. Failure to provide the necessary medical documentation when required or requested may result in disciplinary action, including termination.

TIME RECORDING

To comply with Federal Wage and Hour Regulations, the Company requires employees to accurately record their work hours using a time sheet. It is your responsibility to record your daily work hours and any instances where you leave the Company's premises for non-business reasons. You must submit this time sheet to your supervisor daily, who will then provide it to the Company.

Additionally, you must sign your time sheet every week and indicate if you experienced any injuries while on the job site. If there are any mistakes on your timecard, you should immediately report them to your supervisor and Construction Recruiters America Staffing.

Remember, you are solely responsible for correctly recording your time sheet. It is important to note that falsifying your work hours may result in disciplinary action, including termination.

EMPLOYEE DRESS CODE

Your personal appearance plays a crucial role in shaping the image our customers hold of our organization. The Company requires all employees to dress in a way that aligns with our image of professionalism, competence, integrity, and stability. To ensure this is maintained, all employees must dress in a manner that projects an appropriate image.

If an employee fails to adhere to this policy, they will be sent home without pay and asked to change into more suitable attire. To assist you in determining what attire is considered appropriate, we have established the following guidelines.

- T-Shirts are allowed but they should not have any offensive writing or graphics. Shirts with sleeves are preferred and muscle shirts, torn or cropped shirts are not allowed.
- Jeans are allowed as long as they do not have patches or holes. Shorts of any length are not allowed on any job site.
- Steeltoed Work boots are necessary (No open toed shoes of any kind)
- When working, you are required to wear Hard Hats on your head if necessary, as well as Safety Glasses/Goggles. You need to provide your own Hard Hats and Safety Glasses/Goggles if needed.
- No Jewelry unless stud earrings or wedding band
- Welders are to wear silicone wedding band, no stainless or metal wedding band is allowed when performing welding on any job site

CELL PHONE

While supervisors may permit occasional personal calls. Use of Cell Phones is strictly forbidden during working hours to ensure a safe working environment. During breaks or lunch periods, employees are, of course, permitted to use their personal cell phones for personal calls. If an employee uses cell phone while on site, this privilege may be restricted or revoked, and disciplinary action may be taken.

SECURITY OF PERSONAL PROPERTY

It is important for you to ensure the protection of your personal property while on the Customer's premises, as the Company is not responsible for any loss or theft. Personal property includes, but is not limited to, the following items:

- Car and its belongings
- Purses/Wallets
- Tools

In certain job assignments, Travel Accommodations may be arranged by our Customers. The Company and its Customer are not liable for any loss or theft of your personal property from the Hotel/Living Facilities.

SMOKING GUIDELINES

Smoking is strictly forbidden within the Company's premises, as well as on all jobsite facilities at all times. Employees who desire to smoke are permitted to do so outside the building before work, after work, or during lunch. However, no extra breaks will be granted to individuals who smoke.

GOOD HOUSEKEEPING

All employees must maintain a clean and safe work area. By endeavoring to keep your own work area tidy and organized, you not only enhance the Company's professional image but also contribute to the establishment of a secure, enjoyable, and efficient work environment.

POSTING NOTICES

The customers of the company are responsible for maintaining one or more gang boxes at each jobsite location. These gang boxes contain tools, materials, and posting notices. The purpose of these boxes is to disseminate information to company employees regarding the company's operations or any other information required by law.

In some states, notices are issued to inform employees about their legal rights and responsibilities. These notices will be posted on the inside of the gang box for employees to review. If these notices are removed or missing, please notify your supervisor immediately.

Employees are not allowed to post any personal notices on the gang box at any time. This is because personal notices may diminish the importance of the information being communicated through this channel and restrict the amount of space available for company-issued notices. Posting notices on company gang boxes is considered a serious violation of company policy.

NO SOLICITATION/NO DISTRIBUTION POLICY

Employees are not allowed to solicit each other while they are on duty. Handing out pamphlets or any other kind of literature is strictly prohibited in working areas and during working hours. Non-employees are also not permitted to approach employees or distribute any kind of literature on company or customer premises, job sites, or employee work locations, regardless of the time.

ACCIDENT REPORTING

The Company upholds the dignity of its employees and their entitlement to a secure work environment. In line with this principle, it is mandatory for all work-related accidents, incidents, and injuries to be immediately reported to both your immediate supervisor and Construction Recruiters America Staffing. By promptly reporting any accidents, incidents, or illnesses, The Company can swiftly identify and address possible safety issues for resolution.

ALCOHOL AND DRUG ABUSE

The company has implemented a policy to maintain a workplace that is free from drug and alcohol use. The purpose of this policy is to ensure a safe, healthy, and productive work environment for all employees of the company and others, as well as to protect company property and ensure efficient operations. This policy prohibits the presence of certain items and substances on the company or client job site premises, and it also prevents company employees from reporting to work or working with drugs and/or alcohol in their system.

Employees who use drugs and/or alcohol while on the job pose significant safety and health risks not only to themselves, but also to those who are around or come in contact with them. Therefore, the company kindly asks for your complete cooperation and support in the implementation of this policy.

If any current employee believes that they have a problem related to drugs or alcohol, they are encouraged to seek professional help. The company will refer any employee who voluntarily seeks assistance to professional resources, and all such actions will be kept confidential to the fullest extent possible and only shared with those who have a legitimate reason to know. However, any employee who violates this policy or any other company policy or rule will be subject to disciplinary action, regardless of whether or not they disclose their drug and alcohol problem or seek rehabilitation.

Prohibitions for all employees

Alcohol Prohibitions

Employees are not allowed to use alcohol while reporting for duty, being on Company premises, being on a job site, engaging in Company business, or operating Company equipment.

Drug Prohibitions

Employees are prohibited from reporting for duty, being on Company premises, being on a job site, engaging in Company business, or operating Company equipment while under the influence of illegal drugs or unauthorized controlled substances. However, this does not apply if a physician has prescribed the controlled substance and assured the employee that it will not affect their ability to safely perform their job.

****Employees must inform their supervisor before reporting for duty, being on Company premises, being on a job site, engaging in Company business, or operating Company equipment if they are using a lawfully prescribed drug that may impair their ability to perform their job safely.**

****Employees who test positive for illegal drugs or unauthorized controlled substances are not allowed to report for duty, be on Company premises, be on a job site, engage in Company business, or operate Company equipment.**

****Employees are prohibited from possessing, manufacturing, distributing, or dispensing illegal drugs, drug paraphernalia, unauthorized controlled substances, or alcohol while on duty, on Company premises, on a job site, while engaged in Company business, or while operating Company equipment.**

****Employees are not permitted to engage in off-the-job drug or alcohol use that may negatively reflect upon Construction Recruiters America Staffing or impact their operations, as determined solely by the Company.**

****Employees shall not attempt to adulterate a drug or alcohol test specimen or manipulate a drug or alcohol test result.**

TESTING

All employees may be asked, to the extent permitted by law, to undergo a diagnostic test for the use of illegal drugs, alcohol, or other unauthorized controlled substances in the following situations:

- 1. Reasonable Suspicion Testing**

The Company will conduct drug and alcohol tests on all employees if there is a suspicion that an employee is or has been under the influence of illegal drugs, unauthorized controlled substances, alcohol, or other intoxicants while on Company premises, on a job site, while conducting Company business, or while operating Company equipment. Reasonable suspicion can arise from various circumstances or events. Reasonable suspicion will always exist when an employee is involved in a workplace accident or incident resulting in personal injury to themselves or others in the area, or property damage. It will also exist if an employee is involved in workplace circumstances that could have caused personal injury to themselves, another person, or damage to property, and there is any reason to believe that the circumstances may have been caused, in whole or in part, by drug or alcohol use.

- 2. Medical Examination Testing**

The Company will include drug and alcohol testing as part of any periodic medical examination provided or required by the Company.

- 3. Follow-Up Testing**

The Company will conduct drug and alcohol tests on all employees who have completed a stay at a rehabilitation center for drug or alcohol abuse.

- 4. Customer Mandated Testing**

Some customers for whom the Company works may require workers present on their job site to undergo drug and alcohol testing upon their request. If an employee refuses to comply or tests positive, that person will face disciplinary action, which may include termination.

SEARCHES

The Company has no intention of conducting random inspections of Company property and personal belongings. However, the Company retains the right to search any individual who enters Company premises or a job site, as well as search personal belongings, Company property, and work/storage areas for illegal drugs, drug paraphernalia, unauthorized controlled substances, alcohol, or other intoxicants. This search may encompass various items including clothing, personal belongings, vehicles, buildings, plant facilities, offices, parking lots, desks, cabinets, lockers, closets, lunch and toolboxes, and equipment.

Any employee who refuses to comply with a search will face immediate termination. Additionally, any other individuals who decline to cooperate with a search will either be denied access to Company premises or asked to immediately leave the job site, with notification sent to their employer regarding such actions.

****CONSEQUENCES FOR EMPLOYEES WHO ENGAGE IN ALCOHOL AND SUBSTANCE USE**

Except for Section G listed below, if the results of an alcohol test exceed 0.02, the employee will be expelled from the job site and terminated.

If the results of a drug test indicate the presence of any amount of drugs or unauthorized controlled substances, the employee will be expelled from the job site and terminated.

If an employee refuses to undergo an alcohol or drug test or search, they will be expelled from the job site. Your refusal will be considered a voluntary resignation.

Any employee who possesses, manufactures, distributes, or dispenses illegal drugs, drug paraphernalia, unauthorized controlled substances, or alcohol in violation of this policy may face disciplinary action, including termination.

Any employee who partakes in drug and alcohol use off-the-job that reflects negatively on the Company or impacts Construction Recruiters America Staffing's operations may face disciplinary action, up to and including termination.

Any employee who attempts to tamper with a drug or alcohol test specimen or manipulate a drug or alcohol test result will be terminated.

Construction Recruiters America Staffing reserves the right to terminate any employee who, in its sole discretion, engages in conduct that renders them unsuitable for continued employment.

COST OF INITIAL TESTING

If an employee of the company is requested by an authorized representative to undergo an initial drug or alcohol test, the company will cover the cost of both the initial test and the confirmatory test using the same specimen.

NOTIFICATION OF AUTHORITIES

The company will promptly report any information regarding the possession, distribution, or use of illegal drugs, unauthorized controlled substances, alcohol, or other intoxicants to law enforcement officials. It will also submit any such substances discovered during a search of an employee's or company property to the custody of law enforcement officials. The company is committed to fully cooperating in the prosecution and/or conviction of individuals who violate the law.

DISCLOSURE OF DRUG AND ALCOHOL TEST RECORDS

The Company is permitted to share the results of drug and alcohol tests with the employee, their supervisor, and other members of management as necessary. Additionally, the Company can disclose the results to its legal advisors, any court of law, law enforcement or government agencies, as well as customers with whom the Company has a contract mandating the sharing of such information. The Company may also disclose its test records if legally required by a valid subpoena.

COOPERATION WITH THE COMPANY

As a requirement for ongoing employment, all employees have a responsibility to cooperate with any Company investigation regarding drug or alcohol use within the workplace. Not cooperating in any such investigation will lead to disciplinary measures, which may range from actions of discipline to termination.

CODE OF PROFESSIONAL CONDUCT

As an employee of Construction Recruiters America Staffing, you will be expected to adhere to high standards of integrity and professionalism, which are crucial to our success in the construction services industry. Your conduct and behavior, both on and off the job, reflect the Company's image in the community.

The rules discussed below are provided for your guidance and to inform you of the expected conduct on a daily basis. This list is not exhaustive, and there may be other situations that arise requiring disciplinary action or immediate termination. The Company acknowledges that each workplace problem will present unique circumstances, and these will be addressed based on individual facts and relevant surrounding circumstances. Consequently, the rules described below do not form a contractual agreement between the Company and its employees regarding procedures for addressing rule violations.

When employee misconduct occurs, corrective measures will be taken to rectify the situation and prevent further occurrences for the benefit of all. The approach to discipline will differ depending on factors such as the gravity of the offense, the circumstances surrounding it, your job responsibilities, your length of service with the Company, and your overall work record, including any previous misconduct. The severity of discipline may take one of the following forms:

- Verbal counseling or warning
- Written warning or reprimand
- Suspension and/or discharge

Please note that the Company is not obligated to use any specific form of discipline before terminating an employee. The Company reserves the right to omit any or all of these steps as it deems appropriate in its discretion. Furthermore, by establishing this disciplinary procedure, the Company does not waive or limit its managerial right to discharge an employee for any reason, with or without notice, at any time.

The Company has complete discretion in utilizing progressive discipline before termination. The Company's decision in each case is considered final and binding for all involved parties, including the disciplined employee and any other persons or entities involved, whether directly or indirectly. If you are fortunate enough to receive the benefits of constructive counseling, ensure to seize the opportunity to learn from your mistakes and strive for improvement.

General Rules

Employees should be aware that violation of any of the following employee standards of conduct may result in disciplinary action, up to and including discharge:

1. Providing false information on employment applications, time records, and other company documents.
2. Engaging in any form of dishonesty towards the Company, including unauthorized removal of Company property, property belonging to other employees, or property entrusted to the Company by customers or others. This also includes any actions that constitute a criminal offense, whether committed while on duty or off duty. (Note: Employees may be subject to prosecution to the fullest extent of the law.)
3. Failing to acquire the necessary skills, follow instructions, and/or perform the job for which you were hired.

4. Demonstrating unsatisfactory or unsafe work performance or habits, or failing to meet the standards expected of Company employees.
5. Arriving excessively late or regularly absent from work without notice or a satisfactory explanation, except in emergency situations where the employee is unable to provide timely notice. The Company may request proof to substantiate an emergency situation.
6. Displaying insubordination by refusing to follow instructions from a supervisor or any other management representative, or engaging in abusive conduct towards them. This also includes a refusal to cooperate fully in any company investigation.
7. Harassing or making derogatory remarks based on race, ethnicity, religion, disability, age, or sexual orientation towards fellow employees, sales representatives, business associates, outside contractors, supervisors, customers, or guests.
8. Using abusive or offensive language or gestures towards fellow employees, sales representatives, business associates, outside contractors, supervisors, customers, or guests.
9. Engaging in physical altercations, threatening, or attempting to cause bodily harm to another person while on Company property or while performing company duties.
10. Engaging in disorderly, disruptive, immoral, or indecent conduct on Company or customer property or during working hours.
11. Concealing a dangerous weapon or possessing one while on Company or customer property or during working hours.
12. Stealing, defacing, or removing unauthorized items from Company premises, including the Company's property or records, as well as property or records belonging to fellow employees, outside contractors, customers, or Company-provided hotel, motel, or apartment property.
13. Bringing or possessing alcoholic beverages or controlled substances on Company premises or during working hours, as well as consuming alcoholic beverages or using controlled substances on Company or customer premises or during working hours. This also includes operating a vehicle, working, or reporting to work with drugs and/or alcohol in the system while on Company or customer premises.
14. Using Company, employee, or customer property or premises without authorization.
15. Carelessly or intentionally destroying Company, employee, guest, or customer property.
16. Engaging in intentional, reckless, or negligent conduct that results in inferior work, or causes damage, waste, loss of equipment or materials, or endangers guests, coworkers, or others.
17. Spending unauthorized time on personal business during work hours.
18. Wasting time, loitering, or sleeping while on duty.
19. Entering or remaining in Company facilities at times other than those necessary for scheduled work hours without authorization.
20. Leaving Company premises without approval during scheduled work hours.
21. Assisting unauthorized individuals in entering Company property.
22. Disclosing confidential data or information about Company business, operations, or coworkers to unauthorized individuals.
23. Abusing any privileges granted to employees under various benefit plans.
24. Failing to adhere to any Company rules, regulations, policies, or procedures.

Offenses Warranting Immediate Termination

There are several types of employee misconduct that can lead to immediate termination. Examples of such misconduct include, but are not limited to:

- 1) Absence without notification for one or more consecutive days.
- 2) Theft, fraud or embezzlement.
- 3) Physical assault or threatening physical assault towards employees or others on company and/or customer property or during working hours.
- 4) Engaging in fights on company and/or customer property or during working hours.

- 5) Using, consuming, or possessing alcoholic beverages or illicit drugs on company and/or customer property or during working hours.
- 6) Refusing to perform assigned tasks or showing insubordination.

The above lists do not include all possible misconducts. While the Company aims to have a successful and harmonious relationship with employees, it is important to note that employment can be terminated without cause or notice at any time and for any reason. These guidelines highlight violations of commonly accepted work behavior, which employees should already be familiar with before joining the Company.

TERMINATIONS

Although we hope that your association with the Company will be a pleasant one, we understand that there may come a time when you need to depart from our organization. If you ever decide to leave, it is important to inform your supervisor and Construction Recruiters America Staffing promptly by phone. This will allow your supervisor to make necessary arrangements for your replacement on the job site. Failing to do so may lead to being deemed ineligible for future work assignments.

REST BREAKS

Break Timing

Breaks should be taken at designated times as determined by site supervisors, considering work activity and safety considerations.

******Employees are encouraged to take breaks when they feel fatigued or in need of rest, even outside scheduled break times, provided it does not compromise safety or workflow.

Hydration and Nutrition

Employees should have access to clean drinking water and are encouraged to hydrate regularly, especially in hot weather or when performing strenuous tasks.

Employees are encouraged to bring appropriate snacks or meals for their breaks to maintain energy levels throughout the workday.

Rest Areas

Designated rest areas will be provided on-site, equipped with seating and shade where possible. All employees are expected to keep rest areas clean and tidy.

Safety Considerations

Employees are reminded that rest breaks are crucial for maintaining safety on the job. Fatigue can lead to accidents and injuries.

Supervisors will monitor workloads and conditions to ensure that employees are taking breaks as needed.

Compliance with Labor Laws

This policy complies with all applicable local, state, and federal labor laws regarding employee breaks and rest periods.

Employees will be informed of their rights related to rest breaks as part of their orientation.

Reporting Violations

Employees should report any concerns or violations of this policy to their supervisor or the designated safety officer.

Retaliation against employees for reporting violations of this policy will not be tolerated.

LUNCH PERIODS

Scheduled Lunch Breaks

Employees are entitled to a 30-minute unpaid lunch break during their shift. Lunch breaks will be scheduled based on operational requirements and may vary depending on specific team needs. Supervisors will provide a schedule to ensure adequate coverage and security.

Security Protocols

Employees must comply with all security protocols during their lunch breaks, including identification checks and access control measures. Personal belongings, including food and drink, must be stored in designated areas before entering secure zones. Employees are responsible for ensuring that their lunch items comply with security regulations.

Designated Lunch Areas

Lunch breaks must be taken in designated lunch areas that are approved by security personnel. These areas are designed to maintain security while providing a comfortable space to eat and relax. Employees should not consume food or beverages in work areas unless specifically permitted by management.

WORKERS' COMPENSATION FRAUD

Definition of Workers' Compensation Fraud

Workers' compensation fraud occurs when an employee or claimant intentionally provides false information or conceals information related to a workers' compensation claim. This includes, but is not limited to:

- Exaggerating injuries or symptoms.
- Falsifying injury reports or medical records.
- Misrepresenting the circumstances of the injury.
- Failing to disclose prior injuries or existing conditions.

Employee Responsibilities

Employees are expected to:

- Report any injury or illness promptly and accurately.
- Provide truthful and complete information regarding their claims.
- Cooperate with investigations related to workers' compensation claims.

Employer Responsibilities

The organization will:

- Educate employees about the importance of honesty in the workers' compensation process.
- Investigate any suspicious claims thoroughly and promptly.
- Maintain confidentiality during investigations.

Detection and Reporting of Fraud

Employees who suspect fraudulent activity related to workers' compensation claims are encouraged to report their concerns to their supervisor, Human Resources, or the designated fraud hotline. Reports of suspected fraud will be taken seriously and investigated promptly. The organization will protect the identity of individuals reporting suspected fraud to the extent possible.

Investigation Procedures

All reports of suspected fraud will be investigated by a designated team, which may include Human Resources, management, and legal counsel. Investigations will involve reviewing documentation, interviewing witnesses, and gathering any other relevant information. If fraud is substantiated,

appropriate disciplinary actions will be taken, which may include termination of employment and legal action.

Disciplinary Actions

Any employee found to have committed workers' compensation fraud will face disciplinary action, up to and including termination of employment. The organization reserves the right to pursue legal action against individuals who commit fraud, which may include civil and/or criminal charges.

SAFETY RULES AND REGULATIONS

The purpose of this Safety Rules and Regulations Section is to establish a clear framework for maintaining a safe and healthy workplace for all employees, visitors, and contractors. This section outlines the essential safety rules and regulations that must be adhered to, in order to prevent accidents, injuries, and occupational illnesses.

COMPANY STANDARD SAFETY PROCEDURES

- 1) Avoid wearing loose clothing or jewelry when working with equipment.
- 2) Keep walkways clear of equipment, tools, and trash to prevent accidental tripping.
- 3) Handle all equipment with care and follow standard procedures. Do not improvise or modify tools and equipment.
- 4) No horseplay or running allowed.
- 5) Before leaving at the end of the day, make sure to turn off all electrical equipment, including machines and radios.
- 6) Do not tamper with electrical circuits, switches, or fuses.
- 7) Contact your supervisor immediately if any electrical problems are detected.
- 8) Stop all machinery before cleaning, oiling, or adjusting.
- 9) Prior to starting work, inspect all equipment and assess the situation daily.
- 10) When operating equipment, always utilize guards or safety features that are attached.
- 11) Adhere to posted Safety Procedures and wear the required Safety Equipment.
- 12) If you don't understand or have doubts about an item, do not use it until you consult your foreman and receive proper instructions.
- 13) Familiarize yourself with the location and type of fire extinguishers on the job site.
- 14) Before using any aerial work platform or forklifts, complete a pre-shift checklist.
- 15) Every employee is responsible for maintaining a clean jobsite as much as possible.
- 16) Follow all Safety Policies & Procedures established by The Company.

ADDITIONAL NOTES

If you fail to comply with any OSHA Standard, Jobsite Specific Safety Policy, or Construction Recruiters America Staffing Safety Procedures at any point during your employment, you may be terminated. Violation of the mentioned rules can result in disciplinary action, including termination.

VIOLENCE IN THE WORKPLACE

The company is dedicated to ensuring a safe workplace for all employees. Any employee who engages in or threatens violence, or intimidates others at work, is in violation of our policy. The workplace is defined as all areas of company and client property, including the parking lot, break room, lobby, restrooms, and other public areas.

Various forms of violence and intimidation are strictly prohibited, and examples of such behavior include:

- Disruptive activities within the workplace
- Threatening, hostile, or intimidating behavior
- Possession of a dangerous weapon, regardless of permission
- Violation of restraining orders
- Engaging in fights
- Verbal abuse
- Stalking
- Sabotaging a colleague's work
- Misusing equipment or other company property in a harmful manner
- Any behavior that is reasonably perceived as threatening by those who witness it

If you believe that you or one of your co-workers has experienced threatening or intimidating behavior at work, whether from a fellow employee, a customer, a family member, or anyone else, you should immediately report the incident to the President or another member of management. It is your responsibility to make this report, regardless of the relationship between the individual who initiated the threat or violent behavior and the person(s) who were targeted.

If you apply for or obtain a protective or restraining order that includes company or client property as protected areas, you must provide a copy of the order, along with the petition, motions, counter memoranda, and affidavits used to obtain it, to the President and your supervisor.

Any reports about intimidation or violence will be promptly and discreetly investigated. Any employee found in violation of this policy will face severe disciplinary measures, which may include termination.

INTERNET/E-MAIL USAGE

The Company or its Customer may grant certain employees access to the Internet and email. These online services are tools for communication and research, allowing the electronic transfer of information, reference materials, and messages. To ensure proper usage of these services, the Company has established the following policy:

Employee access to email and the internet should be solely for business purposes. Personal use is strictly prohibited. The Company or its Customer owns the hardware, software, and subscription services that make up these systems and permits employees to use them for their work. While the Company respects employee privacy, this privacy does not extend to work-related conduct or the use of the company's or customer's owned equipment. All email and internet service records and content are considered the property of the Company, and employees should have no expectation of privacy in regards to these services. The Company retains the right to review email and internet communications and activities at any time without prior notice.

There is no guarantee of security on the Internet. Therefore, employees should never include confidential or private information in internet email messages. Additionally, employees are expected to follow proper email etiquette, known as "netiquette," which includes adhering to standard conventions. Emails should be treated with the same care as formal memorandums, meaning they should not contain obscene, offensive, harassing, or intimidating language or material. Disparagement based on race, color, national origin, sex, sexual orientation, age, disability, protected status, religious or political beliefs is strictly prohibited. Sending or soliciting sexually oriented messages or images, as well as accessing or downloading obscene or offensive materials through the Internet, is also specifically prohibited.

When using company-owned systems, including login and password information, it is important to not share this information with anyone, both inside and outside the office. However, if requested, employees must immediately provide access and passwords to all files, systems, or software.

Personal email accounts should never be used for company purposes.

While email messages themselves generally cannot carry computer viruses, attachments to emails may have the potential to do so. Employees should avoid opening or reading any attachments if they are unfamiliar with the sender, as the attachment may contain software capable of carrying a virus that can activate once opened.

Web sites can also be sources of viruses if contaminated files are downloaded directly to our network. Employees should exercise caution when accessing websites and information on the Internet.

Material on web sites may be copyrighted and subject to use restrictions. The Company supports and respects proprietary rights and interests, and employees utilizing company equipment for Internet access must comply with all copyright laws. Dissemination, printing, or any other act that violates copyright laws is strictly prohibited.

Employees are explicitly prohibited from using company-provided Internet access for personal business, exploiting business opportunities, or soliciting funds for personal gain. Activities such as sending chain letters, gambling, or engaging in any other activity that violates local, state, or federal laws are also prohibited.

Any abuse of email or internet usage will result in disciplinary action, which may include the loss of email and/or internet access, suspension, or termination of employment.

PROBLEM RESOLUTION PROCEDURE

The Company acknowledges that working closely together on a daily basis can lead to inevitable problems. However, the Company firmly believes that the majority of these issues can be quickly resolved if they are brought to the attention of the appropriate person. To ensure the swift resolution of any work-related problems you may have, the Company has implemented a Problem Resolution Procedure. If you encounter a problem or have a complaint, please follow the steps below:

STEP 1: Contact your supervisor to discuss the issue. Your onsite supervisor will communicate the problem to the main office of Construction Recruiters America Staffing, and you will receive a decision regarding your problem or complaint within ten (10) business days.

STEP 2: If the decision is unsatisfactory, you must submit a written complaint addressed to the main office of Construction Recruiters America Staffing at 4371 Northlake Blvd, Unit 110, Palm Beach Gardens, FL 33410. You will receive a decision concerning your problem or complaint within five (5) business days after receipt.

STEP 3: You may escalate your appeal to higher levels of management within the Company

Please be aware that the Company takes your problems, complaints, and suggestions seriously. Additionally, you should know that you will not face any negative consequences if you use this procedure to address a problem or complaint.

YOUR BENEFITS

PAYCHECK INFORMATION

Paychecks are deposited every Friday. If a payday happens to fall on a holiday, the payday will be moved to the previous business day. Paychecks will be deposited directly into a bank account of your choosing on a weekly basis, unless circumstances beyond the Company's control prevent it. Any changes to your paycheck distribution method must be submitted in writing and received one week before the desired effective date.

****The Company's pay period is subject to the client companies pay period and may be subject to change.**

OVERTIME PAY

The Fair Labor Standards Act ("FLSA") states that all employees who are not exempt are eligible to receive overtime pay for any hours worked over forty (40) hours in one work week. Additionally, in the state of California, employees are eligible to receive overtime pay for any hours worked over eight (8) hours per day in one work week. Although the FLSA does not require it, our company has chosen to voluntarily pay overtime to our exempt employees as well.

You will be eligible to receive overtime pay for any hours worked in excess of forty (40) hours in one work week, and in the state of California, you will receive overtime pay for any hours worked over eight (8) hours per day in one work week. This overtime pay will be calculated at one and a half (1 1/2) times your regular rate of pay for any hours worked over forty (40) hours per week.

You have been hired by the company for a specific task. In some cases, completing your tasks in a timely manner may require you to work overtime. If your supervisor asks you to work overtime, it is mandatory that you do so. Refusing to work overtime will be considered insubordination and may result in disciplinary actions, including termination.

HEALTH INSURANCE POLICY

The purpose of this health insurance policy is to outline the health benefits available to eligible employees of CRAS, ensuring that employees understand their options for medical, dental, vision, and life insurance.

ELIGIBILITY

Employees become eligible for health insurance coverage on the 1st of the month following 30 days of employment. Employees must be actively employed and working a minimum of 30 hours per week to qualify for benefits.

HEALTH INSURANCE COVERAGE

◇ Low-Cost Health Plan

Employees can enroll in a low-cost health insurance plan. The cost of this plan is \$5 per week for employee only coverage, deducted from the employee's paycheck.

◇ Buy-Up Plans

In addition to the low-cost health plan, employees have the option to enroll in buy-up plans that offer enhanced coverage and benefits. Details regarding the cost, coverage, and benefits of the buy-up plans

will be provided during the enrollment period.

DENTAL AND VISION INSURANCE

◇ Dental Coverage

Employees are eligible for free employee-only dental insurance. Coverage includes preventive, basic, and major services as outlined in the plan.

◇ Vision Coverage

Employees are also eligible for free employee-only vision insurance. This includes routine eye exams and discounts on eyewear as per the plan.

DEPENDENT COVERAGE

Employees may enroll their eligible dependents (spouse, children) in the health insurance plan for an additional cost. The specific rates and coverage details for dependent plans will be provided during the enrollment process.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

Employees will receive a \$25,000 life insurance policy and accidental death and dismemberment (AD&D) coverage at no cost to the employee.

Coverage details and beneficiaries must be updated through the HR department.

ENROLLMENT PROCESS

Eligible employees will receive information about health insurance options and enrollment procedures through an email from Employee Navigator. Enrollment must be completed within 30 days of employment. Employees may need to complete and submit necessary forms to the HR department to enroll in the health plan.

CHANGES IN COVERAGE

Employees may make changes to their health insurance coverage during the annual open enrollment period or if they experience a qualifying life event (e.g., marriage, birth of a child, loss of other coverage). Requests for changes must be submitted to HR in writing.

ADDITIONAL INFORMATION

The company reserves the right to modify the health insurance offerings, including premiums and coverage details, in accordance with applicable laws and regulations. Employees will be notified of any significant changes to the health insurance policy.

HOLIDAY PAY

Construction Recruiters America Staffing, Inc provides holiday pay to eligible employees who meet the criteria outlined in this policy. We recognize the importance of holidays and aim to support our employees in balancing work and personal time.

Eligible Holidays

Company observes the following holidays as paid holidays for eligible employees:

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)

- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

*Additional holidays may be added at the discretion of management and will be communicated to employees in advance. *

Eligibility

To qualify for holiday pay, employees must meet the following criteria:

- Be a full-time or part-time employee.
- Eligible on the first of the month following 30 days of employment.
- Must not be on an unpaid leave of absence on the holiday.

Holiday Pay Rate

Eligible employees will receive their regular rate of pay for the designated holiday. If an employee is required to work on a recognized holiday, they will receive ****1.5 times**** their regular hourly rate for all hours worked on the holiday, in addition to their regular holiday pay.

Scheduled Holidays

Employees will be notified of scheduled holidays at the beginning of each calendar year. If a holiday falls on a weekend, CRAS may observe the holiday on the nearest weekday, as determined by management.

Requesting Time Off

If an employee wishes to take time off during the holiday period, they must submit a request to their supervisor at least 7 days in advance. Requests will be accommodated based on business needs and staffing requirements.

Unpaid Leave or Absences

Employees who take unpaid leave may not be eligible for holiday pay during their absence. Employees must work their scheduled days immediately before and after the holiday to qualify for holiday pay.

Policy Changes

Company reserves the right to modify this holiday pay policy at any time. Employees will be notified of any changes in writing.

SICK LEAVE

The purpose of this policy is to outline the sick leave benefits available to employees, ensuring a clear understanding of the procedures for requesting and using sick leave. This policy applies to all full-time and part-time employees of CRAS.

SICK LEAVE ENTITLEMENT

Employees are Eligible for sick leave once they are eligible for all other company benefits (1st of the month following 30 days of employment). Employees accrue sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours per year.

Sick leave can be used for:

- Personal illness or injury.
- Medical appointments.
- Caring for a family member who is ill or injured.
- Mental health days.

NOTIFICATION PROCEDURE

Employees must notify their supervisor as soon as possible but no later than one hour before the start of their shift, if they are unable to work due to illness. Notifications should be made via text or call to site supervision, and email to CRAS.

DOCUMENTATION

For absences of 2 days or more, employees may be required to provide a doctor's note or other documentation to justify their absence. The company reserves the right to request documentation for any sick leave taken.

SICK LEAVE PAY

Sick leave is paid only at the employee's regular rate of pay. Maximum of 8 hours per day and 40 hours per week, total pay. Employees will not receive payment for unused sick leave upon termination of employment, unless otherwise specified by state or local law.

CARRYOVER

Unused sick leave will not carry over to the next calendar year. Employees will not be entitled to payout for unused sick leave upon termination or resignation.

ABUSE OF SICK LEAVE

The company considers misuse of sick leave as a violation of company policy. Employees found abusing sick leave may face disciplinary action, up to and including termination.

ADDITIONAL PROVISIONS

This policy complies with all applicable local, state, and federal laws regarding sick leave. Employees are encouraged to maintain a healthy work-life balance and seek medical attention when needed.

JURY DUTY

If you receive a jury summons, you must provide this summons to your supervisor at least three (3) days before your scheduled jury duty so that your supervisor can make the necessary arrangements for your absence. In case of urgent need, the Company may ask for a postponement of your jury service to a later date.

Upon returning to work, you might be required to submit proof of jury service, such as pay stubs. It is important to note that the Company does not compensate employees for Jury Duty.

COMMUTING TO-AND-FROM PROJECT

You are solely responsible for arranging your own transportation to and from the job site. It is essential that you provide the Company with evidence of a valid government-issued driver's license. Whenever operating a motor vehicle, employees must always ensure that they have their driver's license in their possession. It is crucial to understand that driving without a valid license is not merely a minor traffic violation, but a serious criminal offense that can result in severe penalties depending on the state's laws.

Under no circumstance are you allowed to drive to or from a job site without a valid driver's license. It is mandatory to always carry your driver's license and be able to provide proof of its validity during your employment with the Company. Failure to comply with this policy will result in immediate termination.

*The Company will not reimburse any toll charges, parking fees, taxi fares, or other expenses related to your commute. *

BADGING POLICY

To ensure strict security measures and for your own protection, employees are required to always wear a badge for specific projects. There are no exceptions. If you attempt to obtain a badge and fail the background check, you will be promptly dismissed from the job and will bear the expenses incurred. If you arrive at work without your badge, it will be considered an unexcused absence. In the event of a termination due to a violation of the attendance policy within three weeks of your initial start date, you will be obligated to reimburse the Company or the Company's Client, if applicable, for the badge's cost and any associated processing fees. This amount will be deducted from your final paycheck.

RECEIPT OF CONSTRUCTION RECRUITERS AMERICA STAFFING POLICY MANUAL

I hereby confirm that I have received a copy of Construction Recruiters America Staffing's Policy Manual. I commit to thoroughly reading it, including the statements in the introduction that describe the purpose and impact of the Handbook. I understand that if there are any policies or provisions in the Manual that I do not comprehend, I will seek clarification from the Human Resource Department.

I acknowledge that employment with Construction Recruiters America Staffing is considered "at will", meaning it is not for a fixed term or definite period and can be terminated by either party, with or without cause, and without prior notice. I am aware that no supervisor or representative of the company, except for the President, has the authority to make any agreements for employment lasting a specified period of time or in contradiction to the aforementioned terms.

Furthermore, I am aware that this Handbook represents the policies and practices of Construction Recruiters America Staffing as of the date of publication. I understand that nothing in this Handbook should be interpreted as a promise of future benefits or as a binding contract with Construction Recruiters America Staffing regarding benefits or any other matter. I also acknowledge that these policies and procedures are subject to ongoing evaluation and may be amended, modified, or terminated at any time.

Please sign and date this receipt and return it to your recruiter.

Date: _____

Signature: _____

Print Name: _____