

LINQM

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EMPLOYEE HANDBOOK
Contract Employee 2025

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Welcome to LINQM!

Dear Employee:

LINQM provides services as a vendor to organizations. If you are set up to be employed by LINQM it doesn't guarantee we will be to find you a match, but we cannot find you work unless you are setup and have completed the necessary services paperwork.

Our success is based on working hard, utilizing new age methodologies, and always thinking about our customers' needs. We do it by treating each other and our customers with respect. We do it by acting as a team. Should you have any questions concerning this handbook, your employment, or benefits, please feel free to discuss them with management.

Introduction

"LINQing" great people with exceptional companies!

Confidentiality

Information that pertains to LINQMs' business, including all nonpublic information concerning the company, its vendors, and suppliers, is strictly confidential and must not be given to people who are not employed by LINQM. Please help protect confidential information - which may include, for example, tradesecrets, customer lists and company financial information - by taking the following precautionary measures:

- Discuss work matters only with other LINQM employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public places.
- Monitor and supervise visitors to LINQM to ensure that they do not have access to company information.
- Destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult the LINQM management.

Equity, Diversity, and Inclusion Policy Statement

At LINQM, creating a workplace with equity, diversity, and inclusion is an important part of who we are. Our commitment to these values helps us serve our employees, community, and partnerships. Inclusion is how we create equality and diversity. Linqm strives to empower its employees and create a sense of belonging at work. We listen and engage with our employees and value teamwork with our diverse partnerships. We are continuing to grow this vision and in the past few years have employees from 7 different states. Operating at this scale brings a level of responsibility in everything we do by ensuring we are recruiting and retaining a diverse mix from our communities. This gives us the opportunity to create an inclusive culture.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of LINQM. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

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Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to LINQM.

Arbitration Clause

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration. The number of arbitrators shall be one. The place of arbitration shall be in Orange County, California. California law shall apply. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Anti-Discrimination & Harassment/Americans with Disabilities Act

It is LINQM's policy that we will not discriminate against qualified individuals with disabilities about any aspect of their employment. LINQM is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. LINQM recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Fair Employment and Housing Act (FEHA)

Fair Employment and Housing Act is a California statute used to fight and protect from discrimination, sexual harassment, and other forms of unlawful discrimination in employment and housing. FEHA includes protection for reproductive health decision making, as defined with respect to the opportunity to seek, obtain, and hold employment without discrimination. This act shall also be known as the Contraceptive Equity Act. Discrimination is unlawful based upon "reproductive health decision making." "Reproductive health decision making" is defined to include, but not limited to a decision to use or access a specific device, drug, product, or medical service for your reproductive health. FEHA also protects against discrimination based on cannabis use. Employees cannabis use shown in criminal history cannot be discriminated based on the past use unless otherwise permitted by state or federal law.

Equal Opportunity Policy

LINQM provides equal opportunity in all our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

LINQM strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity, and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, terminating, paying, granting benefits, and training.

Sexual Harassment

LINQM does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited. The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status, or any other protected classification that unreasonably interferes with a person's

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work performance or creates an intimidating, hostile work environment. Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- Is made an explicit or implicit condition of employment.
- Is used as the basis for employment decisions.
- Unreasonably interferes with an individual's work performance.
- Creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. Specifically, it includes sexual behavior such as:

- Repeated sexual flirtations, advances, or propositions
- Continued and repeated verbal abuse of a sexual nature
- Sexually related comments and joking, graphic or
- Degrading comments about an employee's appearance
- Displaying sexually suggestive objects or pictures
- Including cartoons and vulgar email messages, and
- Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the company, regardless of gender or sexual orientation.

Harassment by Non-Employees

LINQM will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients, and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Human Resources (HR@LINQM.com). LINQM will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the time employees have an obligation to cooperate with LINQM in enforcing this policy and investigation and remedying complaints. Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise President or any other appropriate member of management. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

LINQM will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

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Training for your position will be provided by the client you are placed at after you are hired. As well as training regarding safety protocols and identifying possible hazards. Make sure to let LINQM know if you need more training or if you have any questions.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All LINQM employees are employed at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by LINQM's Executives or Human Resources (HR@Linqm.com).

Compensation & Work Schedule / Attendance & Punctuality

Unless otherwise stated in the Offer Letter when hired, every employee is expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, telephone operations as far in advance as possible (855-We-Linqm), must be before your shift starts. If you do not call in an absence in advance, it will be considered unexcused. Unsatisfactory attendance, including reporting late or leaving early, may be cause for disciplinary action, up to and including discharge.

Breaks

General

- Employees are entitled to a 15-minute break for rest twice each day.
- Employees are also entitled to a 30-minute unpaid break for meals during each work period.
- Breaks may be scheduled at staggered times to allow department coverage.

California

- Employees are entitled to a 10-minute break for each four hours or to be taken in the middle of each 4-hour period, spaced approximately evenly throughout the work period.
- Employees are also entitled to a 30-minute break for meals within five hours of starting work if the workday is six hours long or more.
- Breaks may be scheduled at staggered times to allow department coverage.
- Employees are entitled to a second 30-minute break for meals if an employee works more than 10 hours per day, except that if the total hours worked are no more than 12 hours, the second meal waiver may be waived.
- Let LINQM know if you miss a break or worked through a break so we can make sure we keep compliant with hour and wage laws.

Flexible Work Hours & Telecommuting

During COVID-19, the company has established a flexible work arrangement program for employees whose departments and jobs are suited to it. With a manager's approval, you may be allowed to begin and end workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies. Such arrangements may be established, changed, or discontinued at the company's discretion. If you have this policy, make sure to let LINQM know of any changes.



General Pay Information

LINQM Payroll is weekly and paid on Fridays except when holidays fall on Friday, and we will pay the day before. LINQM pays our employees for the approved hours from the prior Sunday-Saturday. Any changes need to be submitted to payroll by 10am on Tuesday of the week when payroll is being processed. Certain deductions will be made in accordance with federal and state laws. In addition, the company makes available certain voluntary deductions as part of the company's benefits program. If an employee elect's supplemental coverage under one of the company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the company.

Outside Employment

Because of LINQM's obligations to its customers, the company must be aware of any concurrent employment you may have to determine whether it presents a potential conflict. Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated. Before beginning or continuing outside employment, employees are required to obtain the written approval of their managers and HR Department. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave, are prohibited from having outside employment during their leave.

Overtime

Because of the nature of your role, you may be asked to work overtime on weekends or holidays or additional hours during the regular workday; employees are not expected to comply with such requests unless overtime is approved and budgeted. Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked more than 40 hours per week. If you are nonexempt, you must receive authorization from your manager before working overtime. And after you have worked overtime, you must enter it on a timesheet on the day it is accrued. Overtime pay is based on actual hours worked. Time taken for meals (breakfast or lunch or dinner) is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

California

Because of the nature of your role, you may be asked to work overtime on weekends or holidays or additional hours during the regular workday; employees are not expected to comply with such requests unless overtime is approved and budgeted. Overtime compensation is paid to all nonexempt employees at one and one-half times the straight time rate for all hours worked more than 8 per day and 40 hours per week and the first 8 hours worked on the seventh day of work in any one workweek. Overtime compensation at two times an employee's straight time rate is paid for any work more than 12 hours in one day and for any work in excess of 8 hours on the seventh day of a workweek. If you are nonexempt, you must receive authorization from your manager before working overtime. After you have worked overtime, you must enter it on a timesheet on the day it is accrued. Overtime pay is based on actual hours worked. Time taken for meals (breakfast or lunch or dinner) is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

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Pay Schedule

LINQM Payroll is weekly and paid on Fridays. LINQM pays our employees for the approved hours from the prior Sunday-Saturday. Any changes need to be submitted to payroll by 10am Tuesday of the week when payroll is being processed. Pay period is Sunday to Saturday. If a paycheck is lost or stolen, notify LINQM immediately.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time. Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted annually. These reviews are not mandatory and if fall outside working hours the employee is not compensated for that time. Reviews will be less than 10 minutes if outside of working hours.

Time Records

All non-exempt employees must keep accurate time records by completing timesheets or punching a timeclock when entering or leaving the building, including coming and going during lunch periods. Tampering with, falsifying, or altering timecards or punching another employee's timecard will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action. For payroll purposes, time is rounded to the nearest half of an hour.

Work Hours

LINQM follows a work schedule of our client. The normal workweek is Monday through Friday. Your supervisor or manager may establish alternative hours. Any shortened or alternative times need to be approved by the operations manager. *No call, no show will result in a write-up and could result in discharge.*

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made. You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from President.

Conduct Standards & Discipline

LINQM expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts. The company reserves the right to discipline or discharge any employee for violating any company policy, practice, or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that LINQM retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness

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- Failing to follow instructions or company procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other company records or documents.
- Failing to record working time accurately or recording a co-worker's timesheet.
- Insubordination or other refusal to perform.
- Using vulgar, profane, or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination.
- Disorderly conduct, fighting or other acts of violence.
- Misusing, destroying, or stealing company property or another person's property.
- Possessing, entering with, or using weapons on company property.
- Possessing, selling, using, or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time.
- Violating conflict of interest rules.
- Disclosing or using confidential or proprietary information without authorization.
- Violating the company's computer or software use policies and being convicted of a crime that indicates unfitness for a job or presents a threat to the company or its employees in anyway.

Dating in the Workplace

Management and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment. If you are unsure of the appropriateness of an interaction with another employee of the company, contact President for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify President immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature. You should also be aware of, and are expected to comply with, LINQM's policy against sexual and other forms of illegal harassment in the workplace. Appropriate action, which may include transfer or reassignment, leave of absence, suspension, or termination, will be taken against those who violate this policy.

Dress Code Policy

Based on the onsite policy.

Drug and Alcohol Policy

LINQM strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our company.

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Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for LINQM, while operating a motor vehicle during business or for any job-related purpose, or while on company premises or a worksite. Under the influence means impaired by drugs or alcohol or with a blood alcohol concentration of the legal limit specific to your state or specific to your job description. If you feel you have an alcohol or substance abuse problem, contact Linqm HR for help and information.

Illegal Drugs

LINQM employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in LINQM facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

LINQM may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any LINQM property that is provided for employees' personal use, such as desks, lockers, and files. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

LINQM may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. If you are taking prescription medication that could show up in your results make sure to let Linqm know prior to taking any test. LINQM may require documentation. Psychoactive cannabis use found in your system or any positive psychoactive drug test results may lead to termination. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices

LINQM expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the company. Our reputation is an asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers, and our community. This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations. If you have any questions about this policy, consult your supervisor or manager. Only the general manager may make exceptions to this policy. You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or

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retribution against anyone who brings violations to management's attention.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers, and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions. If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

LINQM collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and Operations Manager must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval. If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Concerns

Employees are encouraged to bring concerns, problems, and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any LINQM officer.

Insider Trading

In addition to our general obligation to observe the law, one of the most important responsibilities of all LINQM employees is to protect the company's reputation for ethical and honest dealing. Our reputation could be irreparably damaged if inside information is inappropriately disclosed such that it affects the stock price of our company or that of a client or any other company with whom we have a relationship. Bearing this in mind, you

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are forbidden from sharing or disclosing company information in any way that could be deemed insider trading or give the appearance of such conduct.

Progressive Discipline

LINQM retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances. Please note that LINQM reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Smoking Policy

General

Smoking is prohibited inside LINQM facilities. All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined. Should you have a question, complaint, or dispute about smoking in the workplace, contact HR Department.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work and avoid personal inconvenience, LINQM has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace. Employees may not solicit on LINQM property or use company facilities, such as e-mail, voicemail, or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures, and promoting membership in clubs or organizations. Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meals or break periods. You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time. Nonemployees may not make solicitations or distribute literature at any time. LINQM may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

LINQM has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment. Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk, and workspace. If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor, or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting Family and Medical Leave, you may be discharged.

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Leave

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law starting after 90 days of employment. Accrued paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

Family and Medical Leave – Family Medical Leave Act (FMLA)

You are eligible for family and medical leave if you have worked for LINQM for at least 12 months and have put in at least 1,250 hours during the 12 months period before the leave is to begin. You are entitled up to 12 work weeks of unpaid leave to attend a birth, adoption, attend serious health condition of your child, serious health condition, and or pregnancy. The company has the right to designate FMLA leave time and paid sick time leaves as running concurrently with FMLA leave. You must give 30 days' notice prior of leave, if possible, if no notices are given the leave can be delayed. More regarding FMLA information ask LINQM HR.

California Family Rights Act (CFRA)

AB1033, added parents-in-law to the definition of "parent" for purposes of qualifying under the CFRA. SB 1383 took effect that provides employees up to 12 weeks of unpaid job protection leave during any 12-month period of certain covered reasons. The bill would define an employee who at least has 1250 hours of service with the employer during the previous 12-month period.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days' prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days. If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Substituting Paid Leave

Your total FMLA leave time, which may include paid sick time, may not exceed 12 weeks. The company has the right to designate such leaves as running concurrently with FMLA leave.

Benefits during Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for the purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue. LINQM will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.



Reproductive Loss Leave

CA employees have up to five days of reproductive loss leave following a reproductive loss event. Employees must be an employee for 30 days to qualify for leave. A reproductive loss event is the day or for multiple day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. To be covered by law employees must have worked no more than 20 days within a 12-month period. Leave can be taken on nonconsecutive days but must be taken within three months of the employee's loss. Reproductive loss leave may be unpaid, employees may use sick time if available.

Pregnancy Disability Leave

A female employee disabled by pregnancy, childbirth, or related medical condition in CA is entitled to take up to four months of unpaid leave. PDL runs concurrently with any leave the employee is eligible for under the FMLA.

Medical Certification Leave

If leave is requested due to a family member's serious health condition or your own, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. LINQM may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Bereavement Leave

An employee who has worked at LINQM for at least 30 days are permitted up to 5 consecutive days of bereavement leave for a family member, defined as a spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild. The bereavement leave shall be completed within three months of the date of the death of a family member. Bereavement leave may be unpaid; however, an employee can use available paid sick leave. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Military Leave

General

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), LINQM prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

California

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), LINQM prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency. Employees who are members of the National Guard or U.S.

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reserves can take up to 30 days of paid leave and 180 days of unpaid leave per year when called for training or duty.

Victim Protection Law Changes

The state's victim protection law, which prohibits discrimination against victims and requires that employers with 25 or more employees provide victim leave, will be modified and expanded. Below are the highlights. For full details, see the California Victim Leave page.

Leave Provisions Expanded

The victim leave provisions, which apply to employers with 25 or more employees, will be updated to allow employees to take leave when a family member is a victim. Additionally, employees will be allowed to take leave for several new reasons, including relocating or preparing for a legal proceeding. Finally, the law will allow employers to limit employees to a maximum amount of leave.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification so that you can resume work before returning. Both you and your health care provider must complete a Return-to-Work Medical Certification. Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify LINQM of your status, you may be terminated.

Jury Duty

General

LINQM supports employees in fulfilling their civic responsibilities by serving jury duty when required but does not compensate for time take off. You must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits. Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

Time Off from Work in Connection with Court Cases

General

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Employees called to testify will not be paid for the time they are away from work because of their participation in a court case or arbitration but may use available vacation and personal days to cover their time away from work. Absence because of participation in a court case or arbitration will be treated the same as absence for any other reason and employees must comply with the company's policy regarding attendance. If you are called to serve as a witness, notify your manager as soon as possible.

California

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your supervisor at once. You will not be paid for the time you are away from work participating in a court case or arbitration, but you may use available vacation and personal days to cover the time.



Time Off to Vote

General

Employees who are eligible to vote but do not have enough time outside of regular working hours to vote in a statewide election, may request time off to do so. The time off will be without pay. Such time off will be granted at your supervisor's discretion.

California

Employees who are eligible to vote in an election and who do not have enough time outside of working hours to vote may request time off either at the beginning or end of work to do so. No more than two hours off will be compensated, and you must give two days' notice if you need such time off.

General Employment / Employee Classifications

Employees at LINQM are either full-time or part-time. The company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits. Part-time employees work fewer than 31 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance. All other employees are full-time. Your supervisor will verify whether you are a full-time or part-time employee, and whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

General

An employee's personnel file consists of the employee's employment application, withhold forms, reference checks, emergency information and any performance appraisals, benefits data, or other appropriate employment-related documents. It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or person to notify in case of an accident. Misrepresentation of any fact, which you have provided information for on your application, in your personnel file, or any other document, is enough reason for dismissal. Personnel records are considered company property and are not available for review by employees unless the employee formally asks with a written request or phone call to HR.

California

An original personnel file consists of an employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data, and other appropriate employment-related documents. It is your responsibility to notify the Payroll or Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or person to notify in case of an accident. You may be dismissed for misrepresenting any fact on your application or in your personnel file. Personnel records are considered company property. You may review your record in the HR Department offices during business hours after making a reasonable request to do so. Access to personnel records does not apply to letters of reference, records obtained prior to an employee's employment, or records relating to the investigation of a possible offense.

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Employment of Relatives

LINQM may hire relatives of employees where there are no potential problems of supervision, safety, security, morale, or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws, and step relationships. Employees who marry or become related will be permitted to continue to work if there are no substantial conflicts. Reasonable accommodations will be made, when possible, in the event a conflict arises.

Introductory (Probationary) Period

During and after this period, the work relationship will remain at will. This time allows you to determine if you have made the right career decision and for LINQM to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude, and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Reference/Background Checks

LINQM conducts reference and background checks on employees when requested. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

General

Unless expressly proscribed by statute or contract, employment with LINQM is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the company, LINQM requests at least two-week notice. Any employee who is discharged by LINQM shall be paid only wages accrued to the effective date of the separation.

California

Unless expressly proscribed by statute or contract, employment with LINQM is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If an employee resigns, LINQM requests the courtesy of at least a two-week notice. Any employee who is discharged by LINQM shall be paid wages to the date of the separation.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows, or doorways. Review the fire escape routes posted in each work area.

Safety

LINQM is committed to maintaining a safe and healthy environment for all employees. Report all accidents,

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injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager. If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted HR Department. You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from HR Department. A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job. In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. You can get the required reporting paperwork from HR Department. If you notice a safety hazard at a client location or a violation of OSHA guidelines, please make sure to let your supervisor at the client location know and call Linqm HR immediately at (855) 935-4676.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time. However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time. If it becomes necessary to shut down the office due to weather or another emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Facilities Policy

For the health and safety of our employees, LINQM follows the CDC guidelines and client's policy to keep our employees safe by making sure employees keep a clean and sanitary environment while working at the client location. To keep a safe environment employees must following CDC guidelines and follow client's protocol, make sure to wash hands regularly, sanitize hands, wipe surfaces and company equipment to disinfect.

Communication with Press or Media

Media inquiries in relation to LINQM must be handled in accordance with the following guidelines: Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to President or to Vice President. All other inquiries should be referred to the General Manager, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary. This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Employee Benefits / COBRA

Any employee hired on to LINQM's payroll will be eligible to enroll in an offered plan on the first day of the month following 60 days of employment. Employee must work an average of 30 hours per week and maintain those hours to continue eligibility. When enrolled in benefits and assignment is over, depending on end date benefits will be withdrawn through the end of the month.

Cal Savers Retirement Savings Program: State Street and California Sponsored 401k (Roth)

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Cal Savers is a retirement savings program. In California it is a requirement to enroll all CA employees into a 401k plan. Once you are enrolled you will have 30 days from your start date to opt out. You have the option to change your contribution rate as well. An email will be sent to you from our Linqm operations team and Cal Savers.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on LINQM business. When it is necessary to travel for LINQM business purposes, please contact the Manager to get it authorized prior to incurring such costs. All Expense Report Forms should be submitted to Accounting Department no later than five business days after the last day of the month.

Workers' Compensation

LINQM provides insurance to compensate for any illness or injury an employee might suffer while working onsite or official company business, or attending an activity officially sponsored by the company. If you become ill or injured, please get medical attention at once. You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled. You must also let LINQM know immediately as well.

You must complete a drug screen upon an injury (post-accident drug screen). LINQM Operations Department will walk you through the steps, but you must call LINQM right away. Our goal is to keep a safe, drug free, and responsible workplace.

Covid-19

Linqm follows federal guidelines regarding Covid-19. Covid-19 laws are subject to change. LINQM is monitoring all the updates closely.

As a result of health and safety concerns pertaining to travel LINQM, INC. follows CDC guidelines relating to travel and may require employees to provide notice and obtain approval before finalizing travel plan. LINQM can require employees to self-quarantine for a period following a vacation.

Holidays

LINQM pays for holidays approved by client You will be paid for these holidays if you:

- Are a full-time employee who has worked at least 6 months at the company and your client has approved you to be paid and the client is billed for that holiday (unless another arrangement has been made).
- Have worked the full day before and the full day after the holiday unless timeoff has been approved in advance as vacation or personal days.
- If you have not worked the full day before and/or full day after, your holiday pay will be calculated by the average amount of hours you worked the last 13 weeks.

Due to business needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you. You will be compensated as regular pay unless there is prior approval.



Vacation and Sick Days

LINQM has an open vacation policy. You will need to submit any request for days out of work for approval to operations at the earliest known time.

Sick time unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law after 90 days of employment. Accrued paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave. Accrues paid sick leave pursuant to the employer’s policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code§246.

You may use the paid sick leave for: You or a family member for the diagnosis, care or treatment of an existing health condition or preventative care. Specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. You will be required to contact Linqm, Inc. as your employer as well as the supervisor you report to when taking a sick day in accordance with our and their policies. As well as ensure your timecard indicates the date/time you used sick time for proper documentation on our end.

Acknowledgement of Receipt and Understanding of LINQM Employee Handbook

I acknowledge that I have received the LINQM Employee Handbook and that I have read and understand the policies. I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. LINQM retains the right to change these policies and benefits, as it deems advisable. Unless expressly proscribed by statute or contract, my employment is "at will."

I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the company.

I understand that the information I meet during my employment is proprietary to the company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the company.

I understand that I must comply with all the provisions of the Handbook to have access to and use company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to company resources may be revoked, and I may be subject to disciplinary action up to and including discharge. I further understand that I am obligated to familiarize myself with the company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

FAILURE TO COMPLY WITH THE POLICIES OUTLINED IN THIS DOCUMENT WILL RESULT IN A WRITE- UP. AFTER THREE WRITE-UPS YOU ARE SUBJECT TO TERMINATION.

Printed Name

Signature

Date
