



JOHNSON SERVICE GROUP

POLICIES ACKNOWLEDGEMENT

- **DRUG AND ALCOHOL TESTING POLICY**
- **PAYCHECK AND TIME CARD POLICY**
- **SEXUAL HARASSMENT POLICY**

By signing this form, I confirm that I have read and understand the Drug and Alcohol Testing Policy, the Paycheck and Time Card Policy, and the Sexual Harassment Policy.

I acknowledge that Johnson Service Group has provided me with an opportunity to ask questions about these policies, as well as a copy of its written policy on drug and alcohol testing, paychecks and time cards, and sexual harassment, and that all of my questions have been answered.

Employee Signature

Date

XXX-XX-

Employee Printed Name

Last Four Digits of SSN



JOHNSON SERVICE GROUP

DRUG AND ALCOHOL TESTING POLICY (EXCLUDING CA)

Drug testing is a condition of hire and/or continued employment with Johnson Service Group, Inc. (the "Company") for all applicants and employees, and alcohol testing is a condition of continued employment with the Company for all employees, subject to applicable law. The purpose of the drug testing is to determine the presence of any substance in an applicant's or employee's system that is illegal and/or prohibited under both federal and applicable state law ("illegal drugs"). The purpose of the alcohol testing is to determine whether an employee's concentration of alcohol is 0.01% or greater during work time; a test result of 0.01% or greater will be considered a positive result for purposes of alcohol testing, subject to applicable law. The Company strives to maintain a workplace that is free from the adverse effects of illegal drugs and alcohol abuse.

Reasons for Drug Testing

Applicants and employees may be tested for the presence of illegal drugs for any or all of the following reasons, subject to applicable law:

- Pre-employment testing after a conditional offer of employment has been extended
- Reasonable suspicion based on direct observation of behavior or other credible evidence suggesting that an employee may be using, possessing, or selling, or is under the influence of, an illegal drug(s)
- After an accident or injury at work, during work hours, or on work premises that results in bodily harm, property damage, or vehicular damage
- Random, unannounced, periodic drug testing
- As a follow-up to drug rehabilitation
- Due to participation in an Employee Assistance Program
- As part of a fitness-for-duty exam
- For safety-sensitive positions
- In accordance with U.S. Department of Transportation ("DOT") regulations¹

Substances Subject to Testing

The Company may test for any or all of the following illegal drugs, subject to applicable law:

- | | |
|------------------------------|-----------------------------|
| ✓ Cocaine | ✓ Opiates |
| ✓ Methamphetamines | ✓ Phencyclidine |
| ✓ Amphetamines | ✓ Barbiturates |
| ✓ Tetrahydrocannabinol (THC) | ✓ Benzodiazepines |
| ✓ Methadone | ✓ Tricyclic antidepressants |

The Company expressly reserves the right to add to or delete substances from the above list, subject to applicable law.

Reasons for Alcohol Testing

Employees may be tested for the concentration of alcohol in their system for any or all of the following reasons, subject to applicable law:

- Reasonable suspicion based on direct observation of behavior or other credible evidence suggesting that an employee may be under the influence of alcohol during work time
- After an accident or injury at work, during work hours, or on work premises that results in bodily harm, property damage, or vehicular damage
- In accordance with DOT regulations

¹ Employees whose work is regulated by the DOT must comply with DOT drug and alcohol testing requirements and procedures. If this policy conflicts with these requirements and procedures, the DOT requirements and procedures will control over the conflicting terms in this policy.



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Drug- and Alcohol-Testing Procedures

Contact the third-party testing company for information on procedures regarding (1) privacy in the specimen-collection process; (2) procedures to prevent contamination of the specimens; (3) sanitation; and (4) chain of custody / storage. Testing will be conducted by trained collection personnel in accordance with applicable law.

Contesting, Explaining, and/or Confirming Test Results

Negative and positive test results will be reported to the Company. An applicant or employee may request and obtain a copy of his/her test results, subject to applicable law. In the event of a positive test result, an applicant or employee will be given the opportunity to contest and/or explain the result of the test, and a confirming test will be conducted, in accordance with applicable law.

Positive Test Results

A confirmed positive test result may be grounds for denying an applicant employment with the Company or subjecting an employee to discipline, up to and including termination of employment, subject to applicable law.

Adulterated Tests

Applicants or employees who deliberately take any substance in an attempt to adulterate a test or take any other action in an attempt to alter a specimen used for testing will be considered in violation of this policy and may not be hired or may be subject to disciplinary action, up to and including termination, subject to applicable law.

Failure to Submit to Testing

If applicants or employees fail to submit to or cooperate and participate fully in required testing, which includes following any procedures or completing any documentation related to such testing, this may be grounds for not hiring them or, if employed, for disciplinary action, up to and including termination, subject to applicable law.

Employee Assistance Programs

Information on Employee Assistance Programs is available from Human Resources. Employees who have developed an addiction to, dependence on, or other recurring problem with illegal drugs or alcohol should voluntarily seek assistance by contacting Human Resources. Employees, however, may not use an admission to illegal drug use or alcohol abuse as a way to avoid disciplinary action, subject to applicable law. All self-referrals and employee inquiries will be held in confidence to the greatest extent practicable and in accordance with applicable law.

Cost of Testing

The Company will pay the cost of all tests it requires, subject to applicable law. For employees, time spent traveling to and from any testing site for, as well as time spent completing, Company-required testing will be considered work time, for which employees will be compensated, in accordance with federal and state law.

General

All information involving any drug or alcohol test, counseling, rehabilitation, or treatment of an employee or applicant is confidential. All such information will be accessible only to those with a need to know and in compliance with legally required reporting procedures.

If any part of this policy is determined to be void or unenforceable under any applicable law, the remainder of the policy will stay in full force and effect to the greatest extent permitted by applicable law.



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DRUG AND ALCOHOL TESTING POLICY (CA)

Purpose of Guideline

It is the intent of the Company to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at the Company. Employees who are under the influence of a drug or alcohol on the job compromise the Company's interests, and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of client relations.

The use of alcohol or illegal drugs while on Company premises, using Company property or while conducting Company business is strictly prohibited. Further, the manufacture, dispensation, possession, sale and/or distribution of legal and/or illegal drugs is prohibited while on Company property or while conducting Company business.

Drug and Alcohol Testing

- When Testing Will Occur
 - All offers of employment will be conditioned upon the successful outcome of a post-offer, pre-employment drug test.
 - In addition, a drug and/or alcohol test will be required of an employee when there is "reasonable suspicion" that the employee has violated this Drug-Free Workplace Policy. Whenever possible, the referral of an employee for "reasonable suspicion" testing will be based upon the observations of a supervisor and the concurrence of the Human Resources Manager. "Reasonable suspicion" means suspicion reasonably drawn from specific, objective facts and reasonable inferences drawn from such facts and may include, among other things:
 - Observable phenomena, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol, such as but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, changes in affect, dynamic mood swings, etc.;
 - A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents) which appears to be related to substance use and does not appear to be attributable to other factors;
 - The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking;
 - A report of alcohol or other drug use provided by a reliable and credible source; or,
 - Repeated or flagrant violations of the company's safety or work rules, which are determined by a supervisor to pose a substantial risk of physical injury or property damage and which appear to be related to substance use or substance use that may violate the agency's Drug-Free Workplace Policy, and do not appear attributable to other factors.
 - Some employees may be subject to annual or periodic job-related physical examinations conducted consistent with business necessity. A drug and/or alcohol test may be administered in connection with such examinations.
 - *San Francisco employees only:* Testing will occur only where there are reasonable grounds to believe that an employee's faculties are impaired on the job and the employee is in a position where such impairment presents a clear and present danger to the physical safety of the employee, another employee or members of the public. The employee will be permitted, at the employer's expense, the

opportunity to have the sample tested or evaluated by a State licensed independent laboratory/testing facility. The employee will also be permitted the reasonable opportunity to rebut or explain the results.

- **How Testing Will Occur**
 - All drug testing will be conducted by a government-certified laboratory, and collection of substance abuse testing samples will be by the split-sample collection method conducted by trained collection personnel who follow established protocols for respecting personal privacy and the integrity of chain-of-custody requirements as recommended by the Federal Department of Health and Human Services.
 - All drug testing will include urinalysis for 9 drugs and a confirmatory test for all initial positive test results. A drug test will be reported as positive if the confirmatory test is positive and a Medical Review Officer, after consultation with the employee (if possible), determines that the result is positive. No positive test result will be reported to law enforcement authorities unless required by a regulatory body or by criminal law provisions. An alternative testing method may be used if required to accommodate a disability recognized under federal and/or state law.
 - All alcohol testing will include breath or saliva or blood testing. A confirmatory test for all initial positive results will be conducted and, in the case of breath or saliva, the confirmatory test will utilize an evidential breath test (EBT). An alcohol test which confirms positive at greater than .01 percent blood alcohol content (BAC) will be considered a positive test result under the Drug-Free Workplace Policy.
- **Test Results**
 - Employees have the right to receive, upon request, a written copy of their test results. Employees also have the right to obtain, upon request, an explanation, given in a confidential setting, of a positive test result.

Employee Assistance

Individuals who have a substance abuse problem are encouraged, and may be required as a condition of continued employment (at the Company's sole discretion), to seek help. To assist in this regard, the Company will provide employees with a list of local community resources to contact for an assessment and/or treatment by a substance abuse professional.

Employees will not avoid disciplinary action under the Drug-Free Workplace Policy by seeking assistance for a substance abuse problem, and individuals with substance abuse problems will be held to the same standards of performance as other employees.

When an employee tests positive for drugs and/or alcohol, the Company will explain to the employee what a substance abuse evaluation is and will provide the employee with a list of qualified substance abuse resources in the community which can administer an assessment.

Reporting Convictions

Any employee who is convicted for a violation of a criminal drug statute occurring in the workplace must notify the Human Resources Manager no later than five calendar days after the conviction. This provision does not apply to misdemeanor marijuana-related convictions that are more than two (2) years old or prior misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

Confidentiality

To protect the confidentiality of personal information, all records pertaining to drug and/or alcohol testing will be stored separately and apart from an employee's general personnel documents. The information contained in these files shall be utilized only to properly administer this Drug-Free Workplace Policy, to comply with authorized requests for information as required by law, and to aid in the defense of the Company in the face of any lawsuit or other proceeding initiated by or on behalf of the specific employee.

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For CA applicants and employees use ONLY (rev. 9/2013)



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PAYCHECK AND TIME CARD POLICY

Employees agree that in as much as Johnson Service Group, Inc. (the "Employer") requires completed time records to obtain payment from Employer's Client, Employees will accurately maintain time records required by the Employer and will also accurately complete, sign, and assist the Employer in gaining approval of time records each week.

Employees understand that in the absence of complete time records, the Employer cannot accurately determine the amount of the time worked by the Employee and the corresponding amounts due the Employer for the Employee's services to the Client; and further, that the Employer's failure to perform such duties could result in insufficient receipts from the Client to insure prompt payment of the Employee's wages.

Therefore, the Employee's wages shall not be due and owing unless and until the Employee completes, signs, and forwards the time records in accordance with Employer's instructions. Employees further understand that they will abide by the Employer's Clients week ending date for the purposes of reporting their weekly hours and receiving Employees wages.

Employees understand that it is their responsibility to provide Johnson Services Group's Payroll Department with a weekly time sheet; and that the Johnson Services Group's Payroll Department will not release any pay check until it is in receipt of each weekly time sheet, completely filled out with all hours worked and signed by both an authorized supervisor and yourself.



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SEXUAL HARASSMENT POLICY

INTRODUCTION

It is Johnson Service Group's goal to promote a workplace that is free of sexual harassment. This policy applies to all employees at all levels of the organization.

Sexual harassment of employees occurring in the workplace or in other setting in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by Johnson Service Group.

Furthermore, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

To achieve Johnson Service Group's goal of providing a workplace free from sexual harassment, the organization will not tolerate the conduct that is described in this policy and has provided a procedure by which inappropriate conduct will be dealt with.

Johnson Service Group takes allegations of sexual harassment very seriously and responds promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as necessary, including disciplinary where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that Johnson Service Group deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

SEXUAL HARASSMENT – DEFINITION

The legal definition of sexual harassment generally follows as:

"Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

SEXUAL HARASSMENT – EXAMPLE

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to male or female workers, may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness.

Direct or implied requests by a manager or supervisor, whether male or female, for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, and increased benefits.

- Sexual advances – whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, and gossip regarding one's sex life.
- Displaying sexually suggestive objects, pictures, cartoons, etc.
- Leering, whistling, and brushing against the body, sexual gestures, and suggestive or insulting comments.
- Inquires into a person's sexual experiences.
- Discussion of a person's sexual activities.



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All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by Johnson Service Group.

SEXUAL HARASSMENT – COMPLAINTS

If any Johnson Service Group employee believes that he or she has been subjected to sexual harassment, whether by a manager, a supervisor, a co-worker, or any other person in the workplace; that employee has the right to file a complaint with Johnson Service Group.

This may be done in writing or orally. To file a complaint, an employee may do so by contacting the Johnson Service Group Branch office manager. Johnson Service Group legal counsel is also available to discuss any concerns that an employee may have and to provide information about our policy on sexual harassment and the complaint process.

SEXUAL HARASSMENT – INVESTIGATION

When Johnson Service Group receives a complaint, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Johnson Service Group will strive to release information arising out of a complaint or investigation only on a need-to-know basis. Employees should be aware; however, that information must be shared for an effective investigation to be conducted.

The investigation will include, but not be limited to, a private interview with the person filing the complaint and with witnesses. The person who allegedly committed the sexual harassment will also be interviewed.

When the investigation has been completed, Johnson Service Group will, to the extent appropriate, inform the person filing the complaint and the person who allegedly committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, Johnson Service Group will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by one of Johnson Service Group's employees, it will take such action as is appropriate under the circumstances.

Such action may range from counseling to termination from employment, and may include such forms of disciplinary action as deemed appropriate under the circumstances.